CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Monday, October 15, 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, October 15, 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 Cheryl Davy
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: Councilor Matt Harris (Excused)

Staff Present:

Paul Wyntergreen, City Manager
Abigail Donowho, City Recorder

VIII. AGENDA

The posted agenda for the meeting of October 15, 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) Parks and Recreation Master Plan Open House Flyer (Exhibit A)
b) Water Bond Schedule for TLC Loan (Exhibit B)
c) Public Works Director Report (Exhibit C)

X. MINUTES

Council minutes for September 17, 2012 were provided in Council Packets. **Councilor Forster moved to approve the minutes for September 17, 2012 as submitted. Councilor Henson seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

XI. PROCLAMATIONS

a) **Mayor Weber** stated that she had proclaimed last Wednesday Chicken Soup and Flu Shot Day at the hospital as employees were in for their annual flu shot clinic.

XII. PRESENTATIONS

a) **City Manager Birthday—Mayor Weber** presented City Manager Wyntergreen with a birthday cake.

b) **ICMA 20 Year Service Award—Mayor Weber** presented City Manager Wyntergreen with a 20-Year Service Award from ICMA. He was recognized by the organization for 20 years of local government management.

XIII. NEW BUSINESS

a) **Potential STIP Projects—Mayor Weber** noted that she and the City Manager attended some meetings regarding the STIP funding that ODOT is offering through an application and approval process. All rules and forms are now ready

for submission. **City Manager Wyntergreen** said there is a lot of paperwork involved. The application needs to be submitted by mid-November to be eligible for any funding to use from 2015-2018. The best bet for projects will be items that will work in conjunction with other ODOT projects (the Highway 101 project). A 10.27% match is required. **Wyntergreen** asked the Council which projects to apply for. **Mayor Weber** noted that projects will be approved up to 150% of the funding available because of the 10.27% match that makes some Cities unable to compete. After discussion, a project that ties in to the scenic railroad near Goodspeed Park with incorporation of the streetscapes and downtown projects to work with ODOT and the highway change were favored the most. **Councilor Forster** suggested the POTB should get involved in the project too.

VII. LEGISLATIVE

a) **Second Reading of Ordinance 1269 – An Ordinance Limiting Trucks to Certain Streets to Protect Public Safety and Repealing Ordinance Number 674 and Ordinance Number 754**—**Mayor Weber** asked for a motion for a second reading. **Councilor Sandusky moved for the second reading of Ordinance 1269, an Ordinance Limiting Trucks to Certain Streets to Protect Public Safety and Repealing Ordinance Number 674 and Ordinance Number 75, by title only. Councilor Henson seconded. Motion carried unanimously by Council seated. City Recorder Donowho gave the second reading of Ordinance 1269 by title only.**

Councilor Sandusky moved to adopt Ordinance 1269. Councilor Martin seconded. Motion carried five-to-zero (5-0) by the following roll-call vote:

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

b) **Second Reading of Ordinance 1270 – An Ordinance Repealing and Replacing the City of Tillamook Comprehensive Plan Text and Repealing Ordinances No. 1038, 1049, 1114, 1118, 1183, and 1185** –Councilor Martin moved for the second reading of **Ordinance 1270, an Ordinance Repealing and Replacing the City of Tillamook Comprehensive Plan Text and Repealing Ordinances No. 1038, 1049, 1114, 1118, 1183, and 1185, by title only. Councilor Henson seconded. Councilor Forster** thanked the Planning Commission for all of their hard work on the plan. **Motion carried unanimously by Council seated. City Recorder Donowho** gave the second reading of Ordinance 1270 by title only.

Councilor Sandusky moved to adopt Ordinance 1270. Councilor Forster seconded. Motion carried five-to-zero (5-0) by the following roll-call vote:

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

City Manager Wyntergreen added that the ordinance won't go into effect for 45 days.

c) **Resolution 1620 – A Resolution in the Matter of Accepting a Loan from TLC Federal Credit Union (TLC) to Refinance Three (3) Water Bond Debts to Reduce Rate and Payment; Authorizing Signature of the Loan Documents**—**City Manager Wyntergreen** added the schedule was distributed this evening. He explained the costs to the City. The existing bonds are at a 5.25% interest rate. The TLC Loan is for 5 years at 3.25%. Payments are lowered in general, with an overall savings of $16,000. Staff has recommended the refinance. TLC requires a resolution. **Councilor Sandusky moved to adopt Resolution 1620, a Resolution in the Matter of Accepting a Loan from TLC Federal Credit Union (TLC) to Refinance Three (3) Water Bond Debts to Reduce Rate and Payment; Authorizing Signature of the Loan Documents. Councilor Forster seconded. Councilor Sandusky** added that that was presented to the Finance Committee and was recommended by them as well. **Motion carried unanimously by Council seated.**

VIII. COUNCIL CONCERNS

a) **Councilor Martin** noted that Third Street is almost done and the manholes are up about 2 inches. He suggested they are painted a bright color. **City Manager Wyntergreen** noted that the County will have a cold-patch to ease the lip.

