# *CITY OF TILLAMOOK*

City Hall, 210 Laurel Avenue

## *City Council Meeting Minutes*

Monday, June 18, 2012

**I. EXECUTIVE SESSION**

**II. CALL TO ORDER**

**Mayor Weber** called to order the regular meeting of the **Tillamook City Council** at **7:00 p.m.** on **Monday, June 18, 2012** in **City Hall at 210 Laurel Avenue in Tillamook, Oregon**.

**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 Steven Forster**
**Councilor John Sandusky**
**Councilor Doug Henson**

**Absent: None**

**Staff Present:**

Paul Wyntergreen, City Manager
Arley Sullivan, Public Works Director
Abigail Donowho, City Recorder
Jamy Wilson, Finance Officer

**IV. AGENDA**

The posted agenda for the meeting of June 18, 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.) City Recorder Monthly Report (Exhibit A)

b.) Finance Officer Monthly Report (Exhibit B)

**VI. MINUTES**

Council minutes for the June 4, 2012 Regular City Council Meeting were provided in Council Packets. **Councilor Sandusky moved to approve the minutes for June 6, 2012 as clarified. Councilor Henson seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

**VII. CITIZENS HEARING/AUDIENCE COMMENTS--None**

**VIII. PUBLIC HEARINGS**

a) **Street Vacation—Mayor Weber** opened the hearing at 7:06 p.m. **City Manager Wyntergreen** explained that the petition is to vacate two sections of streets for the Hospital's expansion project. Upon approval, both sections would be vacated. All requirements for consent and notification have been met. He gave an overview of the conditions contained in the staff report. Some modifications may come after the request tonight. **Councilor Davy** asked about the meter change for expense of the meter being moved and was assured it would be at the Hospital's expense. **Mayor Weber**

called for testimony for or against the vacation. **Walt Larson** of Tillamook County General Hospital and Adventist Health at 1000 Third Street presented additional information to the Council regarding the easements. No other comments were received regarding the vacation. **Mayor Weber closed** the hearing closed at 7:15 p.m.

b) **Oregon State Revenue Sharing—Mayor Weber** opened the hearing at 7:16 p.m. **City Manager Wyntergreen** noted that the revenue sharing adoption is required by law in order to participate. The draft budget has all monies allocated from revenue sharing to repay the Water Fund for the purchase of the Kinsman Shops. **Mayor Weber** asked the Council for questions, none were asked. She called for public testimony. No other comments were received regarding the State Revenue Sharing. **Mayor Weber** closed the hearing at 7:17 p.m.

c) **Budget—Mayor Weber opened** the hearing at 7:18 p.m. and yielded the floor to **City Manager Wyntergreen**. He explained that the draft included in the packet showed three columns reflecting the budget officer recommendation, the committee's adoption, and the staff proposal. Changes were not significant enough for the committee to meet again as all changes were under 10% per fund. After an overview of the staff-proposed column, **Mayor Weber** asked for testimony or correspondence. None was received. She closed the hearing at 7:36 p.m. **Wyntergreen** noted the Council could discuss the topic at this time or later. **Councilor Davy** clarified that all of the money allocated in the budget for salaries are only placeholders. **Wyntergreen** confirmed. **Councilor Sandusky** stated he is in favor of adopting *all* changes by staff. **Councilor Forster** asked why the beginning fund balances were so far off. **Wyntergreen** explained that the previous year was the first year the City moved to the cash accounting method rather than accrual accounting. This change left the balances inaccurate. After the recent audit, it was verified that the ending fund balance is a true cash value, not assets. **Forster** is concerned about the spending happening in the funds and again asked for clarification regarding the salary amounts. **Mayor Weber** asked for further discussion and a motion. **Councilor Sandusky moved the Council approve the proposed-by-staff column as the final budget for fiscal year 2012-13. Councilor Martin seconded. Forster** noted that this budget has been a big moving target. He does not want to see this happen again in future years. **Motion carried five-to-one (5-1), nay vote cast by Councilor Henson.**

## IX. NEW BUSINESS

a.) **Special Meeting for June 26, 2012—City Manager Wyntergreen** noted there may be an additional item or two on the agenda for the meeting. Mayor Weber set the meeting for June 26th at 7:00 p.m.

