CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Monday, November 19, 2012

I. CALL TO ORDER

Mayor Weber called to order the regular meeting of the **Tillamook City Council** at **7:00 p.m.** on **Monday, November 19, 2012** in **City Hall at 210 Laurel Avenue in Tillamook, Oregon**.

II. ROLL CALL

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

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Cheryl Davy
Councilor John Sandusky
Councilor Doug Henson

Absent: Councilor Steven Forster (Excused)

Staff Present:

Paul Wyntergreen, City Manager
Abigail Donowho, City Recorder

III. AGENDA

The posted agenda for the meeting of November 19, 2012 is attached and by this reference is made a part of the record.

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

a) Preliminary 2012 Population Estimate (Exhibit A)

V. MINUTES

The minutes for the Regular City Council meeting of October 15, 2012 were included with Council Packets. **Councilor Sandusky moved to approve the minutes of Monday October 15, 2012. Councilor Davy seconded. Motion carried unanimously by Council seated.**

VI. CITIZEN COMMENT-None

VII. PUBLIC HEARING

a) **2012 Community Development Block Grant- Mayor Weber opened the public hearing regarding the 2012 Community Development Block Grant at 7:02 p.m. City Manager Wyntergreen** explained the information included in the Council packets regarding the CDBG for a sewer rehabilitation grant. The State has sufficient funding to award the proposal as it is structured; however, the project is subject to many parameters. At this point, Tillamook does qualify for the lower income levels required for this grant. Improvements requested are along the south end of the community and lift station improvements in the PUD yard, as well as many leaks and inflow problems to the east. The State has reviewed the initial forms and given the City a green-light to apply. **Mayor Weber opened the floor to the public at 7:09 p.m.** No public comments were made at the meeting or received via mail. **The floor was closed to the public at 7:09 p.m.**

Councilor Henson asked about the amount applied for. **Wyntergreen** answered that $2M is the cap. **Henson** asked about the opportunities for the different CDBG's available for the City. **Wyntergreen** said

this project could take about 2 years. Applications for other funding through the CDBG program may not be made until current projects are finished.

Councilor Sandusky added that this infrastructure is important and was happy to see that matching funds are not required. **Mayor Weber closed the public hearing at 7:12 p.m. Councilor Sandusky moved to direct staff to apply for the 2012 CDBG for update and repair of the existing sewer infrastructure. Councilor Martin seconded. Motion carried unanimously by Council seated.**

VIII. NEW BUSINESS

a) **TBHEID Associate Membership—City Manager Wyntergreen** explained that during the budget season last year it was decided not to renew the membership with TBHEID. He was given more information regarding the TBHEID membership and what is included, making it more like a fee for services than a membership. Tilda Jones has been invited to explain the process. **Wyntergreen** also suggested they consider this as a fee for services in the budget.

Tilda Jones of TBHEID addressed the Council and announced that the District is celebrating it's 10th year of service to the area. Tillamook County being one of the most full of emergencies and natural disasters, is also one of the most prepared counties for the disasters that occur. She gave a history of the District and the information she included for the Council. TBHEID appreciates the City's involvement with the programs offered through the District.

Mayor Weber noted the larger checks that were given to TBHEID ($7,500) and asked why the change. **Jones** explained it was part of Senator Wyden's Kilchis River Project and the Shilo levee repairs.

Councilor Henson commented that TBHEID is capable and able to do a lot of things that the City does not have the staffing for. He is in support of the request to continue annual contributions to TBHEID. **Councilor Sandusky** added that if the money can be found and budgeted for that he is in support of this. **Mayor Weber** said it has been a mis-labeled for several years. **Henson** agreed with Sandusky.

Councilor Henson moved to approve the request of the $1000 service fee/membership for TBHEID. Councilor Davy seconded. Motion carried unanimously by Council seated.

b) **Codification—Mayor Weber** stated that the codification is need of some review. **City Recorder Donowho** explained the codification legal and editorial report. A workshop was set for December 3, 2012 at 5:30 p.m. to discuss the legal and editorial report in detail.

c) **Streetscapes—City Manager Wyntergreen** noted that the design needs to be prepared for the ODOT design phase in the spring. The Council decided the proposal could bypass the Beautification Committee. A workshop for the streetscapes was scheduled for January 7, 2013 at 5:30 p.m. **Councilor Davy** said that TURA has seen the presentation and it is a good project.

d) **Amended IGA for the Tillamook/Bay City Intertie Project—City Manager Wyntergreen** explained the minor adjustment that removes some of the original structures from the initial agreement. This amendment simplifies the project and reflects what was done. **Councilor Sandusky moved to approve the amended IGA for the Tillamook/Bay City Intertie Project. Councilor Henson seconded. Motion carried unanimously by Council seated.**

