CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Monday, November 5, 2012

I. CALL TO ORDER

Mayor Weber called to order the regular meeting of the Tillamook City Council at 7:10 p.m. on Monday, November 5, 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 Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: none

Staff Present:

Abigail Donowho, City Recorder

III. AGENDA

The posted agenda for the meeting of November 5, 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) Special A/P Batch for 11/5/2012 (Exhibit A)

b) City Sanitary Bar Graph (Exhibit B)

V. MINUTES

Council minutes for the October 1, 2012 Regular City Council Meetings were provided in Council Packets. **Councilor Sandusky moved to approve the minutes for October 1, 2012 as submitted. Councilor Henson seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

VI. CITIZEN COMMENT--None

VII. NEW BUSINESS

a) **City Sanitary Service Franchise Revision Request**—**Lee Walker** of City Sanitary Service in Tillamook addressed the Council regarding his initial request of curbside recycling. A previous article in the Headlight Herald had conveyed incorrect information regarding curbside pickup of recyclables. The mix up from the article brought forth the need to start a comingled process for recycled materials. Source separated curbside recycling is available, however, the future will likely bring a change to the type of recycling. Walker's main purpose of his address tonight was to get the dialogue started for the future of recycling for Tillamook. **Mayor Weber** thanked Mr. Walker for bringing the item forward.

b) **Planning Commission Volunteer Application Review and Possible Appointment**—**Mayor Weber** noted the application in the packet for consideration. The applicant is not available this evening to attend. She asked the Council if they would prefer to have the applicant attend the next meeting.

VIII. PENDING BUSINESS

a) **STIP Proposal Update**—**City Recorder Donowho** informed the Council that the Port of Tillamook Bay has agreed to partner with the City and grant an easement for an area along the Hoquarton that will connect the trails near downtown toward Goodspeed Park. She showed the map that City Manager Wyntergreen had presented to the Port

and asked for the Council's direction on which projects to incorporate in the STIP application. After discussion, the Council wanted to have both the trail area along the Hoquarton and the downtown streetscape project in the application. Both projects are partnered with other agencies (the POTB and TURA) and would better meet the STIP application criteria. **Donowho** will convey the information to Wyntergreen.

IX. LEGISLATIVE

a) **Resolution 1618—A RESOLUTION REVISING THE CITY'S EMPLOYEE HANDBOOK OF PROCEDURES AND CONDITIONS OF CITY EMPLOYMENT OF THE CITY OF TILLAMOOK, AND REPEALING RESOLUTION NO. 1594—Councilor Forster moved to approve Resolution 1618, a resolution revising the City's employee handbook of procedures and conditions of City employment of the City of Tillamook, and repealing Resolution number 1594. Councilor Davy seconded. Motion carried unanimously by Council seated.**

b) **Resolution 1621—A RESOLUTION AUTHORIZING THE ESTABLISHMENTOF A HEALTH REIMBURSEMENT ARRANGEMENT/VOLUNTARY EMPLOYEES'BENEFICIARY ASSOCIATION ("HRA VEBA") PLAN—Councilor Sandusky moved to adopt Resolution 1621, a resolution authorizing the establishment of a health reimbursement arrangement/Voluntary Employees' Beneficiary Association ("HRA VEBA") Plan. Councilor Forster seconded. Motion carried unanimously by Council seated.**

X. COUNCIL CONCERNS-

a) **Councilor Martin** received a call from Tilda Jones regarding TBHEID membership. **Mayor Weber** stated it would be addressed at the next meeting.

b) **Councilor Davy** reminded everyone to get out and vote.

c) **Councilor Forster** talked about the new Festival of Lights Parade on December 1, 2012.

d) **Councilor Henson** also received the phone call from TBHEID.

XI. MONTHLY REPORTS

a) **Public Works Director—Mayor Weber** added that Third Street is striped and will be open to two-way traffic this week.

b) **City Planner—City Recorder Donowho** gave a status update on the Land Use Application from Tillamook PUD. City Planner Mattison has sent PUD a letter to outline the areas of the application that are incomplete. They have 180 days to make the corrections.

c) **Police Chief**—Police Chief Wright's monthly report was included in Council Packets.

d) **City Manager—City Recorder Donowho** reported in the absence of the City Manager that the refinancing of the water bonds will require some type of collateral. TLC has asked for Council to approve using the Water Treatment Plant for the purpose. The Council decided to postpone the decision until further information was available.

e) **Mayor—Mayor Weber** reminded everyone that November 12th is the Veteran's Day celebration at the Air Museum. Fall Leaf Cleanup is on the 17th and 18th—dumpsters for yard debris will be available at City Hall. The Oregon Parks and Recreation Committee's meeting is on November 6th. Extreme Home Makeover animal shelter sneak preview. November 8th is the COLPAC and NW ACT meeting where more STIP funding information will be available as the application is changing. She will attend the November 16th LOC meeting in Manzanita for legislative items. There is a Beautification Committee meeting tomorrow. The **Mayor** also reminded everyone that November 15th is National Recycle Day—library program.

f) **Executive Session to add to agenda—Mayor Weber** explained to the Council that the Public Works Director has submitted a retirement proposal and it should be discussed in executive session. **Councilor Forster moved to add an executive session to the agenda. Councilor Sandusky seconded. Motion carried unanimously by Council seated.**

XII. COMMITTEE REPORTS

a) **Personnel Committee—Councilor Sandusky** reported on the personnel committee. The ETO Policy previously discussed was a large part of the meeting as well as the continuation of employee salary tables. An updated to the mobile communications policy will also be introduced soon.

XIII. STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION

a) **Letter to the Editor—Clarification for Ethics Purposes**—Councilor Forster brought forward the ethics concern and reiterated that Chief Wright did not make any comments with his title attached, it was the Headlight Herald who added his title. They have since written a letter of apology to Chief Wright as they did not intentionally try to cause an ethics issue.

b) **North Coast Lawn Letter of Intent—Councilor Henson** commended North Coast Lawn, asked for a letter to NCL for thanks to them for the help. He would love to see more volunteers like this in the community.

c) **TBHEID Associate Membership**

d) **Fall Leaf Cleanup 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	10/23/2012	32858	$75.00
A/P Batch	11/02/2012	32859-32923 9011512	$84,885.74

XV. EXECUTIVE SESSION

Mayor Weber called to order an executive session under ORS 190.660 (2)(a) at 8:15 p.m. to discuss personnel employment. Executive session was concluded at 8:44 p.m.

Mayor Weber reopened the regular city Council session at 8:4 4p.m. Councilor Sandusky moved to accept Public Works Director Arley Sullivan's proposal to retire from PERS as of January 1, 2013 and to continue working for 30 hours per week for the following year, possibly two; specifically charging Paul Wyntergreen and Abby Donowho to solidify the terms of the agreement as discussed in Sullivan's letter regarding a specific retirement date, outlining the duties and reporting system for Sullivan to train up subordinates, and usage and application of ETO. Councilor Henson seconded. Motion carried unanimously by Council seated.

XVI. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **8:47 p.m.**

Minutes approved by:

Suzanne Weber December 3

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 12/3/12

Abigail Donowho, City Recorder Date