

**TILLAMOOK CITY COUNCIL MEETING
MONDAY, MARCH 21, 2011
CITY HALL, 210 LAUREL AVENUE**

WORKSHOP: Council held a workshop beginning at 6:00 P.M. on the Strategic Plan.

CALL TO ORDER/FLAG SALUTE:

Mayor Weber called the regular City Council meeting to order at 7:00 P.M. and led the Pledge of Allegiance.

ROLL CALL:

Those present for roll call:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: None

Councilor Cheryl Davy (excused)

Staff Present:

Paul Wyntergreen, City Manager
John Putman, City Attorney
Arley Sullivan, Public Works Director
Terry Wright, Chief of Police
Bernadette Sorensen, City Recorder

AGENDA:

The posted agenda for the meeting of March 21, 2011 is attached and by this reference is made a part of the record.

MINUTES:

Council minutes for March 7, 2011 were provided in Council packets. City Attorney John Putman noted the minutes need to reflect the Public Hearing was closed, pertaining to the OLCC license Public Hearing, on page 3.

Councilor Sandusky moved to approve the Council minutes of March 7, 2011 as corrected. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.

PRESENTATIONS:

Mayor Weber introduced **Dustin Olson** as the newest member of the City Police Department. City Recorder Bernadette Sorensen issued the Oath of Office to City of Tillamook Police Officer Dustin Olson. **Mayor Weber** mentioned the community greatly appreciates his service and the city is pleased to have him on board.

PUBLIC HEARINGS:

Mayor Weber asked the audience if there were any Non-Agenda items to be open for discussion but there were none. She then asked the Councilors if they had any Non-Agenda Items for Council Concerns. **Councilor Martin** commented the colored paper used for the agenda was hard for him to read. This was discussed and it was agreed to put the agenda on a light yellow paper.

Councilor Forster asked Public Works Director **Arley Sullivan** to explain the Bay City water filtration system and the water line inter-tie between Bay City and the City of Tillamook, which **Sullivan** did. **Mayor Weber** noted the city's water quality report, which is available annually to the public.

PENDING BUSINESS:

1. **Mayor Weber** announced there were two bids submitted for Flower Baskets for the city. **Rieger's Nursery** submitted a bid of \$55 per basket and **Hidden Acres Greenhouse** submitted a bid of \$35 per basket. There was discussion about the difference in bid prices, the bid proposal submission, and the flower basket care.

Councilor Henson made a motion to approve the bid of Hidden Acres Greenhouse of \$35 each for this year. Councilor Sandusky seconded the motion. City Attorney John Putman suggested a friendly amendment to attach the solicitation letter to the bid proposal. Both Councilor Henson and Councilor Sandusky accepted the friendly amendment. There was discussion about the good work Rieger's Nursery has done in the past for the City and Councilor Forster asked them to be honored. With no further discussion, the motion carried unanimously by Council seated.

NEW BUSINESS:

1. **Police Chief Terry Wright** gave his Staff Report on SB570 Theft of Metal Action Plan. He explained this Senate Bill Plan; regarding metal action notification is in place but needs to be ratified by the Council. **Councilor Martin** asked how many places buy metal in Tillamook County. **Chief Wright** said there is only one.

Councilor Sandusky made a motion to ratify the proposed Metal Theft Notification Plan policy. Councilor Forster seconded the motion. With no further discussion, Mayor Weber called for the vote and the motion carried unanimously by Council seated.

2. **Public Works Director Arley Sullivan** presented the Staff Report about City street name signs and their replacement. The bid is for 555 signs. There have been three bids for the signs and hardware. Bids are **Zumar Industries, Inc.** for \$9,290.95 (signs only); **Traffic Safety Supply** for \$18,703.50 (signs) and \$10,580 for hardware/posts; **Newman Traffic Signs** for \$13,904.92 (signs only). Street Department Supervisor **Jon Williams** recommended to accept the sign bid from **Zumar Industries** and to accept the hardware and post bid from **Traffic Safety Supply**. **Sullivan** went on to explain about purchase and budget. There was discussion about traffic requirements.

Councilor Harris made a motion to approve the purchase of the signs and hardware as recommended. Councilor Sandusky seconded the motion. Councilor Henson asked about installation time frame, which was discussed. With no further discussion, the motion carried unanimously by Council seated.

3. **Public Work Director Arley Sullivan** went over the Staff Report for the Ground Penetrating Radar (GPR) system for the Council. There was discussion about the benefits of the system, location accuracy and the possibility of entering into an agreement for use by other agencies.

