CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Monday, August 20, 2012

VI. CALL TO ORDER

Mayor Weber called to order the regular meeting of the **Tillamook City Council** at **7:00 p.m.** on **Monday, August 20, 2012** in **City Hall at 210 Laurel Avenue in Tillamook, Oregon**.

VII. ROLL CALL

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

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

Absent: Councilor Cheryl Davy (Excused)

Staff Present:

Arley Sullivan, Public Works Director
Jamy Wilson, Finance Officer
David Mattison, City Planner
Abigail Donowho, City Recorder

VIII. AGENDA

The posted agenda for the meeting of August 20, 2012 is attached and by this reference is made a part of the record.

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

a) Special A/P Batches for 08/20/2012 and Proof List (Exhibit A-1 & A-2)
b) Corrected Minutes for July 16, 2012—Page 1 only (Exhibit B)
c) Resolution 1617—Special City Allotment (Exhibit C)
d) Comprehensive Plan Memo and CD-Rom (Exhibit D)

X. MINUTES

Council minutes for July 16, 2012 and August 6, 2012 Regular City Council Meetings were provided in Council Packets. **Councilor Martin moved to approve the minutes for July 16, 2012 and August 6, 2012 as submitted. Councilor Sandusky seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

XI. NEW BUSINESS

a) **New Financial Statement Format**—**Mayor Weber** introduced **Finance Officer Wilson** to explain the new financial statement format to the Council. **Wilson** described the previous report, that it was not very comprehensive. She has compiled a new report for the monthly financial statement of accounts for the City. **Councilor Henson** noted he really likes the newer format. He asked about the possibility of prior year's numbers being included as well. **Councilor Forster** stated his appreciation for the percentage expended column. **Councilor Sandusky** loved it but asked for lighter colors in the headings for readability. **Councilor Martin** asked about the frequency of the report. **Wilson** stated it will be distributed once per month. **Councilor Harris** thought it looked good.

b) **Public Works Committee Recommendation for Repositioning Stop Signs at Fifth Street and Nestucca Avenue**—**Public Works Director Sullivan** went over the recommendation from the Public Works Committee for the Council. The Committee had a few recommendations including moving the stop signs from the Nestucca corners to the Fifth

Street corners. **Councilor Sandusky moved to accept and proceed with the recommendation of the Public Works Committee regarding the various stop signs. Councilor Henson seconded. Motion carried unanimously by Council seated.**

c) <u>Public Works Overview</u>—**Public Works Director Sullivan** gave the Council an overview of current projects within the City's Public Works Department. He outlined the following:

a. **Plan for Kinsman Move-in**—The hospital hired folks to help with the move. The old shop is gone. The new shop is being utilized, but most of the organization will be done later in the fall.

b. **Third Street Update**—The utility conflicts are taken care of. Concrete work should begin the third week of September curbs, with a goal to pave toward the end of September and early October. All utilities are installed, the water lines, storm lines, sanitary sewer laterals, water service lines. Half of the water line still needs to be pressure tested and chlorinated. The crew will be finishing hydrant hookups in 2-3 days. After utilities are finished, the streets will get to be paved. **Councilor Martin** stated he'd like to see the contractor fix the west end of Third Street first. **Sullivan** responded that the weekly meetings came to the same conclusion and the west end on the list to start first. **Sullivan** drove the road today and said it is better than it was—the subcontractors are being as sensitive to the needs of the businesses as possible.

c. **Fawcett Creek Update—T**he pond has been moved, liner installed, and inspected several times. The structures for the fish ladder and diversion to the pond are being constructed. The contractors are doing an excellent job—they are conscientious about their work and the inspectors have given great reports. The contractors are doing an excellent job. **Councilor Forster** expressed his ideas for the local media to tour the water treatment plant and the fish ladder project. **Sullivan** was open to the idea and noted it is better to see a finished product to get a complete idea of how each area works.

d. **Intertie Update**—City of Tillamook's portion is complete. The contractor for Goodwill was able to utilize the line there while it was open, saving them some money as well.

e. **Stillwell Paving Update**—Sullivan reported that Street Supervisor Williams has asked for a cost estimate, but SC Paving has not yet responded with a price for the City. He noted the cost of oil has driven up the cost of the paving projects which affects the City.

f. **Safeway Schedule B Update**—Schedule A of the demolition is finished. Schedule B is moving forward. Asphalt will be removed and filled in with a grade for drainage. Mulch is being mixed with the dirt followed with a low growing grass. After **Councilor Henson** asked about schedules A and B bid award process, **Sullivan** elaborated that only one bidder responded for schedule B. **Henson** asked about where the dirt was going. **Sullivan** noted that the separator/mixer is being used for recycling the dirt on the site.

g. **Helmick LID—Sullivan** noted that Wyntergreen is working with the engineer to get the paperwork into place.

h. **Purchase of Forklifts**—The new City Shop building needed the equipment in order to utilize the space effectively. The equipment purchased will be valuable to many City projects as it also includes a man-lift. The government surplus store had 2 for a great price.

