CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Monday, December 3, 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, December 3, 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:

Paul Wyntergreen, City Manager
Abigail Donowho, City Recorder

III. AGENDA

The posted agenda for the meeting of December 3, 2012 is attached and by this reference is made a part of the record.

IV. ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED: None

V. MINUTES

The minutes for the Regular City Council meeting of November 5, 2012 were included with Council Packets. **Councilor Forster moved to approve the minutes of Monday November 5, 2012. Councilor Harris seconded. Motion carried unanimously by Council seated.**

VI. PROCLAMATIONS

Mayor Weber proclaimed December 6, 2012 as Civil Air Patrol Day. She noted that it is the 71st Anniversary of the Civil Air Patrol and that a duly authorized, signed copy to the proclamation will be provided to the Patrol. Cadet Chief Master Sargent Max Norris, and Cadet Master Sargent Arlo Bannon were in attendance with Cadet Leader Major Michael Walsh. The Cadets meet at the ATV Center every Thursday. The program includes things including Aerospace Education, Cadet Programs, and Emergency Services—with safety playing a big part. Cadet Norris had a ride-along in a C-17 ("monstrous" four-engine jet) and has also attended Rocketry Weekend for aerospace awareness. Orientation rides and glider flights are part of the program. **Walsh** stated there are 300 cadets in the state of Oregon. **Councilor Forster** talked about the leadership skills the young men are learning in the program. **Mayor Weber** thanked them for being at the meeting, and for their efforts.

VII. CITIZEN COMMENT-None

VIII. PUBLIC HEARING

a) **System Development Charge Modification—City Manager Wyntergreen** explained to the Council about the System Development Charge (SDC) development that needs to happen for the city. SDC's are charges for new construction, not existing services. The required 90 day notice was posted in September.

John Ghilarducci brought forward his SDC presentation for the Council during the workshop prior to the meeting.

Mayor Weber opened the floor to the public for comment at 7:29 p.m. No correspondence was received regarding the SDC Charge Modification. **Mayor Weber closed the public comment portion of the hearing at7:30 p.m.**

Wyntergreen noted this is a supplementary funding mechanism. There is more commercial growth than residential at this point in time. To clarify the process regarding single family units in comparison to additions, SDC charges would not apply to additions, only new construction. Accessory dwelling units (MIL quarters) are a policy issue for the City. **Councilor Forster** asked about State and Federal policy changes regarding infrastructure. **Ghilarducci** said that charges can be updated at any time as long as the same methodology is followed. Studies are best updated after a master plan is adopted. **Mayor Weber closed the public hearing at 7:33 p.m.**

b) **OLCC License Hearing – Robadmirr LLC dba The Fern Café—Mayor Weber** opened the public hearing for OLCC Licensing for Robadmirr, LLC at 7:33 p.m. **City Manager Wyntergreen** stated this application is for a change of ownership. Mirra Bowers and Robert McLaughlin, manager and owner of the Fern Café were in attendance for the hearing. **Bowers** talked about wanting to have the Fern restored to the feel of the "old" Fern Café. The menu will be similar: burgers, pizza, and breakfast all day.

Mayor Weber asked for testimony for or against the application. **Councilor Sandusky** asked if the name of the restaurant would be the same. **Bowers** confirmed it is. The lounge has moved to the other side of the building and is smaller. The background check provided by the Police Chief was favorable. No further correspondence was received regarding the licensing for the Fern Café. **Mayor Weber closed the hearing at 7:37 p.m.**

IX. NEW BUSINESS

a) **OLCC Application for Robadmirr LLC—Councilor Sandusky moved to approve the OLCC application for the Fern Café and ownership Change as presented. Councilor Harris seconded. Motion carried unanimously by Council seated.**

b) **Cancellation of December 17, 2012 Regular City Council Meeting**—Due to an executive session regarding the wastewater treatment plant litigation that will be in Portland on December 17, 2012 it is necessary to cancel the regular session scheduled for the same day. **Councilor Henson** asked about the purpose of the executive session. **City Manager Wyntergreen** explained that the Council who participate would be a part of the mediation process of the WWTP litigation. **Councilor Forster moved to cancel the December 17, 2012 Regular City Council Meeting. Councilor Henson seconded. Motion carried unanimously by Council seated.**

c) **Set Parks Workshop for January 22, 2012**—City Manager Wyntergreen added that on Thursday, at the Planning Commission, the Parks Master Plan will be brought forward to the Council via workshop.

X. PENDING BUSINESS

a) **Planning Commission Vacancy and Potential Appointment**—Steve Fladstol has applied to be a part of the Planning Commission. **Mayor Weber** asked Mr. Fladstol to come forward. Steve Fladstol has been the Corporate Project Manager of TCCA for 8 years. He lives within the City limits. **Councilor Sandusky** asked why he wanted to be on the Planning Commission. **Fladstol** was very positive about serving the community. **Councilor Forster moved to appoint Steve Fladstol to the Planning Commission. Councilor Henson seconded. Motion carried unanimously by Council seated.**

XI. LEGISLATIVE

a) **Ordinance 1272 – AN ORDINANCE RELATING TO SYSTEMDEVELOPMENT CHARGES AMENDING MUNICIPAL CODE TITLE V, ENACTING AND IMPOSING SYSTEM DEVELOPMENT CHARGES—City Manager Wyntergreen** explained this is an "enacting" ordinance. The old code did not enable all 5 types of SDC charges. This ordinance would allow for further resolutions in order to impose charges in the 5 allowable areas. The second reading will be in January, and SDC's will be effective in early February. **Councilor Forster moved to have the first reading of Ordinance of 1272, by title only. Councilor Sandusky seconded. Councilor Henson** asked for further clarification. **Wyntergreen** explained it is the enacting ordinance to allow SDC charges as explained in the earlier presentation. **Motion carried unanimously by Council seated. City Recorder Donowho** gave the first reading of Ordinance 1272 by title only.

