

CITY OF TILLAMOOK
City Hall, 210 Laurel Avenue
City Council Meeting Minutes
Tuesday, February 21, 2012

I. **WORKSHOP:** 4:00 p.m.--Port of Tillamook Bay regarding IGA (at POTB Office)

II. **WORKSHOP:** 6:00 p.m.--Relocation of City Shops

III. **CALL TO ORDER**

Mayor Weber called to order the regular meeting of the Tillamook City Council at 7:07 p.m. on Tuesday, February 21, 2012 in City Hall at 210 Laurel Avenue in Tillamook, Oregon.

IV. **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

None

Staff Present:

Paul Wyntergreen, City Manager
Tim Lyda, Assistant Public Works Director
David Mattison, City Planner
Abigail Donowho, City Recorder

V. **AGENDA**

The posted agenda for the meeting of February 21, 2012 is attached and by this reference is made a part of the record.

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

- a.) Map of projected City Street Shop layout (Exhibit A)
- b.) Accounts Payable Special Batch (Exhibit B)
- c.) Finance Committee Meeting Minutes (Exhibit C)
- d.) Beautification Committee Meeting Minutes (Exhibit D)

VII. **MINUTES**

Council minutes for February 6, 2011 were provided for Council via e-mail and in Council packets. **Councilor Forster moved to approve the minutes for February 6, 2012 as submitted. Councilor Harris seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

VIII. **CITIZENS HEARING/AUDIENCE COMMENTS – Non Agenda Items: None**

IX. **PENDING BUSINESS: None**

X. NEW BUSINESS

- a) **Direction to Staff as to Relocation of City Shops**—City Manager Wyntergreen recapped the options available to the City for a Council decision: purchase a property or build on existing City property. All options have viable and non-viable aspects. Councilor Sandusky voiced that a property purchase seems to be the best option for the City in order to keep the shops out of the tsunami inundation areas. Wyntergreen would like to have a motion as decision may be divided. Councilor Martin mentioned that the City may want to look at more than the single property for purchase. Councilor Martin moved to look at more City property and decide on a purchase in next 30 days. Motion died for lack of a second.

Councilor Sandusky moved to direct the staff to try to find a piece of property suitable to the City's needs and out of the tsunami inundation zone. Councilor Martin seconded. Mayor Weber clarified that the staff will try to find a good location for the shops—with or without an existing structure—for purchase. Councilor Sandusky amended his motion to include the Mayor's clarification. Councilor Henson is concerned the Council is asking the employees to repeat the process that has already been completed in researching a City Shop location. Wyntergreen confirmed that the staff would look for more property. Motion carried unanimously by Council seated. Mayor Weber thanked the staff for their presentations and let the Water Division know that the need for a shop at the Water Treatment Plant is acknowledged.

- b) **Planning Commission Position Reappointments**—Mayor Weber would like to re-appoint Nick Hahn to the Planning Commission in Position 1. Councilor Sandusky moved to acknowledge and approve the appointment of Nick Hahn to the Planning Commission Position 1. Councilor Forster seconded. The motion carried unanimously by Council seated.

XI. LEGISLATIVE

- a) **First Reading: An Ordinance Amending Ordinance No. 893 Pertaining to Transient Room Tax (TRT)**—City Manager Wyntergreen advised that the amendment presented pertained to section 14a of the current TRT ordinance *only*. Chief Wright submitted a report regarding the allocations of the TRT for the Council's review. Wyntergreen explained that this ordinance amendment has ramifications to the TRT fund that could be negative—potentially taking about \$80,000 from the General Fund. Section 14b would better address the Finance Committee's original intent of the specifics of this fund allocation. He explained the percentages and distribution of funds according to the TRT ordinance and section 14b. The makeshift grant program that has been instituted will need to be identified separately. Councilor Henson confirmed that there had been a slight misunderstanding regarding the writing only reflecting section 14a regarding the 7%. His idea was to address the entire 9% of the TRT money. Councilor Forster suggested the ordinance be tabled for discussion at a later workshop for a thorough discussion. Councilor Sandusky echoed Councilor Henson's confirmation of the Committee's misunderstanding. Councilor Forster moved to table the Ordinance Amending Ordinance Number 893 and move the item to a workshop for further discussion. Councilor Sandusky seconded. The motion carried unanimously by Council seated.

XII. COUNCIL CONCERNS

Councilor Martin noted the 15-minute parking in front of City Hall. He thought the spaces would be closer to the front doors.

Councilor Henson noted the Holden Creek flooding issue at the end of Meadow Avenue still needs to be addressed.

XIII. MONTHLY REPORTS

- a) **City Manager**—City Manager Wyntergreen walked the Council through the financial statements provided noting the information is still lengthy and will be edited further. The intent is to keep the budgeted amounts in perspective with the revenues and expenditures. He explained how to read the percentages and monitor the budget. The new report will be at the second meeting each month. Springbrook will be putting the data in Excel format in order to streamline it further. Wyntergreen pointed out the sewer budget—page 14—legal expenses are getting close to the budgeted amount. A supplemental budget will be discussed due to litigation and grant adjustments.

