TILLAMOOK CITY COUNCIL MEETING
MONDAY, MAY 3, 2010
CITY HALL, 210 LAUREL AVENUE

WORKSHOP: City Council Workshop was held beginning at 6 P.M. Discussion items were Wastewater Treatment Plant project update by John Baker with Executive Session according to ORS 192.660 (2) (h) – Legal Counsel with receipt of Exhibit A (Sewer System Rates for Council Work Session) and Exhibit B (Acceptance of Service by John Baker, Attorney for City of Tillamook on suit filed by Big River Construction).

CALL TO ORDER/FLAG SALUTE:

Mayor McPheeters called the regular City Council meeting to order at 7:08 P.M. and led the Pledge of Allegiance.

ROLL CALL:

Those present for roll call:

Mayor Bob McPheeters
Councilor Joe Martin
Councilor Matt Harris
Councilor Suzanne Weber
Councilor Steven Forster
Councilor John Sandusky
Councilor Willard Berry

Absent: None

Staff Present:

Mark Gervasi, City Manager
John Putman, City Attorney
Arley Sullivan, Public Works Director
Terry Wright, Chief of Police
Bernadette Sorensen, City Recorder
David Mattison, City Planner

AGENDA:

The posted agenda for the meeting of May 3, 2010 is attached and by this reference is made a part of the record.

ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED:

(Copies attached)

1. Voucher Register for current bills to be reviewed for payment.
2. Eco-Proteins, Inc. Business Plan. Exhibit D
3. Professional Services Agreement, Tillamook County and Right Of Way Associates, Inc. Exhibit E

MINUTES: Minutes were not available at this time.

PROCLAMATION: None

Mayor McPheeters mentioned the proclamation read at the last meeting regarding the Mail-handlers Food Collection. **Councilor Weber** said that this food collection is the largest collection in the United States. The local Post Office carriers will collect donations of non-perishable foods on their routes on Saturday. **Councilor Forster** said it will net approximately 15-20,000 lbs. of food for the local area food bank. **Mayor McPheeters** also mentioned that he had been contacted by a group of people wanting to start a

Neighborhood Watch program. Mayor said he felt Tillamook was large enough to hold their own National Night Out function and was talking with the City Manager about this idea. He turned the information over to the Police Chief.

PRESENTATIONS:

- **Audit Report FY ending June 30, 2009 from Pauly, Rogers and Co., P.C. – Eric Mireiter and Carolyn Murray. Eric Mireiter** introduced himself as the Compliance Manager for Pauly, Rogers and Co., P.C. and Carolyn Murray as the lead auditor for the City's audit ending June 30, 2009. He explained the purpose of the audit and their responsibilities. They did not identify any deficiencies in internal control over financial reporting that they consider to be material weaknesses, as defined on page 61 of the report. On compliance, the results of their tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. Council and auditors discussed internal controls constraints with limited staff. Gervasi asked for an explanation of the State Tax Street Fund deficit of ($66,286). Mireiter explained that an end of year loan should have been a transfer. Deficit in the Community Development Block Grant Fund of ($3,398) could be addressed with a transfer from the General Fund. Mayor and Council thanked the auditors for their report and explanations. The auditors thanked staff. **Councilor Sandusky moved to accept the audit by Pauly, Rogers and Co., P.C. for the fiscal year ending June 30, 2009. Councilor Weber seconded the motion. Motion carried unanimously by Council seated.**

- **Eco-Proteins, Inc. – Jennifer Grunest, representative** is asking the Council for a letter of support to attach to grant applications for the company to USDA and the Agricultural Dept. Once up and running the plant would employ approximately 45-50 jobs. Their purpose would be to consume dairy manure and grow insect larvae that would be ground into an insect-based protein – end result fish meal. The other product would be fertilizer. They are looking at the Port of Tillamook Bay for a location. They are scheduled to go before the Tillamook County Economic Development Council's next meeting. **Councilor Forster** asked if she had letters of support from TCCA or the farmers. She responded that she does not have anything from the farmers although she has met with several of them. **Forster** thought it was premature to ask the City for a letter of support with just having received a five-minute presentation. Councilor Weber said being that the letters of support were for research and development she supports the request. **Councilor Sandusky moved to direct the City Manager to send letters of support to EPA and SDA to help Eco-Proteins do research and development. Councilor Martin seconded the motion. Motion passed (5-1) with Councilor Forster casting a Nay vote.**