b.) **Cancellation of July 2, 2012 City Council Meeting**—Due to the 4th of July holiday, it was proposed to cancel the regular City Council meeting for July 2, 2012. **Councilor Sandusky moved to cancel the July 2nd meeting. Councilor Davy seconded. Councilor Henson** was concerned about the responsibility to the citizens for the regular meetings, that canceling would set a dangerous precedent. **Councilor Harris** noted that the downside would be a longer agenda for the following meeting. **Motion failed four-to-two (4-2), nay votes cast by Councilors Martin, Davy, Forster, and Henson.**

c.) **Medical Policies/VEBA—City Manager Wyntergreen** explained the Co-Pay C plan adoption for medical insurance. The Personnel Committee discussed the feasibility of instituting an employee cost share of 5% and establishing an employer-contributed VEBA account for each non-union employee. The Personnel Committee's recommendation was to adopt the changes. **Councilor Sandusky moved to adopt the Personnel Committee's recommendation as outlined in the memo received with Council packets. Councilor Forster seconded. Motion carried unanimously by Council seated.**

d.) **Recycling Goals—City Manager Wyntergreen** explained DEQ's requirements for recycling objectives. The City was not living up to the original agreement. DEQ asked for additional data with a response by June 22nd outlining goals for a curbside recycling program. **Wyntergreen** noted there is curbside recycling is in place with City Sanitary, but is under-utilized. He recommended a modest goal of a 20-25% increase in program utilization. **Mayor Weber** added the opportunity should be brought to the public. **Councilor Forster** gave the following statistics: of the 2,248 households in the City of Tillamook, only 953 use garbage service. Averill Landfill's recycling efforts have increased the flow of recyclables. There is a difference in utilization and availability. **Councilor Davy** asked if there was a cost to the recycling and learned it is free within the city limits. **Mayor Weber** asked for thoughts or a goal and the proposed next steps for curbside recommendations. After further discussion and clarification, **Councilor Sandusky** suggested the information be placed on the City website; perhaps negotiate with City Sanitary for some ads in the paper, Jane Scott,

Public Access, and the radio. **The Council came to consensus and set a goal to increase utilization of the curbside recycling program by 25% through more frequent advertising and promotion.**

## X. PENDING BUSINESS

a.) **Extension of County IGA for Safeway Demolition—Councilor Sandusky moved to approve the extension of the IGA for demolition. Councilor Forster seconded. Motion carried unanimously by Council seated.**

b.) **Storm Water Master Plan Update/Adoption—City Manager Wyntergreen** explained the plan to the Council. **Councilor Sandusky** asked if this plan creates a prioritized list. **Wyntergreen** confirmed. **Sandusky** stated this plan will allow for direction and problem solving. **Wyntergreen** said capital projects will help improve the flows. **Councilor Sandusky moved to approve and adopt the Storm Water Master Plan Update. Councilor Martin seconded. Motion carried unanimously by Council seated.**

c.) **Bay City Water Inter-tie IGA Amendment—City Manager Wyntergreen** received a revised IGA from Albright & Kittell regarding the Bay City Water Inter-tie Project. **Public Works Director Sullivan** added that the focus of the inter-tie project is to keep people alive in a catastrophe. **Councilor Martin moved to approve the amendment to the Bay City Water Inter-tie IGA. Councilor Sandusky seconded. Motion carried unanimously by Council seated.**

d.) **TURA Plan Amendment**—During the plan amendment process, TURA added and removed some properties that would better fit in the district. The definition of blighted properties also required some clarification. **Councilor Sandusky moved to adopt the proposed amendment to Ordinance 1267, the TURA Plan Amendment, as explained by the City Manager. Councilor Henson seconded. Motion carried unanimously by Council seated.**

e.) **City Attorney Contract—City Manager Wyntergreen** reminded the Council of their consensus to retain John Putman as the City Attorney of record. **John Putman** of 416 Laurel Ave. Ste 2 in Tillamook, asked the Council for questions. **Councilor Henson** asked for a consideration of a decrease in fees in light of the City's financial circumstances. **Putman** politely declined. **Councilor Sandusky moved to approve the employment contract and retain John Putman as the Tillamook City Attorney of record. Councilor Davy seconded. Motion carried unanimously by Council seated.**