Wyntergreen noted the Third Street project is going out to bid. The invoices are coming in from the County who is receiving invoices from ODOT. The \$330,000 designated as the City's portion is due and payable prior to the next

Council meeting (due March 1st). TURA also has a large payment to contribute by March 1st. As long as all the matching funding comes together, the bids will open on March 22nd. The City expects some good bids, and will help the project proceed this summer.

DEQ did not assess any findings on the cross-connection violations. In order to complete the first item in the MOA with DEQ, they stipulate the City needs to eliminate the cross connections. This MOA is a generous agreement, avoiding all fines at this time. **Councilor Forster** asked about the cross connection at First and Pacific--whether or not the work can be done in conjunction with the project for Highway 101. DEQ did make it clear this had to be done *before* the future road project.

Wyntergreen updated the Council regarding the billboards owned by the City (located at Hoquarton Park and Pacific Edge Espresso) that bring in \$275 annually. Letters have gone out to the lessees as notice to terminate the antiquated leases. The lessees have responded with a starting offer for a renewed lease for \$3500 each. The Hoquarton billboard will likely be relocated or eliminated. The Finance Committee agreed a new lease on the billboards would be fine.

The previously approved electrical vehicle charging station lease is underway. The City Attorney is putting finishing touches on the lease now. A second party, offering 5% gross revenues for parking as they utilize the spaces as both a charging station and survey of usage is proposing another station at First and Stillwell.

Wyntergreen asked for direction from the Council, realizing that the second offer is a one-time deal. Discussion followed that outlined the current usage, necessity and financial impact the second station could have on the City. The Council reached a consensus to allow the second charging station as it may continue to promote electric cars coming to Tillamook.

- b) **City Recorder**—**City Recorder Donowho** submitted a written report to the Council in the packet to outline the various activities that are presently taking place for the offices of Recorder, Treasurer, Municipal Court, and Human Resources. **Mayor Weber** acknowledged that Donowho has not yet been afforded a workshop for job expectations. The Council worked to reschedule it for the second meeting in March as the TRT workshop will take place before the first meeting.
- c) **Mayor**—**Mayor Weber** reported that the City Council and Manager are working hard on litigation coming for WWTP. She is excited to see the results of the recent THS Charity Drive to be announced Wednesday night. **Mayor Weber** publicly recognized and thanked Councilor Davy and her late husband for their efforts in previous years to help shape the fundraiser into the program it is today.

XIV. COMMITTEE REPORTS

- a) **Finance Committee**—**Councilor Martin** noted minutes from the meeting on February 8, 2012 were presented as Exhibit C. He noted the TRT room tax will be reviewed as discussed earlier in the meeting.
- b) **Holden Creek Group**— **Councilor Sandusky** noted the meeting last week covered work that has not yet been done as well as contacts that have been made for the group in order to move forward. **Councilor Forster** added that the science behind the creek has been supporting life. The work being done is having a positive impact on the animals. **City Manager Wyntergreen** stated the storm drain master plan will be ready in late March/early April.
- c) **Beautification Committee**—**Councilor Henson** noted the time stated on the minutes (submitted as exhibit D) should be amended to reflect the actual meeting time of 9:30 a.m. to 11:00 a.m. He reported that both a grand opening at Goodspeed Park and a memorial tree planting at Carnahan Park were scheduled for Arbor week in April. The memorial tree will be planted in memory of a fisherman who launched at the Carnahan boat ramp. **City Manager Wyntergreen** added that a previously design idea for the 9th Street Park will be revived and submitted for a parks grant. The application is due on April 6th. The Parks Master Plan is being developed by the Planning Commission. Hanging baskets have been increased to 110—**Councilor Henson** would like to see even more baskets downtown. The watering bid will entail more duties this year to enable the Street Division to continue regular duties during the busy summer months. The Property Improvement Nomination and Award program is being revitalized—the forms will be more readily available each month in the packets for the Council. Nominations have also been opened to the public. The sidewalk and tree ordinance enforcements were discussed. **Councilor Henson** met with Councilor Harris and discussed areas of concern regarding signage for the community—this item

will remain on the agenda until the Committee decides on an option. **Mayor Weber** noted water features and other community signs with lights are being considered.

XV. STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION

- a) Tillamook Bay Education and Outreach Rally—March 11, 2012 (TBCC)—**Mayor Weber** noted the opportunity to obtain new emergency management brochures as Tillamook has not previously benefitted from this type of emergency management services.

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 amount:

GENERAL CHECKING ACCOUNT

| | | | |
|--------------------------|---------------------|----|------------|
| Special Batch 02/03/2012 | Checks #31874 | \$ | 3,142.37 |
| Special Batch 02/08/2012 | Checks #31875 | \$ | 1,676.47 |
| Special Batch 02/08/2012 | Checks #31876 | \$ | 190.00 |
| A/P Batch 02/21/2012 | Checks #31877-31936 | \$ | 766,861.02 |

VII. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **8:07 p.m.**

Minutes approved by:

Suzanne Weber 3.5.12
Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donoho 3/5/12
Abigail Donoho, City Recorder Date

i.