Councilor Henson moved to authorize the purchase of the GPR system from Geophysical Survey Systems Inc. in the amount of \$30,415.00. Councilor Forster seconded the motion. With no further discussion, Mayor Weber called for the vote. The motion carried unanimously by Council seated.

4. The date of April 18, 2011 at 6:00 p.m. was set for the work session on Council Rules.
5. The date of April 25, 2011 has been set for the Ethics Training. All of the details will follow.

MONTHLY REPORTS:

Police Chief:

Chief Terry Wright showed the Council a short video from the Cadets at Pebble Beach. He also spoke about 501 (c) (3) Non-Profit status, law enforcement training with life experience, other training, uniforms, and equipment.

City Manager:

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- The monthly report from City Manager is included in the packet.
- One-on-One meetings with staff and council members progressing as time allows.
- Working on the budget now.
- City Manager **Wyntergreen** feels good about the progress of the Holden Creek grant application, which was sent out today.
- The parks grant application for Goodspeed Park playground equipment will go out next week.
- Working with Urban Renewal on a pilot project, involved with mediation on the wastewater treatment plant litigation, Third Street storm water implications and a couple of ongoing issues at the wastewater treatment plant.
- The City Manager and the City Recorder attended the CIS conference in February.
- Working on Request for Qualifications (RFQ's) for personal service contacts such as City Engineer, City Attorney, Municipal Court Judge, Auditor, IT and janitorial.
- Beginning the initial work on the new Personnel Manual and Organizational Chart.
- Had initial meeting with Teamsters representatives.

City Recorder:

- City Recorder monthly report is included in the packet.
- Copies of Revenue and Expenditure report for February 2011 included in the packet.
- Reported on VISA transactions.
- Reported on Credits, Inc. collections.
- Reported on CIS Conference and Judicial Education Conference with Court Clerk Lynda Casey.
- Reported on Oregon Municipal Finance Officers Conference with legislative updates on PERS and health care.

Mayor's Report:

Mayor Suzanne Weber mentioned she has the paperwork ready to go for the "If I Were Mayor" contest. She had the privilege of introducing **Ron Wyden** at the Town Hall meeting and acting as moderator. The Town Hall meeting also included a pre-meeting with county emergency management workers. She also participated in the litigation mediation with the City Manager. She will be participating in a Community Leader Roundtable with Representative **Kurt Schrader** in the week. The June Dairy Parade is set for June 25th, 2011 and entrance forms are available at the Chamber of Commerce office. **Mayor Weber** reported on two letters received from the Tillamook Urban Renewal Agency. One letter addressed the PUD transmission line relocation proposal and TURA support of the Hoquarton Slough route. The other letter requested TURA Board Member attendance in the Ethics training class that is being scheduled. The **Mayor** reported she had attended the Public Safety Committee meeting earlier today. She also noted she is looking forward to the councilor's nominations for the Property Improvement Award for their wards.

COMMITTEE REPORTS:

- Public Safety Committee – Mayor **Weber** noted the committee met but the report will not be made until the next regular council meeting. **Councilor Forster** said the committee meeting notes would be included in the council packet.
- Urban Renewal Agency Report - Councilor **Sandusky** reported the TURA committed to a \$21,000 matching fund amount for the Goodspeed playground equipment grant. **Mayor Weber** asked him to express their thanks for the commitment.
- **Mayor Weber** asked if there were other committee reports and there were none. She mentioned a Public Works Committee meeting is scheduled for Wednesday.

STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:

- A current list of the Tillamook Revitalization Association (TRA) was included in the packet
- **Councilor Sandusky** reported on the letter from the TURA Board of Directors authorizing the commitment of \$21,000 for the matching grant funds for the playground equipment at Goodspeed Park.
- **Councilor Forster** asked to be excused from the next meeting on April 4, 2011.

AUTHORIZATION TO PAY BILLS:

The Finance Committee had reviewed the current bills prepared for payment. **Councilor Martin moved to pay the bills approved by the Committee. A second was made by Councilor Sandusky. Council seated approved the**

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motion unanimously. Bills were paid in the following total amount \$64,415.85. A copy of the voucher register is attached and by this reference is made a part of the record.

GENERAL CHECKING ACCOUNT

Special Batch 03/15/2011	Check #30453-30454	\$ 1,965.35
A/P Batch 03/17/2011	Checks #30455-30498	\$62,450.50

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:20 P.M.

APPROVED:

Mayor

ATTEST:

City Recorder