TILLAMOOK CITY COUNCIL MEETING
MONDAY, OCTOBER 17, 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
Bernadette Sorensen, City Recorder

AGENDA:

The posted agenda for the meeting of October 17, 2011 is attached and by this reference is made a part of the record.

MINUTES: Council minutes were provided for the October 10, 2011 Special City Council meeting. There were no corrections, additions or deletions to the minutes. **Councilor Sandusky moved the Council approve the minutes for the October 10, 2011 Special City Council meeting. The motion was seconded by Councilor Henson. The motion carried unanimously by Council seated.**

PROCLAMATIONS: None

PRESENTATIONS/UPDATES/REQUESTS: None

PUBLIC HEARINGS:

1. **OLCC APPLICATION – CARSON OIL CO., PATRICE GALLES—**
City Manager Wyntergreen reported this is a request for a change of ownership of the K & B Deli Mart being assumed by Carson Oil Company. **Chief Wright** had reviewed the request and submitted the Background Investigation/License Applications stating no adverse information was found and is recommending approval. No comments or correspondence have been received. Application change fee needs to be paid.

   Councilor Sandusky moved to approve the change of ownership and OLCC License to Carson Oil at the K & B Deli Mart. Councilor Forster seconded. The motion carried unanimously by Council seated.

CITIZENS HEARING/AUDIENCE COMMENTS: None

PENDING BUSINESS:

1. **TILLAMOOK REVITALIZATION ASSOCIATION (TRA) REVISED ACTION PLAN—**
City Manager Wyntergreen advised the Council he met with **Chris Kell, Administrative Assistant** for TRA, as instructed at the prior City Council meeting. Their objective was to revise the plan to contain more objective numbers and goals. A copy of

the amended plan dated October 17, 2011 is attached and by this reference is made a part of the record. There was some discussion and clarification of the plan's budget. Also discussed was office space for TRA, and the difference between the roles of TRA and Second Street Public Market.

Councilor Sandusky moved to approve Three Year Action Plan Per Business Surcharge Resolution Amended October 17, 2011 with modification of moving paragraph four to the Public Market section of the plan. Councilor Henson seconded. Councilor Forster suggested a workshop to discuss TRA plans and review similar projects discussed at the League of Oregon Cities conference. This workshop would include discussion of TRT and any money given. The motion carried unanimously by Council seated.

2. SCHMIDT PROPERTY—
City Manager Wyntergreen stated the legal description originally provided to the City Council was incorrect. It included a neighboring parcel the City did not have the right to take control of. The Deed has been revised and the attorney requested it be brought back before the council for reaffirmation.

Councilor Harris moved to approve the Mayor's signature on the revised Deed. Councilor Davy seconded. The motion carried unanimously by Council seated.

NEW BUSINESS:

1. RECREATION TRAILS GRANT OPPORTUNITY—
City Manager Wyntergreen introduced the 2011-2012 Recreational Trails Grant Program Schedule. The Mandatory Letter of Intent is due October 28, 2011 and he needs to know if the Council would like to pursue this action. Phase 1 of the plan, Hoquarton Park, was previously submitted and has been completed. Phase 2 has not been approved by the planning committee so it can be revised. The grant program awards range from $20,000 - $160,000 and require a 20% match. The dollar value does not have to be declared in the Letter of Intent. The Full Grant Application is due January 13, 2012 and the grant award would be made in May. If Council decides to pursue the Grant application, it would be assigned to the Beautification Committee. **Wyntergreen** does not want to spend the time writing the Grant if the Council is not interested in moving forward. **Councilor Martin** asked if we receive the grant, will the State then tell us what we can and cannot do on this property, or is that up to the local committee? **Wyntergreen** stated if the State provides money for recreational trails they want assurance that it will be maintained for that use.

Councilor Harris moved to charge City Manager Wyntergreen to file a Mandatory Letter of Intent to Oregon State Parks for a Recreational Trail Grant opportunity. Councilor Forster seconded. Councilor Henson requested clarification of property. City Manager Wyntergreen clarified per Hoquarton Interpretive Trail Concept Map. Decisions will be made by the Beautification Committee. The motion carried unanimously by Council seated.

UPDATES:

1. HOLDEN CREEK COMMITTEE REPORT—
City Manager Wyntergreen reported Clair Thomas walked the group through what had been done and began the prioritization process over the next five-plus years. The schedule will be presented at the next meeting in November. Notice of date and time will be sent out. They will finalize goals and objectives and determine how they will be accomplished. A grant has been submitted for the Tillamook Estuary Partnership which includes the tide-gates. The high school is monitoring the clean-up. The committee is moving forward in order to be prepared for the work period July through September 2012. Oregon Department of Fish and Wildlife was in attendance and willing to help. Additional groups are helping clean up the east end of the high school property. The plans include planting 5,000+ evergreen trees in the area.

