TILLAMOOK CITY COUNCIL MEETING
MONDAY, OCTOBER 3, 2011
CITY HALL, 210 LAUREL AVENUE

CALL TO ORDER/FLAG SALUTE:

Mayor Suzanne Weber called the regular City Council meeting to order and led the Pledge of Allegiance at 7:00 p.m.

ROLL CALL:

Those present for roll call:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matthew 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
Bernadette Sorensen, City Recorder

AGENDA:

The posted agenda for the meeting of October 3, 2011 is attached and by this reference is made a part of the record.

MINUTES: None

PROCLAMATIONS: None

PRESENTATIONS/UPDATES/REQUESTS:

1. **LIANE WELCH, TILLAMOOK COUNTY PUBLIC WORKS DIRECTOR—**
Public Works Director Welch presented information to the Council regarding funding for roads. She explained in detail the allocation of money, lack of staff and funding, and poor and declining road conditions.

   There was some discussion/clarification. **Welch** discussed the ways the County roads will be repaired if the Bond measure passes and advised the County roads will continue to decline if the Bond measure does not pass.

2. **BILL GOODMAN – TILLAMOOK COUNTY CITIZENS FOR SUSTAINABLE ROADS COMMITTEE—**

- Other counties have increased revenues through bond measures and increased taxes. Tillamook County has not done anything to solve the problem of the poor roads in the County.
- If nothing changes the roads will become more dangerous.
- Reviewed various options to bring in money to repair county roads. Committee decided to propose a $15 million bond measure to be paid back in a 10 year period. Would fix 37 miles of road at $.46 per $1000 of assessed valuation. Home with a market value of $300,000 would be on the county tax rolls at assessed value of $200,000 and would pay about $92.00 per year ($.25/day) for the bond. 780 signatures were gathered at the fair.
- November 8, 2011 will be the election to vote on this Bond measure.
- Two bonds will be retiring in the next 2 years ($.41).
- **Goodman** stressed the importance of safe roads and lobbied for the Bond Measure that will be up for vote, stating the Bond is affordable, and would be completed in 10 years.

Councilor Harris inquired about what happened three years ago. **Goodman** responded three years ago Tillamook County initiated a tax measure to the voters of $1.00/1,000. People believed it was too expensive and failed 2-1. **Goodman** added our roads are dangerous and need to be repaired. Poor road conditions will affect small towns. The new Bond measure is on the ballot that will come out on October 18, 2011.

CITIZENS HEARING/AUDIENCE COMMENTS: None

PENDING BUSINESS:

1. **TILLAMOOK REVITALIZATION ASSOCIATION (TRA) REVITALIZATION PLAN—**
City Manager Wyntergreen introduced the topic of the need to amend the TRA Three Year Action Plan as discussed during the September 19, 2011 meeting. Chris Kell, Administrative Assistant at TRA amended and submitted the changes of the **Three Year Action Plan per Business Surcharge Resolution** per **Mayor Weber's** instructions at the September 19, 2011 meeting stating the plan is needing quantifiable objectives with numbers related to them. There was discussion from **Councilor Forster, City Manager Wyntergreen, Councilor Henson and Councilor Harris** as to whether or not the changes met the conditions of the request. Paragraph four of the resolution states, "Stable funding for both the Farmer's Market and Second Street Public Market by the end of 2014 is a high priority." **Councilor Forster** did not believe this statement was quantifiable. **Councilor Henson** commented TRA is attempting to become independent. They are in the process of brainstorming and finding the quantifiable objectives. **Councilor Forster** would like to see the Plan be fine-tuned with measurable outcomes and objectives. **Councilor Harris** agreed more tangible goals need to be in the plan in order to determine if goals were met by TRA. **City Manager Wyntergreen** is willing to continue to work with TRA to ensure measurable goals and objectives are in the plan. **Councilor Sandusky moved to table the discussion until the next meeting and encourage the TRA to have another session to fine tune the Resolution. Councilor Davy seconded. Mayor Weber clarified that the motion be tabled until the next meeting. City Manager Wyntergreen, Councilor Henson, and Chris Kell will meet to provide more quantifiable results for the plan. During discussion, Councilor Henson requested this same type of scrutiny with all organizations that receive money. Councilor Forster agreed with the statement. The motion carried 5-1 by Council seated. Nay vote was cast by Councilor Henson.**

NEW BUSINESS:

