TILLAMOOK CITY COUNCIL MEETING
MONDAY, APRIL 18, 2011
CITY HALL, 210 LAUREL AVENUE

COUNCIL WORKSHOP & EXECUTIVE SESSION: A workshop with an Executive Session according to ORS 192.660 (2)(e) Real Property Transactions and ORS 192.660 (2) (h) Legal Counsel was held beginning at 5:30 P.M. for the purpose of hearing about the possibility of relocating City shops and an update on WWTP mediation. At 6:25 P.M. a workshop on updating Council Rules began.

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 Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: None

Staff Present:

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

AGENDA:

The posted agenda for the meeting of April 18, 2011 is attached and by this reference is made a part of the record.

MINUTES:

Council minutes were not available.

PROCLAMATIONS/PRESENTATIONS: **None.**

COUNCIL CONCERNS:

Councilor Henson said he asked for information regarding Phase 1 of the Sidewalk Plan a few weeks ago and wondered how it was coming along. Wyntergreen apologized for the delay and said a report would be provided for the next meeting.

CITIZENS CONCERNS:

John Lee, Tillamook Farmers Market, provided the Council with an informational packet (Exhibit A) on the Farmers Market. It operates under the Tillamook Revitalization Association and their 501 (3) (c) status for the purpose of applying for grants. It costs the market approximately $25,000 to operate. Vendors and sponsors contribute about $16,000 annually. The remaining balance is acquired through fundraising and donations. He asked that Council review the information provided and to call him with any questions or requests for additional information.

NEW BUSINESS:

1. **Tillamook Revitalization Association, Chris Kell, TRA Administrative Assistant** presented the quarterly report and request for renewal of the Business License Surcharge monies, as well as a brief history of the TRA, Tillamook Farmers' Market and the 2nd Street Public Market. **Tom Connaughton**, Diamond Art Jewelers spoke in support of the request and asked for a 3-5 year contract.

   Sorensen asked Council to address the request prior to Business License renewals being sent out the end of May. Council asked that it be placed on the agenda for the May 2nd meeting. **Councilor Henson** spoke in support of the benefits provided by the TRA. **Councilor Forster** asked that the staff address where the $75 portion of the business license fee goes when putting together the information for the next meetings' packet.

APPOINTMENTS: **BUDGET COMMITTEE**

Mayor Weber announced her recommendation that Alene Allen and Sheryl Pingel be re-appointed to their expired terms on the Tillamook Budget Committee.

Councilor Sandusky moved for the approval of the appointment of Alene Allen and Sheryl Pingel to the Tillamook City Budget Committee. Councilor Forster seconded the motion. There was no discussion. **Motion carried unanimously by Council seated.**

Sorensen administered the Oath of Office to Allen and Pingel.

Councilor Martin brought up that, due to a conflict, he would not be available to attend the May 11, 2011 Budget Committee meeting. Councilor Martin said it would not be a problem to hold the meeting without him present.

PENDING BUSINESS:

1. **Strategic Plan for 2011 – Wyntergreen** updated the Council on the Strategic Plan for 2011 that he put together at the direction of the Council from the workshop. He grouped like projects under Goals with an estimate of time and cost. Council now may review and amend or approve the list. A resolution would be presented for their approval at the next meeting.

   Councilor Sandusky suggested Under Goal 3, Affordable, Quality Housing and Infrastructure additional language to include "explore the possibility of a homeless shelter with CDBG and any other grants available. **Councilor Davy** said the plan looked very ambitious. **Wyntergreen** responded that all goals would probably not be accomplished this year. **Councilor Forster** mentioned the need for the Vision Plan update as it would give guidance and direction to staff. **Wyntergreen** mentioned that, under Goal 7, it would be difficult to place a Charter change on the November ballot because time is limited and the cost has not been anticipated. This might have to be looked at in the future.

   Under Goal 4, **Councilor Henson**, Chair of the Associations Committee mentioned that they held their first meeting and he has extended invitations to 7-8 citizens for their input and expertise to this committee. He recommended other committees do the same to benefit from people in the community.