LEGISLATIVE:

1. RESOLUTION: AUTHORIZING AN INTERFUND CAPITAL LOAN FROM THE WATER FUND TO THE STREET FUND TO ADDRESS ENVIRONMENTAL CLEAN-UP OF THE PUBLIC WORKS SHOPS—
City Manager Wyntergreen introduced the Resolution that is to address the clean-up of the underground contamination of the City's Public Works shops. Level one and level two assessments have been completed. This was an unknown issue at the time the budget was put into place. As there are no funds available for this project in the Street Fund, this resolution would allow money to be borrowed from the Water Fund. Once the sale of the property is completed, the Water Fund would be repaid. The resolution is necessary under ORS 294-460. The maximum amount of the loan would be $40,000 from the Water Fund to the Street Fund. It will be paid over a five-year period at the rate of 1%. A full grant application is being submitted to DEQ. If this is received the City would have to pay the match of $6,300. **Councilor Sandusky moved for the Approval of a Resolution Authorizing an Interfund Capital Loan from the Water Fund to the Street Fund to Address Environmental Clean-Up of the Public Works Shops. Councilor Forster seconded. The motion carried unanimously by Council seated.**

COUNCIL CONCERNS: Non-Agenda Items

Councilor Martin would like to see the City Council adopt an ordinance about panhandling as some of the signs are inappropriate. **City Manager Wyntergreen** advised there are panhandling ordinances that can be adopted. **Councilor Forster** discussed looking at the City's Nuisance Ordinances by placing review of the Nuisance Ordinances on the agenda for the Public Safety Committee meeting.

Councilor Henson agreed some of the signs are inappropriate, but some people are in dire straits. **Henson** proceeded to discuss a family he met, visiting from out of town with a child. They were looking for a park with playground equipment and he could not think of one. **Mayor Weber** discussed the playground equipment situation and that the Beautification Committee is looking at ways to place new equipment in Goodspeed Park. There is a TURA match available. **City Manager Wyntergreen** advised there was $21,000 set aside with TURA for the specific purpose of playground equipment. There will be a workshop on Thursday, October 20, 2011 at 5:00 p.m. at the County Library to discuss the City parks.

MONTHLY REPORTS:

1. **CITY RECORDER—**
City Recorder Sorensen reviewed the September 2011 City Recorder's 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.

2. **MAYOR—**
Mayor Weber advised Councilors the Tillamook County Health Department is having an open house on Tuesday, October 25, 2011 to acquaint people with their facility and new addition. **Weber** mentioned the Mayor's Ball on Saturday, October 22, 2011 and hopes all will attend. **Weber** also announced the Farmer's Market and the Food Roots Group are having a fund-raiser dinner at the Swiss Hall Sunday, October 23, 2011 from 2-5 p.m. The charge is $15 per person or $25 per couple. **Weber** wished a Happy Birthday to City Manager Wyntergreen.

COMMITTEE REPORTS:

1. **TILLAMOOK URBAN RENEWAL AGENCY (TURA) —**
Councilor Sandusky reported the committee spoke with the Tillamook Elks Club and they have recently painted their building. TURA helped with removal of sheet metal and windows and continue work on the cleanup of the alleyway. The painting and awning on the Beal's Building is now complete. The Proposal Committee will be meeting with another downtown business person to discuss painting and awnings of the Anderson Florist location. The committee has completed their plan to continue the process of assisting businesses with exterior painting and awnings. **Mayor Weber** recognized two additional businesses that independently completed work on the exterior of their buildings – the H&R Block Building and the north wall of the building that used to be WorkForce.

2. **ASSOCIATIONS COMMITTEE—**
Councilor Henson reported the committee met at the Cheese Factory and had a good turnout. They are getting a better feel for what the community needs and are the steering committee to make recommendations to the Chamber of Commerce and TURA as they will accomplish more if they work together. **Justin Aufdermauer** reviewed the plans. Tillamook has numerous destination spots and they have identified visitors do not know about all of the attractions available when they visit. The Committee discussed signage and a website for visitors to obtain information. Their goal is to come up with new projects each month.

Councilor Davy initiated the discussion that TURA has established a color scheme for the city and asked if business owners are aware and coming to TURA to obtain the information. **City Manager Wyntergreen** advised the color scheme is not required, but is part of the Town Center Plan.

City Manager Wyntergreen informed the Council, in relation to the Associations Committee, he received an announcement from the Department of Land Conservation and Development that a grant in the amount of $25,000 for an Economic Opportunity Analysis with the County has been received. Depending on the results of the study, the City may be able to work with the County to determine the best place for industrial and commercial land in the City and possibly do some repositioning of zones.

3. **CITY MANAGER – MISCELLANEOUS—**
City Manager Wyntergreen announced Officer Lyle McFarland submitted his Letter of Resignation effective November 30, 2011. **Wyntergreen** stated Chief Wright will be completing a two-part process to fill the vacancy. He will advertise for certified or certifiable officers in hopes to hire an officer that will not have to go to the academy. If there is not a significant response, he will review the list of candidates from last year.

City Manager Wyntergreen advised they have hired a technician for the wastewater treatment plant who will start on November 1, 2011. The City Recorder interviews will be on October 22, 2011 and October 24, 2011.

City Manager Wyntergreen reminded the Council the packet contains an update on TRT funding. He clarified in column one of the spreadsheet it states "10% of Tax" and should state "1% of Tax".

City Manager Wyntergreen received notice from Charter and they would like to discuss renewal of their franchise.

City Manager Wyntergreen stated there is empty office space at the Transit Center. The tsunami outreach group would like to use this space from December 3, 2011 through June 2012 to put out brochures about visitor information and tsunami outreach.

AUTHORIZATION TO PAY BILLS:

Copies of the Computer Check Proof Lists dated 10/17/2011 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 10/17/2011	**Check # 31403**	**$**	**366.43**
A/P Batch 10/14/2011	**Check # 31323 – 31402**	**$**	**98,757.24**
A/P Batch 10/11/2011	**Check # 31321 – 31322**	**$**	**4,029.00**
A/P Batch 10/04/2011	**Check # 31320**	**$**	**67.00**

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 9:05 p.m.

APPROVED:

Suzanne Weber 2-6-2012

Mayor **Date**

ATTEST:

Abigail Donovan 2/6/12

City Recorder **Date**