1. **SPECIAL EVENTS REQUEST: POURTABLES SPECIAL EVENTS—**
Dan DeSylvia and Steve Cham presented a proposal from Pourtables Special Events – caterers and beverage services for special events. They are proposing a monthly, street party in 2012 at the Farmer's Market location. The parties would have different themes celebrating Tillamook's diverse cultural lifestyles. Laurel Avenue is already closed on Saturday and this would continue for three to four hours after the current closure time. **DeSylvia** and **Cham** were not familiar with TRA until tonight and have not yet spoken to TRA about this proposal. They have spoken to Justin Aufdermauer, Tillamook County Chamber of Commerce, Mareena Schrom, Tillamook Farmers Market; Terry Wright, Tillamook City Police and Samantha Swindler, Headlight Herald. **Mayor Weber** suggested they speak to TRA. Their conversation with Farmer's Market offered the option to keep the Farmers Market vendors open during the extended time period. They would add additional vendors and also have a beer/wine garden. Event ideas like an Oktoberfest are an effort to bring some life to downtown Tillamook making it a stopping pace for travelers. **Councilor Sandusky** requested clarification of item #4 of the proposal which states "charitable contributions." Pourtables would like to find charitable organizations within the community to donate a portion of the proceeds. **Councilor Henson** advised them to be mindful of the weather issues for outdoor events. He also advised to contact Chris Kell with TRA. **Councilor Harris** supports this endeavor and advised "that's what tents are for." **DeSylvia and Cham** will follow-up with TRA.

2. **PROCESS FOR REVIEW OF CITY RECORDER POSITION—**
Mayor Weber proposed two ways to complete the hiring process for the City Recorder position.
    1. City Council members review all applications and prioritize them;
    2. Appoint a committee, such as the personnel committee, who can do a first filter on the applications and bring them back to the City Council to decide who they would like to interview.

Twenty applications have been received and the application deadline has passed. **Councilor Henson** would like the City Council to review all twenty applications. **Councilor Harris** agreed with **Councilor Henson**, the entire City Council should have ownership of this as they are responsible for hiring the person.

Mayor Weber stated, following the review of the applications, the next step would be come together as a group, prioritize the applications and decide on the interviewees and interview process.

Councilor Sandusky moved the City Council review all twenty applicants and then come together in one or more meetings and discuss prioritizing the applicants until they come up with a list of people to be interviewed. Councilor

Henson seconded. City Recorder Sorensen will make tally sheets and the Council members will come into the office to review applications rather than make copies of the 20 applications for the Council Members. The motion carried unanimously by Council seated.

City Manager Wyntergreen needs to have a recommendation for hire at the first meeting in November. **Councilor Harris** suggested putting together a timeline for the process. **Mayor Weber** requested the council members conclude their evaluations by Monday, October 10, 2011. Special session of the Tillamook City Council was scheduled for Monday, October 10, 2011 at 1:00 p.m. to determine applicants who will be called for an interview. **Wyntergreen** suggested they interview 4-5 applicants.

UPDATES:

1. LEAGUE OF OREGON CITIES CONFERENCE REPORTS—

Councilor Davy provided a report of the conference. They met in Bend. It was a very positive opportunity. She attended break-out sessions pertaining to Disaster Preparedness. She is hoping people are making a plan and building a kit as it is not a matter of *if* this will happen, but *when* it will happen. Be prepared! She had an opportunity to go on a tour "Art in the Roundabouts" that is funded by Art in Public Places.

Councilor Forster found the conference was helpful in networking. The keynote speaker discussed the paradigm of change, stating we need to be mindful of the dollars available, how to spend them, how to get the outcomes measured, and look at partnerships between entities. **Forster** attended breakout sessions on councilor/management staff relations; collective bargaining, health insurance benefits and how to minimize costs; collaborative efforts in Columbia County. An additional session was Main Street project, which was of particular interest for TRA in particular, because of the struggles we are having in Tillamook. It is a program worth looking into. There is a conference in Baker City this week discussing how that city has overcome some of the same problems and conditions we have. We don't have to reinvent the wheel, but look at the resources that are available. The final session attended was a small city breakout session where he learned about other small cities and their challenges.

Mayor Weber returned from the conference with a lot of information on playground equipment for children, adults and dogs. She will share this information with Tillamook Urban Renewal Association. She took a tour of a creek she did not know existed – Whiteshoes Creek in Sisters. They are providing water year round for more irrigation for the neighboring area, fish ladders, and transformed dams for fish to be able to get over. As a result, they have been planting steelhead. There are 54 inch pipes taking water out of the creek for irrigation. She believes we could do something similar with Holden Creek. Problems other Mayors are having in their communities include medical marijuana, social media, and reverse mortgages. Some of the communities are establishing social service grants for utilities. **Weber** expressed the desire to find socially acceptable ways to help some of the people with water payments.

