CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Tuesday, January 17, 2012

I. WORKSHOP: Hoquarton-FEMA Properties

II. CALL TO ORDER

Councilor Sandusky called to order the regular meeting of the **Tillamook City Council** at **7:08 p.m.** on **Tuesday, January 17, 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:

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

Absent: Mayor Weber (Excused)

Staff Present:

Paul Wyntergreen, City Manager
Abigail Donowho, City Recorder

IV. AGENDA

The posted agenda for the meeting of January 17, 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.) OLCC Licensing Background Check Results for Second Street Public Market (per amended agenda)
b.) Finance Committee Meeting Minutes (Exhibit A)

VI. MINUTES

Council minutes for May 3, 2010, August 2, 2010, September 20, 2010, July 18, 2011, and January 3, 2012 were provided for Council via e-mail and a hard copy at the meeting. **Councilor Forster** noted his concern of the minutes being behind, that the nuances may not be captured as they would if they had been done in a timely manner. Councilor Henson agreed with Councilor Forster. **City Recorder Donowho** clarified that the volume of minutes is high at present as she works to catch up any meetings that were not yet finished. She asked the Council to note that they have received and will continue to receive minutes from the most recent meeting. **Councilor Davy moved to approve the minutes for May 3, 2010, August 2, 2010, September 20, 2010, July 18, 2011, and January 3, 2012 as submitted. Councilor Forster seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

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

VIII. NEW BUSINESS

a) **OLCC License—Second Street Public Market Limited On-Premises—City Recorder Donowho** brought the licensing issue before the Council. Second Street Public Market has applied for an additional privilege of a limited on-premises license. Although they had applied and gone through the Council in March of 2011, not all of the necessary paperwork was filed with the State, necessitating a second application from the Market. The

license was advertised in the Headlight Herald on January 11, 2012; no public comment was received. **Councilor Forster moved to approve the OLCC License application. Councilor Harris seconded. The motion carried unanimously by Council seated.**

b) **2012 Standing Committee Appointments**—Due to the absence of Mayor Weber, **Council President Sandusky** postponed this item until the first meeting in February.

c) **Design/Vision for Centerpiece Park—Council President Sandusky** recapped the workshop's ideas to be incorporated into the general area of the Hoquarton Slough and Dean Memorial Wayside area. **City Manager Wyntergreen** noted that the current year's budget has $5000 set aside for vision and design projects. He asked if the Council would like to spend any of that money (this fiscal year) to have a professional concept drawn, or if they would like to continue with staff concepts at this point. The National Parks Services does help some with projects such as these. **Councilor Sandusky** asked for thoughts from the Council. **Councilor Forster** thought it premature to spend money as they need to get a better picture of what will be done with the area. **Councilor Henson** concurs with Councilor Forster that the brainstorming process with the staff resources available is good. **Councilor Sandusky** would like to see another draft, similar to what was outlined in the workshop that incorporates the many great ideas. **Councilor Davy** voiced the hope to see Wyntergreen's and Planner Mattison's ideas merged into one. The Council agreed to see another draft and wait on spending any money on the design.

IX. COUNCIL CONCERNS

a) **Councilor Davy** would like to thank Denise H. for being a guardian angel during her recent trip over Highway 6 on January 16, 2012. She helped Councilor Davy install and remove the chains on her vehicle. She is thankful for the help provided by Denise.

b) **Councilor Sandusky** commented that a dog park needs to be involved somewhere in the city planning as the parks and improvements to the City are addressed.

c) **Councilor Forster** says thank you to the Tillamook Fire Department and Cape Meares for the hose training they provided, as well as for hosing off the ramp for boaters.

X. MONTHLY REPORTS

a) **City Manager—City Manager Wyntergreen** noted that PUD will be hosting a workshop this Thursday at 1:30pm. The invitation has been extended to the entire City Council. **Wyntergreen** would like to have a tally of the attending councilors in case of a quorum. Councilors Martin, Sandusky, and Forster will attend. The invitation was declined by Councilors Harris, Davy, and Henson. As there will not be a quorum, their attendance will not necessitate a posting of a special meeting.

Wyntergreen gave a quick overview that the Recreational Trails Grant Request went out Friday, the playground equipment has been installed at Goodspeed Park, and funding has arrived from TURA and Bob Riggert. Once the soft ground material has arrived, a grand opening could be planned.

The City Attorney is working on a draft lease for the electric charging station—it will be about a month until the draft is ready. TURA is working on boundary adjustments and project lists, including some plans for the Safeway area as well. **Wyntergreen** noted the Council should watch for TURA's ideas and submit more to Councilor Davy or Sandusky for the agency to review.