## XI. LEGISLATIVE

a.) **Resolution 1605: Second Street Public Market Street Fair**—The Market has requested a waiver of certain requirements and a street closure between Main and Pacific Avenues on Second Street from July 7th through September 29th. The contract is similar to that of the Farmer's Market. **Councilor Sandusky moved to adopt Resolution 1605, A Resolution Authorizing the Waiver of Certain Requirements to the Tillamook Farmers' Market and Approval of Certain Uses During the Farmer's Market Season for a Term of Five Years. Councilor Henson seconded. Councilor Forster** asked if there were any objections from the Fire Department. **Motion carried unanimously by Council seated.**

b.) **Resolution 1604: Oregon State Revenue Sharing—City Manager Wyntergreen** noted it is a required ordinance to continue receiving funds from the State of Oregon. **Councilor Forster moved to approve Resolution 1604, A Resolution Declaring the City of Tillamook Election to Receive Oregon State Revenue-Sharing Funds. Councilor Henson seconded. Motion carried unanimously by Council seated.**

c.) **Resolution 1608: Supplemental Budget for Fiscal Year 2011-12—City Manager Wyntergreen** explained that this Supplemental Budget is to clean up pass-through changes and overages due to the litigation. **Councilor Forster moved to approve resolution 1608, A Resolution Adopting a Supplemental Budget for Fiscal Year 2011-12 and Appropriating Funds within the General Fund #1000, the Sewer Funds, #2200, the Water Funds, #2100, and the 9-1-1 Communications Fund #9600. Councilor Sandusky seconded. Motion carried unanimously by Council seated.**

d.) **Ordinance 1267: Second Reading of the Tillamook Urban Renewal Plan Amendment—Councilor Harris moved for the second reading of Ordinance 1267, An Ordinance Making Certain Determinations and Findings Relating to and Approving the Third Amendment (Substantial) to the Tillamook Urban Renewal Plan by title only.**

**Councilor Forster seconded. Motion carried unanimously by Council seated. City Recorder Donowho gave the second reading of Ordinance number 1267 by title only.**

**Councilor Forster moved to adopt Ordinance number 1267 An Ordinance Making Certain Determinations and Findings Relating to and Approving the Third Amendment (Substantial) to the Tillamook Urban Renewal Plan. Councilor Martin seconded. Motion carried unanimously by roll call vote:**

| | | | |
|---|---|---|---|
| **Councilor Martin** | **Aye** | **Councilor Harris** | **Aye** |
| **Councilor Davy** | **Aye** | **Councilor Forster** | **Aye** |
| **Councilor Sandusky** | **Aye** | **Councilor Henson** | **Aye** |

e.) **Ordinance 1268: Vacation of a Portion of Second Street and Portion of Ash Avenue—Councilor Sandusky moved for the first reading of Ordinance number 1268, an Ordinance Providing for the Vacation of a Portion of Second Street Wes of Birch Avenue, East of Ash Avenue Between Blocks 3 and 10 of the Second Stillwell Addition and a Portion of Ash Avenue Extending a Distance of Approximately 270 Feet North of Second Street West of Block 3 of the Second Stillwell Addition Located within the City of Tillamook, Tillamook County, Oregon by title only. Councilor Martin seconded. Wyntergreen** clarified that the hospital is good with condition number 1. Condition number 2 could be clarified to state "pedestrian" access. **Councilor Martin rescinded his second. Councilor Sandusky rescinded his motion and restated as follows: for the first reading of Ordinance number 1268, an Ordinance Providing for the Vacation of a Portion of Second Street Wes of Birch Avenue, East of Ash Avenue Between Blocks 3 and 10 of the Second Stillwell Addition and a Portion of Ash Avenue Extending a Distance of Approximately 270 Feet North of Second Street West of Block 3 of the Second Stillwell Addition Located within the City of Tillamook, Tillamook County, Oregon, by title only, with the understanding that section 1.2 will be clarified to state "pedestrian access" for the second reading and adoption. Councilor Forster seconded. Motion carried unanimously by Council seated. City Recorder Donowho** gave the first reading of Ordinance 1268 by title only.

## XII. COUNCIL CONCERNS

a) **Councilor Davy** noted that work is being done on two storefronts on Main Street that are for rent. The Chamber paid for the window washing and display cases for the Historical Society to have a display in the windows. She encouraged the Planning Commission to give a variance for their sign parameters to the Rodeo Steakhouse.

b) **Councilor Sandusky** gave a verbal advertisement for the expansion of Jane Scott Productions and wishes them well.