b) **Resolution 1616 – A RESOLUTION REVISING THE CITY'S EMPLOYEE HANDBOOK OF PROCEDURES AND CONDITIONS OF CITY EMPLOYMENT OF THE CITY OF TILLAMOOK, AND AMENDINGRESOLUTION NO. 1586—City Manager Wyntergreen** talked about the resolution coming out of the Personnel Committee and explained the restructuring of the Public Works Department and the pay scale for non-union wages. The Personnel Committee worked hard to develop a system that encouraged longevity in employment and encourages a drive for further education and promotion. **Councilor Sandusky** noted this was a long process. The Committee wanted a pay scale that made sense, included the incentive, and dealt with longevity pay. **Councilor Harris** noted that this is what he wanted to see. He asked about the disparity regarding the Police Sargent and Police Chief's salaries. **Sandusky** and **Wyntergreen** explained that that was the most difficult area to work on and will likely be changed in the future. **Councilor Forster moved to approve Resolution 1616, a resolution revising the City's Employee Handbook of procedures and conditions of City employment of the city of Tillamook, and amending resolution number 1586. Councilor Henson seconded. Motion carried unanimously by Council seated.**

c) **Resolution 1622-- A RESOLUTION ESTABLISHING STORMWATER SYSTEM DEVELOPMENT CHARGES, INCLUDING SUPPORTIVE METHODOLOGY—Mayor Weber** noted this resolution will not take effect until 30 days after Ordinance 1272 is passed. **City Manager Wyntergreen** highlighted that this is not going to fund all storm drain issues, but is a good funding supplement. **Councilor Sandusky moved to adopt Resolution 1622, a resolution establishing storm water system development charges, including supportive methodology as amended by the presentation numbers received tonight. Councilor Davy seconded. Councilor Henson** asked about this being a fee for new items and about the fund fee and where it goes. Wyntergreen explained that state law mandates separate charges and will not be comingled with anything else. **Sandusky** clarified it is not a tax—but a fee. **Henson** is concerned about the economy, people building, and adding another charge. **Mayor Weber** added that the City can't absorb the rest of the cost. Tillamook's SDC charges are low in comparison to other cities of similar size. **Councilor Martin** clarified that this would not affect existing structures. **Councilor Forster** stated that this is about sustainability. **Motion carried five-to-one (5-1) with Councilor Henson casting the nay vote.**

XII. COUNCIL CONCERNS

a) **Councilor Martin** stated that the City Shops are outside of City Limits and we need to do an annexation. Wyntergreen said it's on the list.

b) Councilor Sandusky said that the City put on a great event for the public with the Christmas program despite the rain.

c) **Councilor Henson** stated his appreciation of Councilor Forster and Mayor Weber for their work on the Christmas program, but really wanted to commend the Chief of Police Wright and his cadets for his help. "Terry did a fantastic job."

XIII. MONTHLY REPORTS

a) **Police Chief**—**Mayor Weber** noted the summaries of crime in the Chief's report. Shop With a Cop will be December 15th. She complimented the entire Police Department for their work Saturday.

b) **Public Works Director**—Public Works Director Arley Sullivan's report was included in Council packets.

c) **City Planner**—Planner Mattison's report was included in the Council packet. City Manager Wyntergreen noted the population decrease memo included as information.

d) **Mayor** – **Mayor Weber** thanked everyone and said she would write to the Headlight Herald a letter of thanks for all the effort put forth with the Christmas celebration. She asked Councilor Sandusky to convey thanks to Santa and presented him with a picture and artwork from some children for Santa. The City received a nice thank you from Theresa Nelson of the Volunteer Association at Fred Meyer. They were instrumental in getting the parade together with Fred Meyer and Salvation Army. **Mayor Weber** thanked Councilor Forster, Chief Wright, and the City Staff for all their hard work. Tillamook youth participated in the program, and she added that the Tillamook School of Dance will be going to San Diego to dance in the Holiday Bowl Halftime Show. All of the performers did a wonderful job.

In March, there will be another tourism symposium. The mayors of the coast will begin to work together on a project to bring to he symposium to enhance the area. Tish at the Garibaldi House and the mayors of Garibaldi and Bay City will be working on the Q Program which promotes excellence in customer service. She asked that the Councilors to go online to the Travel Oregon website and check out the program. The goal is to promote the Q Program up and down the coast for the people to come to the community. A three community garage sale also in the works to promote economic development and bring others to the coast as well.

XIV. COMMITTEE REPORTS

a) **Public Works Committee**—Several recommendations were brought forward earlier in the meeting. **Councilor Harris** added that they are looking at clarifying the Courthouse handicap parking. A citizen came to Councilor Harris before the meeting about closing off Sixth Street close to the YMCA. The citizen wanted the gate closed to keep foot traffic away from his home. The next meeting will be January 15, 2013 at 8:30 a.m.

b) **Personnel Committee**—The items from the Personnel Committee were addressed in the legislative portion of the meeting.

XV. CORRESPONDENCE

a) **City Population Decrease**

XVI. 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
A/P Batch	11/30/2012	32983-33018	$33,269.02
Special Batch	12/03/2012	900120312	$25.00
Special Batch	12/03/2012	33020-33023	$453.49

XVII. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **8:35 p.m.**

Minutes approved by:

Suzanne Weber 1-7-2013

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 1/7/13

Abigail Donowho, City Recorder Date