Wyntergreen attended the EDC meeting and the COLPAC meeting for the Mayor. Discussions commenced regarding the "rails and trails" concept—an idea to connect many areas together (Scappoose, Tillamook, Vernonia, and surrounding areas) with a scenic railroad trip. The North Coast Scenic Railroad wants to bring multiple functions to the program. There is tourism potential as it is one of the longest trails anywhere in Oregon and possibly the nation, and could someday be internationally acclaimed. A lease between the Port and Scenic Railroad should be released this week for moving forward. There are some positive ramifications for the City with the Blue Heron, Goodspeed Park, and other destinations along the railroad route.

Wyntergreen provided an update on the Territorial Sea Plan that is looking at where energy facilities can be sited off the coast of Oregon. A side note from COLPAC—Rob Drake is in the finals for the Cornelius City Manager position. He reported the Associations Committee will be getting underway with the branding concept this spring, a tourism symposium will be March 12th at TBCC in the afternoon, and discussions regarding façade work downtown with window displays have begun. TURA and the Chamber are both interested in helping with this sort of promotion for the City. This is a good example of the Association's Committee working with several organizations to attain one goal.

Wyntergreen Reported on the Finance Committee meeting, and stated the next meeting on the February 8, 2012. Quantifiable savings will be reported to both the Finance and Personnel Committees as alternate health care plans are researched. He noted that the City has two billboard leases that are antiquated. He will be working on a revised lease.

Budget planning is in the works. A five-year projection is being prepared for the City to include the best and worst case scenarios and use as a budgeting tool. The Personnel Committee will meet on January 31st to review the price index for the union contract as well. **Councilor Forster** asked about five-year projections. **Wyntergreen** explained that different scenarios will be outlined, in addition to "earned time off" vs. "vacation/sick leave," etc.

The City Shops environmental work is done and we have received a "clean bill" from DEQ. More testing may need to be done between the two buildings where there was an oil spill. **Wyntergreen** will bring ideas of where to move the shops soon.

Councilor Martin is interested to see where the railroad will make a good connection from Banks to Tillamook.

b) **City Recorder—City Recorder Donowho** submitted a written report to the Council in the packet to outline the various activities that are presently taking place for the offices of Recorder, Treasurer, Municipal Court, and Human Resources.

c) **Finance Officer—City Manager Wyntergreen** noted the new report from the City's Finance Officer, Jamy Wilson, regarding the City Revenue Reports. She is working on developing a more understandable format for the Council to track the information. An expense report will also be included in the future. **Councilor Sandusky** stated he likes the idea of expense vs. budget to keep the Council apprised. **Councilor Davy** noted a possible type-o in the October 2011 TRT amount.

d) **Mayor**—No report due to the absence of Mayor Weber.

XI. COMMITTEE REPORTS

a) **Finance Committee—Councilor Martin** noted minutes from the meeting on January 11, 2012 were presented as Exhibit A. He pointed out to the Council that the Finance Committee approved expenditure for a Springbrook Software module.

b) **Associations Committee—Councilor Davy** said they met at the POTB, and thanked Michelle Bradley for hosting. The OR Coast Scenic Railway updated the committee on the project and applauded the collaborative effort of moving the station during a major storm. The Port appreciated the extra effort after a culmination of 3 years' work. She noted that when the Scenic Railroad is operational there will be a dinner train. Dan Briggs from EDC will host symposium on how government can help enhance tourism, getting attractions to come to the local area. **Davy** also reported that Justin Aufdermauer said the signs are on a bit of a hold due to PR firm help.

c) **Urban Renewal—Councilor Sandusky** reported that TURA held a meeting last week, as covered by Wyntergreen in his report. The Association is still working on adjusting boundaries by taking new land that might be better utilized into the program. They continue to work on the façade improvement loan and grant program for downtown core businesses—two applications are in progress.

d)

XII. 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 Davy seconded. Motion carried unanimously by Council seated.** Bills were paid in the following total amount:

GENERAL CHECKING ACCOUNT

Special Batch 01/09/2012	**Check #31735**	**$**	**736.94**
A/P Batch 01/17/2012	**Checks #31736-31799**	**$**	**95,256.76**
Special Batch 01/17/2012	**Checks #31800-31801**	**$**	**475.40**

XIII. ADJOURNMENT

There being no further business, **Council President Sandusky** adjourned the meeting at **7:46 p.m.**

Minutes approved by:

Suzanne Weber 2-6-2012

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 2/6/12

Abigail Donowho, City Recorder Date