IX. PENDING BUSINESS

a) **STIP Review—City Manager Wyntergreen** referred to the memo that he included in the Council packet and asked for any last minute revisions for the application. The STIP application is working to complement

the ODOT project in 2015/2016 that is coming through town. He outlined the application and what will be proposed, with the Port of Tillamook Bay as a supporting participant for the pedestrian bike path along the Hoquarton. The second possibility for the project application involves a partnered project with TURA for the 2nd Street pilot project. There are additional lights, signs, and trees that will be placed downtown during this project time frame as well. The presentation is a multi-modal package for the STIP application. The Transportation District would like to see three shelters—Hoquarton, south bound, and Goodspeed Park. TURA has committed $50,000 in 2016. The Transportation District has committed $11,000 to help with the bus shelters. The City's amount will be around $45,000 to match funding as required.

Mayor Weber added that this will be a great way to partner with the Transportation Districts. **Councilor Henson** voiced that he is not in support of the Transportation District's involvement. **Councilor Harris** is in support. The Council reached a consensus to move forward with the application.

X. COUNCIL CONCERNS

a) **Councilor Martin** noted that Third Street is open to 2-way traffic. He is concerned with the manholes being different heights and should be painted for visibility.

b) **Councilor Henson** noted he drove by on Saturday and saw Chief Wright and a crew of volunteers and cadets putting up Christmas Lights. He commended their dedication.

XI. MONTHLY REPORTS

a) **City Recorder**—City Recorder Donowho's monthly report was included in the Council packet.

b) **Finance Officer**—Finance Officer Jamy Wilson's monthly and expense reports were included with the Council packet. **Wyntergreen** explained the monthly expense report in more detail. **Councilor Davy** asked about the overages on some lines. **Wyntergreen** noted the total of each fund is where to look.

c) **City Manager – Verbal Report—City Manager Wyntergreen** started with the finance aspect of his report. He informed the Council that TLC came up with many additional regulations that were becoming necessary for the refinance of the Water Bonds as discussed in the previous meeting. Because of these additional costs and requirements, the refinancing will not be moving forward. The USDA bond requirements are imposing some ADA accessibility improvements at City Hall. He passed out the population estimates for the Council to see. Third Street is open, and winter will continue without the final lift pavement. The Bowling Alley is in need of different front side parking to be in compliance with the code. The Parks planning process is not quite finished. The Planning Commission will review the plan again in December. The Pelican Pub has met with the State and is making a presentation to TURA on Tuesday for financial assistance.

d) **Mayor - Verbal Report—Mayor Weber** attended the Small Cities meeting in Manzanita last week and learned about the bicyclist culture in Oregon. The Mayor's meeting in Rockaway addressed the proposed County TRT. She also attended the COLPAC meeting. Veteran's Day at the Air Museum was nice. She attended the Salem opportunity meeting for the Pelican Pub. The Mayor outlined the upcoming scheduled City meetings. There will be a community Thanksgiving service at St. Alban's at 7:00 p.m. on Wednesday. She will be on KTIL on Tuesday to talk about the Christmas celebration. Mayors from North County met to talk about tourism. December 1st is the Christmas Celebration and tree lighting with a light parade. She thanked Terry Wright, the Cadets, and the City Employees for their hard work on the program. She thanked the City employees for their hard work on storm drains today to keep the water flowing. She also thanked the people who helped with the leaf collection.

XII. COMMITTEE REPORTS

a) **Personnel Committee**—The next meeting is on November 26th. City Recorder Donowho will meet with Councilor Davy regarding the items on the agenda as Davy will not be in attendance.

b) **Beautification Committee—Councilor Henson** stated the meeting was entirely focused on the Christmas Celebration.

XIII. CORRESPONDENCE

a) **TRA Quarterly Report—Mayor Weber** thanked Chris Kell for her hard work on the report.

b) **10th Annual City Christmas Event Flyer**

c) **City Annual Holiday Lighting Contest Flyer**

XIV. 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 amounts:

GENERAL CHECKING ACCOUNT

BATCH TYPE	DATE	CHECK RANGE	AMOUNT PAID
Special Batch	11/06/2012	32924	$165.75
A/P Batch	11/16/2012	32925-32982	$158,915.71
Special Batch	11/19/2012	990111912	$366.43

XV. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **8:26 p.m.**

Minutes approved by:

Suzanne Weber 12.19.2012

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 12/19/12

Abigail Donowho, City Recorder Date