

**TILLAMOOK CITY COUNCIL MEETING
MONDAY, APRIL 4, 2011
CITY HALL, 210 LAUREL AVENUE**

CALL TO ORDER/FLAG SALUTE:

Mayor Weber called the regular City Council meeting to order at 7:04 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 Cheryl Davy
Councilor John Sandusky
Councilor Doug Henson

Absent:

Councilor Steven Forster (excused)

Staff Present:

Paul Wyntergreen, City Manager
John Putman, City Attorney
Bernadette Sorensen, City Recorder

AGENDA:

The posted agenda for the meeting of April 4, 2011 is attached and by this reference is made a part of the record.

MINUTES:

Council minutes for February 22, 2011 were available to Council as Exhibit A. **Councilor Henson made a motion to approve the minutes of February 22, 2011 as presented. Councilor Sandusky seconded the motion. Motion carried unanimously by Council seated.**

PROCLAMATIONS: None.

PRESENTATIONS:

1. **Tillamook High School – Tiffany Bofill, Treasurer**, announced that the blood drive will be held at THS on 4/19/11. Spring sports have started. Eight members have qualified for State debate. April 13th & 14th is the Drinking/Driving Prevention program. April 20th is the presentation on service learning projects. Council had no questions or comments.
2. **Futures Council – Shirley Kalkhoven., Chairman and Jane Duncan, Program Manager** presented a program on Futures Council’s strategy for community goals and vision. The program is funded by the Ford Family Foundation. The program has 50 indicators. July 2009 a mail income survey of 1,500 Tillamook County residents was conducted. 46% responded. Findings showed strength in growth and development, natural environment, society and culture. Weaknesses are economy, youth, education, health and human services. 2009 assessment indicated Tillamook County is 50% vital. Three of the six areas did not meet target outcome levels. More information may be obtained on their website. Council had no questions or comments.

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3. **Tree City USA** – Cherry tree planted today at Carnahan Park. The Tree City USA award, sponsored by National Harvesting Foundation and administered by the Dept. of Forestry was presented by Mark Main, Dept. of Forestry. The purpose of the program is to recognize cities that have tree care programs in their communities. Main briefly mentioned that the Dept. of Forestry has a new State forester, Doug Decker and that this year is the departments' 100th birthday. The City was presented a Tree City USA flag, pins, hat and stickers.
4. **Chamber** – **Dave Lindstrom** gave a brief annual update, mentioning the success of the annual banquet and sustained membership. Andy Neal has accepted a job as the new Tillamook County Fair board director. Present and introduced to the Council was **Justin Aufdermeyer, new director**. Aufdermeyer mentioned that the Chamber forums have resumed and are held on the third Thursday of each month at the Pancake House at 12:00 noon. This is a time for city and county officials to hear updates regarding Chamber information. Citizens are invited to attend and comment or ask questions.

PUBLIC HEARINGS

1. CITIZEN HEARINGS - NON-AGENDA ITEMS:

Erin Skaar, CARE, asked for a letter of support from the Council for the renovation of Meadow Glen Apartments. Oregon Housing and Community Services offer grants for the improvement of lower income housing projects. For the grant application to be competitive the applicant must show that they have the support of the community project.

Councilor Sandusky made a motion to approve the City sending a letter of support for the Meadow Glen Apartments Lower Income Housing grant application. Councilor Davy seconded the motion. Motion carried unanimously by Council seated.

2. COUNCIL CONCERNS - NON-AGENDA ITEMS:

Councilor Joe Martin announced that he has been serving on the City Council for 29 years. Congratulations were extended.

Councilor Henson inquired about the Sidewalk Plan of a few years ago to repair and improve City sidewalks. He feels that there are quite a few sidewalks in need of repair, that there is danger of injury and lawsuit and that the City needs to complete the project. Henson offered to bring the City a list of sidewalks in need of repair. **Mayor Weber** mentioned that inadequate police staffing may have played a part in the project progress. **Wyntergreen** will check into this and present a report for the next meeting.

NEW BUSINESS:

Wyntergreen presented a copy of the budget process and mentioned the shortage of volunteers for the Budget Committee. Vacancies are currently being advertised. Wyntergreen is also coordinating with Urban Renewal on their budget, which is separate from the City's budget but uses the same budget committee.

Councilor Sandusky made a motion to adopt the process. Councilor Harris seconded the motion. There was no discussion. Motion carried unanimously by Council seated.

