CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Monday, June 4, 2012

I. EXECUTIVE SESSION—Pending Litigation, Employment, Property Negotiations

II. 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** and lead the Pledge of Allegiance.

III. 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 John Sandusky
Councilor Doug Henson

Absent: Councilor Steven Forster (Excused)

Staff Present:

Paul Wyntergreen, City Manager
Abigail Donowho, City Recorder

IV. AGENDA

The posted agenda for the meeting of June 4, 2012 is attached and by this reference is made a part of the record.

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

a.) Second Street Public Market street closure request (Exhibit A)

VI. MINUTES

Council minutes for May 21, 2012 Regular City Council Meeting were provided in Council Packets. **Councilor Davy noted an amendment needed to change her name from the Associations' Committee report to Mayor Weber's. Councilor Sandusky moved to approve the minutes as amended. Councilor Harris seconded. The minutes were approved as amended unanimously by Council seated.**

VII. PRESENTATIONS

a) **Beautification Award—Mayor Weber** presented a beautification award for Ed and Lola Martindale on Linden Drive in Tillamook. The Martindale's were nominated by Councilor Forster of Ward 4 and will receive up to $100 off of their water and sewer bill for the month of May.

b) **FEMA Community Rating Award—Mayor Weber** announced that FEMA awarded the City of Tillamook with a rating of "7," allowing for lower insurance rates. The City received a nice plaque along with the rating.

VIII. CITIZENS' HEARING/AUDIENCE COMMENTS--None

IX. NEW BUSINESS

a) **Additional Item to Add to the Agenda Under New Business**—**Mayor Weber** noted that an additional item needed to be added to the agenda for the Second Street Public Market. **Councilor Harris moved to add the Public Market's item to the agenda under new business. Councilor Davy seconded. Motion carried unanimously by Council seated.** The item was added to the agenda at the end of the *new business* section.

b) **Fawcett Creek Fish Ladder MOU**—**City Manager Wyntergreen** summarized the Memorandum of Understanding with the Watershed Council. This document includes all agreements as set up over time for the project. **Wyntergreen** stated that the staff recommends approval. **Councilor Sandusky** asked about the matching funds listed and was assured they are in the coming year's budget. **Councilor Davy moved to approve the MOU for the Fawcett Creek Fish Ladder Project and Screening. Councilor Sandusky seconded. Motion carried unanimously by Council seated.**

c) **Asphalt Bids**—**City Manager Wyntergreen** explained that the only bid received for the project was from S-C Paving. It has been reviewed and is reasonable. **Councilor Martin moved to accept the asphalt bid from the S-C Paving Company. Councilor Sandusky seconded.** Discussion followed regarding where the advertisement took place for the bid request. **Motion carried unanimously by Council seated**.

d) **Post-Tsunami Drill Surveys**—**Mayor Weber** pointed out that each Councilor has a stack of post-tsunami drill surveys to distribute to the original 10 surveyed in each ward at the end of 2011. Please return by the next Council meeting on June 18th. DOGAMI and the Tillamook Police Department will be meeting with business owners on Highway 101. The **Mayor** noted she was very encouraged by the drill and participation.

e) **Second Street Market Street Closure Request**—**Sue Miller** Chairperson for Second Street Public Market, presented a request to close the road between Main and Pacific on Second Street in order to hold a street-fair on Saturdays during the summer months. The outdoor festivities may act as encouragement for tourists and traffic to stop downtown. **Councilor Sandusky** asked for clarification regarding a second request at the bottom of the letter asking for waiver of additional business licensing fees for outside vendors. Discussion followed regarding special usage of the street, concluding that an agreement should be drafted similar to that already in process for Farmer's Market. **Councilor Sandusky moved to approve the street closure request by the Second Street Public Market and bring a resolution similar to the Farmer's Market's to outline terms. Motion carried unanimously by Council seated.**

X. PENDING BUSINESS

a) **TRT Policies**—**City Manager Wyntergreen** talked about the recommendation from the Finance Committee after their meeting a week and a half ago. The Committee met again today, changing the recommendation somewhat. The grant program is recommended for discontinuation and funds were discussed for redirection. **Councilor Sandusky** noted that the final recommendation from the committee was a win/win situation for the long-term. **Councilor Sandusky moved to distribute the restricted fund at the rate of 1.8% to the Chamber of Commerce and 0.3% to the Tillamook Farmer's Market. Councilor Martin seconded. Councilor Davy** asked about the percentage allocation vs. a set amount. **Wyntergreen** noted it is an incentive to all parties to achieve all their goals in order to increase their allotment. **Sandusky** added that a multi-year amendment allows for a measurable statistic for reporting, and that these new services are sought out by the City in lieu of the grants previously given. **Motion carried unanimously by Council seated. Wyntergreen** will negotiate the contracts with the Chamber and Farmer's Market over the next month.

b) **Old Safeway Demolition Bid Award**—**Mayor Weber** reminded the Council that at the last meeting all bids were rejected. New bids were received, with Don Averill Trucking coming in at the lowest amount within the parameters of the FEMA dollars. The staff recommendation was to award the job to Don Averill Trucking. **Councilor Henson moved to award the demolition bid to Don Averill Trucking. Councilor Davy seconded. Motion carried unanimously by Council seated. Councilor Sandusky** asked for a timeline, and **Wyntergreen** responded it will be as soon as possible. The City is working with a time extension from FEMA to the end of October for the second phase of demolition to be completed.