Also discussed was police protection and loss of funds. One city reported police protection costs 120% of property tax income. We must come up with ways of funding those sorts of things. Another key was economic development. She attended several sessions on Emergency Preparedness – Aumsville and the tornado, Sisters and the fires, Brookings and Florence on the tsunami. We have to be prepared for a myriad of emergency services. All of these things will require us to embrace change. The Main Street program's conference is coming up next week. It would be good for TRA members to attend. She also attended a session on civility and how councilors can get along together and work together more effectively.

Councilor Forster discussed the hospitality room at the conference where people can get together, socialize, and have meaningful discussions where they find common ground. It was a good way to unify state through the collaboration of the League of Oregon Cities.
Mayor Weber thanked the following for contributing to the hospitality room: Jon Williams and the City of Garibaldi for smoked fish; the Tillamook County Creamery Association and Blue Heron for assorted cheese; Werner Meats and Debbie D's for the array of meats. She also thanked Bernie, Bev and Mary for putting it all together.

2. PUBLIC WORKS UPDATE—

Public Works Director Sullivan began by requesting a future conversation with **City Manager Wyntergreen** to discuss an idea he has concerning economic development. The supervisor of Wastewater Division is considering a 4-day 10-hour shift work week. He would have to have a full compliment of staff in order to accomplish this – 416 hours of overtime would be eliminated. This would save $12,218 to $18,379 per year in overtime pay. He would like this to be considered.

City Manager Wyntergreen stated that in an effort to help the Tillamook County Creamery Association (TCCA) get rid of whey and butter fat waste, the City has commenced what will be a month-long test of processing the waste at the Waste Water Treatment Plant (WWTP). The project could save TCCA the disposal cost and bring revenue to the WWTP. TCCA will pay for the added cost of shipping the waste to the WWTP as well as hauling out the processed waste. They also discussed the process of decommissioning the old digester system to use for dairy farm waste.

Director Sullivan discussed the vehicle use policy – three division heads met with the Public Works Director to develop vehicle use policies that are applicable and consistent for the Public Works Department. The policies are designed to cover the operational needs of all divisions and allow for a logical and reasonable approach for City owned vehicle use under supervisor approval. Any time the vehicle is used for City business, it must meet the City's requirement per the Employee Handbook.

The Engineer of Record, NW Engineers, will be preparing an initial analysis of cost estimates for the Port of Tillamook Bay (POTB) sewer line request and sewer line routing concepts. **City Manager Wyntergreen** added that in exchange for us doing the design work on the sewer, POTB will do design work on the water through the use of their engineers, OTAK, so the two will fit together. They will look at a range of options and come up with a preferred solution which will have detailed cost estimates so funding can be sought. It is possible an inter-governmental agreement draft will be needed.

In an effort to meet DEQ's end of September deadline to present a plan on how the City will correct the problem the Street Division Supervisor has been working closely with NW Engineers on line cleaning and the TV recording of sanitary/storm cross-connections.. The solution is to slip-line the pipes. The plan will be drafted and sent to DEQ.

A Letter of Interest was sent to Infrastructure Finance Authority (IFA) for possible funding on the Fawcett Creek project. **Director Sullivan** will be attending the ODOT meeting on Wednesday.

PUBLIC WORKS MONTHLY REPORT—

Water Division: Finalized paperwork and agreement for an easement for a new raw waterline on Hurliman Hill from the Fawcett Creek diversion pond. They have been troubleshooting flow control valve issues at the water plant. The 1.1 million gallon reservoir has been taken out of service and drained for cleaning – completed by our own workers.

Street Division: Striping has been almost completed – the Street department did a good job. The crew has been working with the City Engineer on doing line cleaning and TV work for data collection for the sanitary and storm inter-connect solutions plan for DEQ approval. All of the Parks have been mowed.

Sewer Division: Interviews for wastewater treatment operators will be done on Thursday. The new hire will be completed soon. **Councilor Forster** encouraged Council members to tour the Wastewater Treatment Plant.