b) **Councilor Forster** reported that as he went to Newberg to the new Goodwill opening. There were 223 people in attendance during the 1st eight minutes. Great store! Goodwill will be opening its doors in January in Tillamook. He thanked Goodwill for coming. He also noted a flu shot clinic at the Salvation Army. There will be a Christmas Light parade on December 1st sponsored by Fred Meyer. "Bringing Light to the Table One Meal at a Time" is the theme. For 50 non-perishable food items you can enter the parade and showcase the lights on your vehicle from Fred Meyer, downtown through the Christmas celebration back. He also noted the hazardous driving lanes on Alder this time of year that need to be striped.

c) **Councilor Sandusky** added St. John's United Church of Christ is having its Annual ham dinner on October 24, 2012 from 4:30 to 7:30 p.m.

IX. MONTHLY REPORTS

a) **Public Works Director—City Manager Wyntergreen** added that the Safeway site has been seeded and begun to sprout. The City Shop ventilation bids will be in soon. There is a cake-making demonstration Monday October 22nd at 10:00 a.m. at the Wastewater Treatment Plant. Neighboring cities are coming for the demonstration as well. **Mayor Weber** added that the cake making machines can really save a lot of money. **Councilor Sandusky** said he is pleased to report that TURA has voted to support the Safeway site project up to $5000 for landscaping.

b) **City Recorder—City Recorder Donowho's** report was submitted with council packets.

c) **Finance Officer—Finance Officer Wilson's** monthly report was included with Council packets. **City Manager Wyntergreen** noted we are 25% through the year. Beginning fund balances should be available by next month after the auditors' next visit. **Councilor Davy** asked for clarification about funds that are skewed in percentages spent. **Wyntergreen** clarified that this is a good tool to watch the spending and how some funds are one-time expenses. He will ask for descriptions for some lines. **Councilor Forster** asked when the audit starts. It is an ongoing process throughout each year.

d) **Mayor—Mayor Weber** attended the Mayor's Ball and had a wonderful time. There were four Mayors in attendance as well as Senator Betsy Johnson. She thanked all those involved in making it happen. She noted that she did not remember the flavor of kidney—the cuisine was thematic with the English theme (with more to offer than Shepherd's pie). The Mayor also attended the TURA meetings—proposal committee and the regular meeting. She said they are working on exciting projects. The STIP project meetings took some time. She recognized Goodwill for the nice building they are making. Third Street was nice to drive down, despite the manholes. The clinic at the Hospital is coming along as well. There is also a brand new house on Third Street. A Legislative Town Hall Meeting will be on October 25th in Manzanita to talk about the weather related natural emergencies we experience. Last week was the parks open house at the 911 Center. There will be a second meeting at the high school from 4:00 to 6:00 p.m.

Wyntergreen added that the negotiations with the Farmer's Market have started. PUD has set a workshop for the transmission line for October 25th from 6:00 to 8:30 p.m. for a better understanding of what the proposal is. He encouraged the Council NOT to attend in order to avoid any ex parte contact.

X. COMMITTEE REPORTS

a) **Beautification Committee—Councilor Henson** began his report by stating that he has been asked how lights could be put on a vehicle for the light parade. He offered his help and phone number for the participants of the light parade if needed. He said that there should be some recruitment happening. **Henson** noted his wife went to Jacksonville and their seasonal decorations were fantastic. He recommends getting away from being a complaint driven basis, that name disclosure has been an issue that discourages the process. **Henson** asked for clarification regarding the code changes and was reminded that the Parks Plan is first on the list. **Councilor Henson** encouraged **Henosn** regarding the work he is doing. **Henson** wants to see the City continue to move away from the complaint driven enforcement process. Flower baskets are down, and he complimented the kids on their watering of the plants.

XI. CORRESPONDENCE

a) **Compliance Protocol—City Manager Wyntergreen** added this was an item done last spring regarding enforcement operations at this time. The Beautification Committee has been discussing this. **Wyntergreen** has encouraged the Committee to wait for spring to review the current complaint-driven process and discuss changes at that time. They would like a drive-around workshop for practicality. **Councilor Davy** asked if anyone could raise a complaint. **Councilor Martin** noted that the complaint driven process shouldn't be so negative. Wyntergreen added that we keep the complaints anonymous as much as possible. **Councilor Sandusky** agreed that people should be anonymous.

b) **Insurance Services Office (ISO) Community Rating System (CRS) 2012 Recertification**

c) **Memo Regarding City Hall Closing Early on Fridays**—The Council was concerned about policy changes without prior approval. City Hall will remain closed on Friday's at 2:00 p.m. through December and will be evaluated as to necessity at that time.

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 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	10/15/2012	32790-32857	$137,577.71
Special Batch	10/15/2012	101512	$3,629.41

XIII. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **8:06 p.m.**

Minutes approved by:

Suzanne Weber Nov. 19, 2012

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 11/19/12

Abigail Donowho, City Recorder Date