XI. LEGISLATIVE

a) **Resolution #1605: A RESOLUTION AUTHORIZING THE WAIVER OF CERTAIN REQUIREMENTS TO THE TILLAMOOK FARMERS' MARKET AND APPROVAL OF CERTAIN USES DURING THE FARMERS' MARKET SEASON FOR A TERM OF FIVE YEARS—City Manager Wyntergreen** noted the resolution outlines all of Farmer's Market operations. **Councilor Henson moved to approve resolution 1605, a resolution authorizing the waiver of certain requirements to the Tillamook Farmers' Market and approval of certain uses during the Farmers' Market season for a term of five years. Councilor Sandusky seconded. Motion carried unanimously by Council seated.**

b) **Resolution #1606: A RESOLUTION ADOPTING A RIGHT-OF-WAY USE PERMIT APPLICATION FORM FOR THE CITY OF TILLAMOOK—City Manager Wyntergreen** reminded the Council that this resolution was brought to the last meeting and assigns permit fees to certain right-of-way uses. **Councilor Harris moved to adopt resolution 1606, a resolution adopting a right-of-way use permit application form for the city of Tillamook. Councilor Davy seconded. Motion carried unanimously by Council seated.**

c) **Resolution #1607: A RESOLUTION INCREASING THE FEE SCHEDULE AND ADOPTING ADDITIONAL FEES FOR THE CITY OF TILLAMOOK—City Manager Wyntergreen** explained the planning fees are being adjusted to meet real costs for the processes involved for each item. The Community Development Fee is a percentage of project costs over $10,000. **Councilor Henson moved to approve Resolution 1607, a resolution increasing the fee schedule and adopting additional fees for the city of Tillamook. Councilor Davy seconded. Motion carried unanimously by Council seated.**

XII. COUNCIL CONCERNS

a) **Councilor Davy** expressed concerns for appropriate signage to point out the Second and Ivy Street Parking in conjunction with the street closures this summer. She reminded people that "Company's Coming" and clean up will be on June 16th at 8:00 a.m., the group should meet at the parking lot at Second and Ivy.

b) **Councilor Sandusky** announced that the latest TURA project for façade improvement and building improvement is on Stillwell—it was re-sided, repainted, and had some foundation work. If anyone wants to check it out, Peterson's and Thompson's is between First and Second on Stillwell.

c) **Councilor Henson** noted the drainage ditch on Meadow is in disrepair and should be addressed as it is in violation of State laws. **Wyntergreen** responded this will be addressed in the Storm Drain Master Plan at the Thursday meeting of the Holden Creek group.

XIII. MONTHLY REPORTS

a) **City Planner—City Manager Wyntergreen** added that code changes are being looked at by the Planning Commission, followed by codifications, standards, and then larger zoning issues. The Public Works Director is in Bend doing a presentation on the Ninth Street Park project for the grant application. **Mayor Weber** noted that Councilor Henson should receive a packet of planning commission liaison information.

b) **Police Chief**—Officer Aaron Miller had his first day out on his own on Sunday, June 3, 2012, followed the next morning by the birth of his third daughter, Amelia Rose.

c) **Public Works Director**—The Storm Drain Master Plan is almost finished. Councilor Davy asked for clarification regarding downtown cleanup. The Fawcett Creek fish ladder project is underway, details are in the MOU. Mayor Weber suggested that Councilor Davy take a tour of the project with Director Sullivan.

d) **Mayor—Mayor Weber** raved about her appreciation of the community's support at the Memorial Day services and encouraged everyone to attend in the future. She participated in the recent Tsunami Drill and the Global Day of Prayer as a representative for the City. She is touring Tillamook Churches and represented the City as Jerry Jeffries was commissioned at St. Alban's (he currently pastors three churches). The **Mayor** commented it is nice to see the ecumenical cooperation.

XIV. COMMITTEE REPORTS

a) **Finance Committee—Councilor Martin** stated that the topics has been covered with the TRT item in the pending business section of the meeting.

XV. STAFF COMMUNICATIONS--

XVI. 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	5/23/12	32295	$ 640.00
A/P Batch	6/4/12	32296-32341	$ 39,473.79

XVII. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **7:57 p.m.**

Minutes approved by:

Suzanne Weber June 25, 2012

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 6/25/12

Abigail Donowho, City Recorder Date