General: The 48-inch culverts on Holden Creek are fine. There is a grade elevation difference that needs to be dealt with. The flow line must be reestablished. **City Manager Wyntergreen** added they are attempting to revitalize the Holden Creek working group – ODFW is hosting the meeting on October 13, 2011 at 9:30 a.m. He also submitted a grant request for design and planning work on the downstream end from Miller Avenue to the mouth of the creek, including the tide gates and sedimentation issue. **Councilor Davy** asked about the work party from the high school cutting the brush along the creek. **Wyntergreen** advised work parties have been put together and working well.

Public Works Director Sullivan reported working with the City Engineer on the Storm Water Master Plan update and looking at alternative concepts to getting a 12" water main to Marolf Loop for future expansion.

LEGISLATIVE:

1. **RESOLUTION: ESTABLISHING FEES FOR SERVICE AND EQUIPMENT PROVIDED BY THE PUBLIC WORKS DEPARTMENT—**
City Manager Wyntergreen advised this is a recommendation from the Public Works Committee. There are outside agencies that occasionally request the use of equipment and/or services. This resolution provides a structure for us to bill the agencies for the use of equipment. Use of the equipment demands City employees go with it as use of the equipment requires specific training. The City will use the billable rates from FEMA's rating sheet that provides a structure to bill for the employee's time. It also provides a point of reference and helps with budgeting. This will be an aid to the City as well as to local agencies when our services are requested. **Councilor Harris moved to approve the Resolution Establishing Fees for Services and Equipment Provided Through the Public Works Department of the City Of Tillamook. Councilor Martin seconded. Councilor Forster asked if this would mandate we charge for usage of equipment when we are collaborating or partnering with another agency. City Manager Wyntergreen confirmed it would not. The motion carried unanimously by Council seated.**

2. **RESOLUTION: REVISING THE CITY'S EMPLOYEE HANDBOOK OF PROCEDURES AND CONDITIONS OF CITY EMPLOYMENT OF THE CITY OF TILLAMOOK, AND AMENDING RESOLUTION NO. 1586—**
City Manager Wyntergreen discussed the benefit of revising the City's Employee Handbook, "Mobile Communications Devise Usage (Cellular)" section on page 28. This would restructure the City's Mobile Communications Device policies in order to ensure compliance with the Oregon Government Ethics Commission regulations. This resolution is needed in order to allow cell phones to become a part of the "official compensation package" and to comply with the Oregon Revised Statute 244.040 (2) (a) and Oregon Administrative Rule 199-005-0035. The resolution deletes the allowance portion of the Employee

Handbook, "Mobile Communications Devise Usage (Cellular)" section on page 28 and adds language to the Employee Handbook that sets it up under the compensation section. This approach will save the City approximately $3,000 annually. The plan sets policies about over-usage to avoid cost overruns. **Councilor Sandusky** asked if any positions will lose the use of cell phones. **City Manager Wyntergreen** confirmed no employee will lose a cell phone due to this Resolution. **Councilor Sandusky moved to approve the Resolution Revising the City's Employee Handbook of Procedures and Conditions of City Employment of the City of Tillamook, and amending Resolution No. 1586. Councilor Forster seconded. The motion carried unanimously by Council seated.**

3. ORDINANCE: SECOND READING NAMING OF NORTH MAIN AVENUE—
Councilor Sandusky moved for the second reading of an Ordinance providing for the naming of that portion of the US Highway 101 Right-of-Way North of Hoquarton Slough, South of Wilson River and the City Limits line, located within the City of Tillamook, Tillamook County, Oregon, and repealing all ordinances and parts of ordinances in conflict herewith by Title only. Councilor Forster seconded. City Recorder Sorensen advised she has received no comment on the Ordinance. The motion carried unanimously by Council seated. City Recorder Sorensen read the ordinance by Title only.

Councilor Martin moved that we adopt the ordinance. Councilor Forster seconded. The ordinance was adopted unanimously by the following roll call vote:

Councilor Joe Martin	**Aye**	**Councilor Steven Forster**	**Aye**
Councilor Matthew Harris	**Aye**	**Councilor John Sandusky**	**Aye**
Councilor Cheryl Davy	**Aye**	**Councilor Doug Henson**	**Aye**

COUNCIL CONCERNS: **Non-Agenda Items**

Councilor Martin commented this was the first time in a long time that Council Members came back from the League of Oregon Cities conference and shared what they learned. He thanked the Council Members.