   Staff was asked to prepare a resolution for the next meeting to accept the Strategic Plan. It was noted that the list was ambitious and not all things would be accomplished in this fiscal year. It was mentioned that this would be the Strategic Plan for FY2011-13.

2. **City Attorney RFQ – City Manager Wyntergreen** presented the process used by the ad hoc review committee on the three applications received by the City for the City Attorney position. Requests were sent to 18 potential firms and the City received three back. They were from Albright & Kittell, Jordan Schrader and John Putman. He explained the rating and ranking process. Ranking of rates proved the most difficult.

The committee recommendation was the Law Firm of Jordan Schrader as of July 1st. Copies of all the applications were included in Council packets.

Councilor Forster declared two potential conflicts of interest in the fact that he brought his mother to John Putman for personal matters and Albright & Kittell he is currently being served by. Putman said that there was no conflict of interest as there was no monetary gain to either Forster or an immediate family member. Councilor Forster asked how it was determined who to send RFQ's to and how the committee to review the applications formed. Wyntergreen explained the selection format was sent to firms within Tillamook County and Lincoln County. Jordan Schrader requested a proposal. The ad hoc committee was selected by the mayor and himself. They tried to include people who use the city attorney a lot.

Councilor Harris moved to approve the committee recommendation to retain Jordan Schrader for the City Attorney. The motion died for lack of a second.

Councilor Forster moved to retain John Putman for City Attorney for the next fiscal year. Councilor Henson seconded the motion. There was no discussion. **Motion carried (5-1) with Councilor Harris casting a Nay vote. Wyntergreen** asked what option the Council would like as the application contained two different options (1) a retained hour contract and, (2) an hourly rate for payment. Council decided to go with Option #2 – Hourly Rate Contract.

LEGISLATIVE

1. RESOLUTION – REIMBURSEMENT DISTRICT APPLICATION FEE

Wyntergreen informed the Council that when they adopted the Reimbursement District Ordinance they determined to set the fee by resolution. The City now has an interested person and so the resolution is before the Council to set the fee at the recommended amount of $500. Staff also recognized that engineering services might be needed and so the resolution also includes language that state that the applicant will be billed separately for the cost of engineering services.

Councilor Sandusky moved approval of the resolution establishing the Administrative Reimbursement District Application Fee for the City of Tillamook at $500. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.

MONTHLY REPORTS:

City Manager: Wyntergreen went over items contained in his monthly report which was included in Council packets as part of the record. Main item was the rejection of the grant application to EPA for Holden Creek declaring the proposal did not clearly articulate our multiple environmental risk approach. A meeting will be scheduled in the near future with the Holden Creek Group to keep the momentum going.

City Recorder: Sorensen included her report in with Council packets.

Mayor's Report:

Mayor Weber recognized Past Mayor Bob McPheeters in the audience. He will be presenting a request from Tillamook Estuaries Partnership at the next meeting.

COMMITTEE REPORTS:

Associations Committee: Update by Committee Chair Councilor Henson.

Finance Committee: Update given by Councilor Sandusky. Minutes of the committee meeting of April 13, 2011 prepared and submitted in Council packets by Sorensen.

Tillamook Urban Renewal Agency: Councilor Sandusky reported that TURA met and will hold another meeting April 19, 2011 at 5:30 P.M. at City Hall. They discussed the process for façade and external building improvements loans.

STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:

Mayor Weber referred to a letter received by the City from CIS Senior Risk Management Consultant John Zakariassen letting the City know they have received a grant for up to $10,000 for the purchase of video recording camera and related equipment. The City was complimented for the project – reducing or lessening liability risk and exposure as well as property damage.

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

Special Batch 4/11/2011	**Check #30554 - 30555**	**$ 5,007.51**
Special Batch 4/14/2011	**Check #30556 - 30557**	**$ 2,212.93**
A/P Batch 2/22/2011	**Checks # 30558-30626**	**$ 90,377.81**

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:34 P.M.

APPROVED:
Suzanne Weber 1·3·12
Mayor

ATTEST:
Abigail Jennings 1·3·12
City Recorder