MONTHLY REPORTS:

City Manager:

- Working with the engineers and attorney on the WWTP project regarding issues with Big River Construction and claims brought against the City.
- Oregon Solutions #4 – Study is nearing completion on the Economic Opportunity Analysis to determine the City's economic goals, policies and land needs concerning businesses located in the Hwy. 101 flood zone and to look at Open Space. Final project report will be presented to Council in June 2010.
- There will be a community meeting open house on the Flood Insurance Rate Maps (FIRM) and the Flood Insurance Study (FIS) on May 12, 2010 from 5 – 8 P.M. at the Tillamook County Fairgrounds. He and the City Planner are working with FEMA and state officials on the agenda and format for the meeting.
- 2010-2011 City budget will be delivered to the Budget Committee on Friday, May 7, 2010. The first budget meeting is scheduled for May 10th at 5:30 P.M. at Tillamook City Hall.
- On April 28, 2010 he attended the Tillamook County Emergency Food and Shelter local board meeting. The local board has been awarded $17,639 in federal funds under the Emergency Food and Shelter National Board program phase 28.
- He attended Personnel, Public Safety and Beautification meetings this month.

Planning Dept.:

- Mattison mentioned that Building and Electrical/Mechanical/Plumbing permits are down. He suspects that it is because of the economy.
- **Councilor Weber** asked if people are required to get permits for political signs. Mattison responded that no permit is required for a political sign, however, if it is a vision clearance issue then they would have to move the sign.

Public Works:

- The Water Dept. is moving downstairs in City Hall.

- City's IT (Information Technology) set up access from SCADA system to cell phones, internet or dial-up which is a big help to staff for flexibility in plant monitoring and operational response.
- Goodspeed Park restroom project is complete. Carnahan Park restroom was vandalized.
- Making final plans for the 6th Street/Elm Avenue project.
- City Manager approved hiring a licensed operator for the new WWTP. Plant has been working well. Grass hydro-seeding around the plant has taken well.
- He attended an asphalt preservation workshop in Albany.
- All departments are working of 2010-2011 budgets.
- Working on Miller Ave/12th Street SCA grant drawings for spring project.
- Set tour of WWTP for Council on May 20th anytime. Open House will be held on May 21st.

OTHER:

City Manager Gervasi told the Council he received a request from the Oregon Watershed Enhancement Board for a letter in support of Project Exodus with a very short timeline for response. Because the City is a member of Oregon Solutions he took it upon himself to write the letter of support on behalf of the Mayor and Council. Exhibit C **Councilor Forster** asked that if the situation should arise again if Gervasi would notify the Council by e-mail so they would be informed as to what was being done. **Gervasi** agreed.

Police Dept.:

- May 17, 2010 is the scheduled first reading of the Traffic Ordinance. He has not received any comments about the ordinance.
- All employees had annual cpr/first aid training.
- Due to the availability of more money approximately 200 more position may be filled by the COPS grant. The department has reapplied for the grant.
- May 14th is the final episode of the CSI at East School.
- Cadets are preparing for summer activities and fundraising events to continue making the van payments.
- Monthly statistics are included in Council packets.
- Officer Troxel assisted at the 3-day multi-modular program at the fairgrounds. This is a program that provides health screening for children about to enter into the school system. The department computerized fingerprint system was also utilized.
- Officer Troxel is the only certified law enforcement officer in the County to inspect child seats. He did a clinic at Hayward Chevrolet this past Saturday.
  Councilor Martin said he did read the Traffic Ordinance. He commented about Section 14, Storage of Motor Vehicles, Personal Property on Streets, City Parking Lots or City Property regarding reflectors needed on the back or front of a trailer. **Chief Wright** commented that it was referring to dumpsters. Martin disagreed and said it also refers to vehicles. There are several small utility trailers on the west end of town that only have small reflector taillights. **Chief Wright** said he would research the issue.

Municipal Court Judge:

- Judge Dolan's report was included in Council packets.
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PUBLIC HEARINGS:

1. CITIZEN HEARINGS - NON-AGENDA ITEMS:

Tilda Jones from the Tillamook Bay Habitat and Estuaries Improvement District briefed the Council on her concerns regarding the ODOT and Oregon Solutions buyout.