VII. LEGISLATIVE

Mayor Weber announced that a resolution for a Small Cities Allotment grant was not on the agenda but needed to be addressed tonight. **Councilor Sandusky moved to add the SCA grant to the agenda for the evening. Councilor Martin seconded. Motion carried unanimously by Council seated.**

a) <u>Small City Allotment Grant</u>--**Mayor Weber** asked Public Works Director Sullivan to explain the SCA Grant process. **Sullivan** talked about the Small City Allotment grants. The City is applying for the second $50,000 grant, funded by the State for Cities with a population under 5000. This is for road repair work only. The stretch of road specified for the grant application is from the railroad tracks on Third Street to Pine Avenue. **Councilor Sandusky** asked for clarification on paving. **Sullivan** said it would be a 2" overlay piping. **Councilor Sandusky moved to adopt Resolution 1617, Special City Allotment and apply for the grant funding. Councilor Martin seconded. Motion carried unanimously by Council seated.**

NEW BUSINESS (CONTINUED)

d) **Electric Car Charging Station Request for Five (5) Spaces**—**Mayor Weber** noted the corner of 2nd and Ivy would take 5 parking spaces with a new pad and a larger transformer. After much discussion, **Sullivan** added that an email the contractor received today said that their idea is to start the project on September 10th and finish by September 21st. The Council was unclear as to which company the charging station was for and whether or this request was an amendment or a new project all together. **Councilor Harris** stated that the September 4th meeting could address the situation and still give them plenty of time to start the project within the specified timeline. **Councilor Forster moved to table the item until September 4th meeting for more information. Councilor Harris seconded. Motion carried unanimously by Council seated.**

e) **Codification Update**—**City Recorder Donowho** gave the Council an update on the current status of the Codification of Ordinances with American Legal. The document is not quite finished as there are further editing and substance changes to be made.

f) **Set Beautification Committee Meeting**—The meeting was scheduled for September 10. 2012 at 1:00 p.m.

g) **Set Finance Committee Meeting**— The meeting was scheduled for September 18, 2012 at 2:00 p.m.

h) **Set the Comprehensive Plan Amendment Hearing Date**—City Planner Mattison showed the 1972 that was 32 pages and the Comprehensive plan as amended with about 170 pages in 2002. The Planning Commission has gone through several workshops and a hearing to update the Comprehensive Plan. Mattison reiterated that the amendment does not include any major changes; it is mainly a formatting change that makes the plan easier to read and follow. They have made a recommendation that the Council approve the Comprehensive Plan as amended. A hearing needs to be set before the Comprehensive Plan Amendment may be passed. The updated plan is 133 pages (double-sided), and brings a total of 300 pages with the appendices, maps, and policies. He introduced the amended plan and it's outline for the Council. There are now 6 sections and 15 chapters. Policies are integrated and also separated in another section for reference. The proposed amendment contains minor changes only—no policy shifts or changes. It is simply organized into a more useable format. Mattison requested the hearing be on the 17th of September. Councilor Forster asked for a time frame in case there are any issues. Mayor Weber added that the public hearing would also help bring forth any concerns regarding the amendment. The hearing was set for September 17, 2012.

VIII. COUNCIL CONCERNS

a) **Councilor Martin** noted the letter regarding Kimmel's generosity in giving a crab pot to a tourist and encouraged the other businesses to act nicely toward tourists.

IX. MONTHLY REPORTS

a) **City Recorder**—**City Recorder Donowho** submitted her monthly report with the Council packets.

b) **Finance Officer**—**Finance Officer Wilson's** monthly report was included with Council packets.

c) **Mayor**—**Mayor Weber** noted that her granddaughter got $3.25/lb for her pig at the County Fair. She will ask about the sheep as well. Fair attendance was up 3% from last year. August 28th there is a special meeting at the Courthouse regarding tsunami debris. TURA will meet this week at 5:30pm on the 22nd. The Agenda is included in the packet. Senator Wyden will be in town on Friday. The Governor's Marketplace Roadshow is this week at the Port of Garibaldi. She congratulated the POTB and POG for the grants they are receiving through Connect Oregon projects. The Nazarene church is celebrating its 100th anniversary on the 9th of September. September 4th there will be two meetings for STIP funding—The County will hold one at 3:30 pm and the City at 5:30pm.

X. CORRESPONDENCE

Mayor Weber noted the correspondence in the packet. Please pay special attention to the draft of the truck route ordinance.

XI. 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
A/P Batch	08/20/2012	32595-32650	$881, 583.05
Special Batch	0820/2012	32651	$366.43
Special Batch	08/13/2012	32592-32593	$358.32
Special Batch	08/14/2012	32594	$275.00

XII. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **8:00 p.m.**

Minutes approved by:

Suzanne Weber Sept. 4, 2012

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 9/4/12

Abigail Donowho, City Recorder Date