Councilor Henson agreed with **Councilor Martin's** comment and would like to see the City of Tillamook implement something that was brought back from the conference. He has questions regarding the update on the Holden Creek project. Requested confirmation if this is a City project. **Mayor Weber** reviewed the meeting last spring at the High School. It was decided it would be the City's responsibility to reform the group and the meeting is scheduled for October 13, 2012. The goal is to pull information together and decide how to proceed in order to get the rest of Holden Creek cleaned up. **City Manager Wyntergreen** confirmed and stated the Oregon Department of Fish and Wildlife is hosting the meeting, but City of Tillamook is taking the responsibility.

Councilor Henson discussed the Community Development Block Grant – the City is going to set up a workshop to discuss the grant submission. **City Manager Wyntergreen** sent a request to Melanie Olson for a date in October. October did not work for them. There is an alternative date in early November. **Wyntergreen** did not have the dates, but will look them up and forward details to Council Members.

Councilor Forster has all of the material for the Community Development Block Grant and the requirements. It is a lengthy process. It is highly recommended they do the workshop first. **City Manager Wyntergreen** stressed with the proposal we must have an organization in place and ready to assume the responsibility of operating it five years. If it is not sustained for five years, there is a possibility the City may have to pay back the grant money.

MONTHLY REPORTS:

1. POLICE CHIEF—
Mayor Weber reviewed the Police Department report. A copy of the Monthly Report to Mayor and Council for September, 2011 is attached and made a part of the record by this reference.

Councilor Forester reminded City Council there will be a Disaster Preparedness event in June 2012 with a full evacuation. They have hired two people through the DOGAMI grant, Jeanelle Wyntergreen and Jerry Rilette – former Emergency Management Director from Rockaway. There will be a table top exercise for City Council.

Councilor Davy advised there is CERT training this weekend in Nehalem and thought all Council Members to get involved participate in training. **Mayor Weber** pointed out the League of Oregon Cities noted, that Shirley Kalkhoven's City, (Mayor of Nehalem) is the most prepared city for disaster on the Oregon Coast. She and the City of Nehalem have worked very hard and are a model of preparedness. **Councilor Davy** added they are the most prepared in the State of Oregon and possibly in the whole United States.

2. CITY PLANNER—

Mayor Weber noted each Councilor had a copy of the City Planner's report. A copy of the September 2011 Monthly Report, City Planning Department report is attached and made a part of the record by this reference.

Councilor Henson discussed with **Mayor Weber**, as the liaison to the City Planning Committee, he will attend the meeting on October 6, 2011 (and all monthly meetings).

3. MAYOR—
Councilor Martin resigned his position as Liaison/Member to the Tillamook Urban Renewal Association (TURA). **Councilor Davy** has consented to serve on the TURA board as a Liaison/Member. **Councilor Forster moved to appoint Cheryl Davy to the Urban Renewal board to fulfill the term vacated by Joe Martin. Councilor Harris seconded. The motion carried unanimously by Council seated.**

COMMITTEE REPORTS:

1. TILLAMOOK URBAN RENEWAL AGENCY (TURA) —
Councilor Sandusky reported the board accepted the resignation of Joe Martin. He also reported they discussed the progress on one of the first loan/grant programs for downtown, which is the painting of the Beal's Building. They are to start on the replacement of the awning this week.

The **Streetscapes** committee is putting together a plan for other building owners they would like to approach to discuss the need for painting. Both of the walls next to Napa Auto Parts and the former WorkForce Oregon buildings have been painted.

2. BEAUTIFICATION COMMITTEE—
Councilor Harris reported the committee met on September 23, 2011 and mainly discussed the Christmas celebration that is to be held on December 3, 2011 – making sure everyone knows what their assignments are and what needs to be done for the event.

The next meeting is scheduled for October 25, 2011 at 10:00 a.m. at City Hall.

STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:
Mayor Weber announced the Mayor's Ball will be held October 22, 2011.

AUTHORIZATION TO PAY BILLS:

Copies of the Computer Check Proof Lists are attached and by this reference are made a part of the record. **Councilor Martin moved to pay the bills as presented. Councilor Sandusky seconded. Motion carried unanimously by Council Seated.** Bills were paid in the following total amount.

GENERAL CHECKING ACCOUNT

A/P Batch 09/20/2011	**Check # 31269 – 31270**	**$**	**447.85**
A/P Batch 09/27/2011	**Check # 31271**	**$**	**1,895.98**
A/P Batch 10/03/2011	**Check # 31272 - 31318**	**$**	**47,902.63**

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 9:20 p.m.

APPROVED:
Suzanne Weber 2-6-2012
Mayor **Date**

ATTEST:
Abigail Timothy 2/6/12
City Recorder **Date**