LEGISLATIVE

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1. TILLAMOOK FARMERS' MARKET – RESOLUTION

Wyntergreen presented the standard annual resolution authorizing the waiver of certain requirements to the Tillamook Farmers' Market and approval of certain uses during the Farmers' Market season. Current Liability Insurance document has been received by the City. **Councilor Henson** noted that two members of the Farmers' Market have been appointed to the Tillamook Revitalization Association board. Merina Schrom from Farmers' Market was introduced to the Council.

Sandusky moved to approve the Resolution authorizing the waiver of certain requirements to the Tillamook Farmers' Market and approval of certain uses during the Farmers' Market season. Councilor Harris seconded the motion. Motion carried unanimously by Council seated.

2. SUPPORT FOR ASSISTED HOUSING PROGRAMS – RESOLUTION

City Manager Wyntergreen presented a resolution supporting assisted housing programs. This resolution is the final required step in the closure of the Community Block grant for the Women's Resource Center. Once this grant is closed, the City will be eligible for future CDBG grants.

Councilor Harris moved to approve a resolution supporting government assisted housing programs. Councilor Davy seconded the motion. There was no discussion. **Motion carried unanimously by Council seated.**

MONTHLY REPORTS:

Public Works Director: Director's report for March 2011 included with packet. Currently, unless Council objects, Wyntergreen is trying to minimize overtime by not having the department heads attend council meetings unless there is a key issue for discussion. **Councilor Henson** had questions regarding the overtime created by the department heads attending council meetings. City employees are salaried but anything over 40 hours in a workweek is considered overtime unless you are classified as an exempt employee. City employees do not meet the qualifications for the exemption. These are some issues that will be discussed with by the Personnel Committee in updating the Personnel Manual. **Wyntergreen** gave the highlights of the Director's Report.

Police Chief: Police Department's report for March 2011 included with packet. **Wyntergreen** gave the highlights of the Chief's report. The City has received over sixty applications for the position of patrol officer. Written and oral examinations are taking place April 9th and a prioritized list will be delivered early the week of April 11th. The City received a \$10,000 grant for security video cameras from CIS, our insurance carrier. Chief Wright will be presenting to the staff on April 5th a number of options for security at City Hall, Police Offices, Wastewater Plant and Transit Center. Reserved County parking spaces have been reduced to 5-6 spaces on 3rd Street for the annual sum of \$700. The Tillamook County Emergency Paging System will be activated in the next week or so. In preparation for some code enforcement activities, the new template for the nuisance letter was included in the packet.

City Planner: Planner's report for March 2011 included with packet. Planning Commission will be focusing on the Parks Master Plan and starting to lay out the schedule for the Comprehensive Plan update. A new crosswalk across from Tillamook County General Hospital was approved in coordination with ODOT. It will be constructed some time this summer. The City has been working with ODOT on the Hwy 101 and Hwy 6 Improvements Project as it relates to the environmental issues of Hoquarton Park.

Mayor's Report: **Mayor Weber** thanked Sandy's Nursery for the tree that was planted this morning at Carnahan Park. The Quilt Trail has taken on a new project of painting cows in the quilt patterns. There will be Ethics Training on April 25th. The League of Oregon Cities is sponsoring a Small Cities meeting on May 6, 2011. Tillamook City is the host. It will include a tour of the 2nd Street Public Market. City Planner Mattison is starring in the TAPA play, Southern Hospitality. There is a CASA benefit in town this weekend for Frog Town. TBCC is celebrating its 30th anniversary April 30, 2011.

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COMMITTEE REPORTS:

Public Works Committee: Chair Councilor Harris reported that the committee met on March 23rd at 10 a.m. Items discussed were a Street Projects lists for prioritizing maintenance and repairs. Public Works Director Sullivan will create the list for the committee to review. Also discussed was the possible relocation of the post office drop box on First Street and, in conjunction with that, the possibility of having a bus stop near the Post Office. This will be discussed at a future meeting.

Urban Renewal Agency: Representative Sandusky reported that Urban Renewal parking lot project is near completion. They are looking into a Plan amendment to take in additional land. They are re-launching the Façade Loan/Grant program as some businesses downtown have expressed interest.

Finance Committee: Wyntergreen asked to schedule a Finance Committee meeting. Wednesday, April 13th was agreed with the time to be announced.

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

GENERAL CHECKING ACCOUNT

A/P Batch 4/4/2011

Checks # 30499-30553

\$ 50,577.76

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:30 P.M.

APPROVED:

Mayor

ATTEST:

City Recorder