## XIII. MONTHLY REPORTS

a) **City Manager—Wyntergreen** reported that this year has seen some of the biggest changes for the budget process. He appreciates the Council's tolerance as there have been lots of changes. He anticipates smoother sailing next year. The City's financial house is getting in order. He sees huge progress with this council working with the staff and believes everyone is on the right track. The Storm Water Master Plan is great and SDC's are in place. **Councilor Forster** commented that the Council is gelling together well. He appreciates Paul and the staff for their hard work.

c) **City Recorder—City Recorder Donowho** submitted a written report to the Council and added that the codification should be ready in about three to four weeks.

d) **Mayor—Mayor Weber** reported on attending the Bounty by the bay Tillamook Estuary project—an entertaining evening and not a lot of fish, but interested folks. Tillamook received national recognition on the recreational trail. There are 54 new trails designated—and we are one of them! **Councilor Davy** noted we should go to the beach and find debris from the Japanese tsunami. The Mayor attended the Holden creek working group, where high school kids Anderson and Metcalfe did a lot of work on the creek this year. She commended Councilor Davy and the TRA for organizing the City clean up day. She thanked Sharon Weber and Kathy Loman for helping clean up 2 blocks downtown. She encouraged business owners to look at their business with new eyes, and citizens to take care of their cigarette butts in a proper manner. It was noted that the TURA pamphlet has ideas for business owners. **Mayor Weber** expressed her appreciation to the employees for all of their extra work and extra miles they go for the City. She encouraged the Councilors to do the

same. A special note that this weekend is June Dairy Parade and Rodeo weekend. Councilor Joe Martin will be riding in the parade with his wife in recognition of his 30 years of service on the Council.

## XIV. COMMITTEE REPORTS

a) **Beautification Committee—Councilor Henson** noted that the committee finalized flower basket placement. **Mayor Weber** noted that the baskets are gorgeous! **Henson** noted the downtown association is selling businesses pots for the sidewalk or wall hanging to improve the City. June Dairy Parade signage and traffic control are ready to rock and roll. The committee discussed other business regarding issues downtown due to the lack of ordinances and enforcement. They will visit the topics of design standards, color palate, mural ordinance, sign standards and enforcement in future meetings. He also noted that some type of code about straight exhaust systems or decibel levels in the downtown area should be explored. **Henson** requested direction from Wyntergreen regarding ordinances that create standards for property owners. **Wyntergreen** noted the sign ordinance is being worked on by the planning commission to revise some issues discussed. There will be a lot of debate regarding size and colors, lighting, electronics, etc. The Planning Commission always encourages input.

b) **Personnel Committee—Councilor Sandusky** noted that the committee met and talked about the healthcare and 5% employee contribution and VEBA. There were continued discussions regarding pay adjustments. The Committee is not in complete agreement. The salary schedule is in draft stages, the first draft having been discussed with requests for changes at the next meeting.

c) **Associations Committee—Councilor** Davy expressed her thanks to all of the participants in "Company's Coming" city clean up event. The Local Dog House provided lunch afterward. Thank you! The event seemed to have ignited business owners to work on their areas, power washing their own buildings and painting. Tsunami debris is on the beach. The County Fair is coming—how can we get visitors to come back?

d) **Public Works Committee—Councilor Martin** talked about sign conflicts at 3rd and Pacific. Signs are confusing and will be changed for better understanding for citizens parking. Stop signs at 4th and Laurel were discussed again after receiving a letter from the Fire Chief stating it is too difficult in an emergency to have a four-way stop at that location. Instead, curbs will be extended and parking will be fore compact cars only. Grove and 5th has a sewer problem in the street, and the road will remain graveled until they can redo the sewer line and then re-pave. There will be a stop sign installed at 5th and Miller in an effort to slow traffic down on that street. The next meeting will be July 24th at 10:00 a.m. at City Hall.

e) **Holden Creek Group—Mayor Weber** noted the student research projects were presented. It's amazing what has been done. She recommends asking the kids. Salmon have been introduced and microbes are present that were not before. Among other items discussed were the Tillamook Estuary Grant Process and City Storm Water Master Plan. Culverts were discussed—Miller Avenue is the worst, and the culvert at the Mill has a piling and a log in it. Tide gates have been improved—showing the water dropped in a short amount of time. The next meeting will include a Hydrologist with the report on the creek.

## XV. 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 | 6/5/2012 | 32342-32343 | $ 734.89 |
| Special Batch | 6/7/2012 | 32344-32347 | $ 11,039.15 |
| A/P Batch | 6/15/2012 | 32348-32414 | $ 68,423.08 |

## XVI. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **9:11 p.m.**

Minutes approved by:

Suzanne Weber July 16, 2012

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 7/16/12

Abigail Donowho, City Recorder Date