Gus Myers, 1715 Skyline Drive, Tillamook
Meyers questioned the Council about the playground equipment at Goodspeed Park, wanting to know when it will be replaced. **Councilor Weber** responded that the Beautification Committee and Urban Renewal have been looking into a plan to fund the project.

2. COUNCIL CONCERNS - NON-AGENDA ITEMS: **none**

3. **SUPPLEMENTAL BUDGET HEARING FY 2009-2010**
Gervasi discussed having a hearing on the Supplemental Budget for FY 2009-2010.

PERMITS & LICENSES: OLCC APPLICATION – ASHLEY INN AT TILLAMOOK

Councilor Forster moved approval of the OLCC application for a new outlet off-premises sale permit. Councilor Sandusky seconded the motion. Motion carried unanimously by Council seated.

COMMITTEE REPORTS:

- **Personnel Committee: Chair Weber** stated they will be meeting to discuss employee evaluations, and the employee handbook. The next meeting is scheduled for May 19th.
- **Beautification and Parks Committee – Chair Weber** stated garage sale day is scheduled for June 5th, and Clean up Day set for June 12th from 8am to 3pm.
- **Finance Committee** – None
- **Public Safety Committee – Chair Forster** reported that an internal complaint that will be addressed to City Council May 17th in Executive Session. **Forester** discussed the hiring of an Officer process.
- **Public Works Committee** – None
- **Associations Committee** – None

PENDING BUSINESS:

- **Flood Mitigation Action Plan Update 2009 update by Vicki Goodman.** Goodman supplied copies of Flood Study Review Session for Public Record. Goodman reported they are on step 3 of a 3 step program. **Councilor Sandusky** questioned on Public hearing with the Planning Commission if there was any negative feedback. Goodman stated no. **Councilor Berry** mentioned Hoquarton spelling error in the report.
Planning Commission Chair Jan Stewart added that the strategic process had great support, and was a great process. **Mayor McPheeters** commended lot of credit to the stakeholders. Goodman expressed they will keep the Website and newspaper updated. Gervasi stated the final cost for consulting services was $30,500.00 in which Oregon Solutions and Tillamook Estruaries Partnership have paid for.

- **La Providencia Commercial Lease Renewal – Councilor Martin moved to renew the Lease for 1 year for La Providencia. Councilor Sandusky seconded the motion. Motion carried unanimously by Council seated.**

- **Tillamook Chamber of Commerce TRT update – none**

NEW BUSINESS:

1. REQUEST TO USE CARNAHAN PARK ON JUNE 4, 2010

Councilor Weber moved for the approval of Dedication Day at Carnahan Park on June 4, 2010. Councilor Martin seconded the motion. Motion carried unanimously by Council seated.

2. REQUEST TO CLOSE GROVE STREET BETWEEN 3RD & 4TH STREET JULY 19-23, 2010

Councilor Sandusky moved to approve the Closure of Grove Street between 3rd Street and 4th Street, July 19-23, 2010 for Vacation Bible School. Councilor Weber seconded the motion. Motion carried unanimously by Council seated.

LEGISLATIVE

1. A RESOLUTION ADOPTING THE CITY OF TILLAMOOK FLOOD MITIGATION PLAN UPDATE DATED APRIL 2010

Council Weber moved to approve the City of Tillamook Flood Mitigation Plan update dated April 2010. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.

A RESOLTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2009-2010 AND APPROPRIATING FUNDS WITHIN THE SEWER DEPARTMENT FUND #2200

Councilor Forster moved to approve the Resolution adopting a supplemental budget for FY 2009-2010 and appropriating funds within the sewer department fund #2200. Councilor Weber seconded the motion. Motion carried unanimously by Council seated.

2. A RESOLUTION REVISING THE CITY'S EMPLOYEE HANDBOOK OF PROCEDURES AND CONDITIONS OF CITY EMPLOYMENT OF THE CITY OF TILLAMOOK, AND AMENDING RESOLUTION NO.1251

Councilor Martin moved for the approval of the Revision of the City's Employee Handbook of procedures and conditions of the City employment of the City of Tillamook, and amending Resolution No.1251. Councilor Weber seconded the motion. Motion carried unanimously by Council seated.

STAFF COMMUNICATION/CORRESPONDENCE/DISCUSSION:

MAYOR'S REPORT:

Mayor McPheeters reported on LOC.

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 Weber. 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 04/22/2010	**Checks #28102**	**$ 1,186.00**
A/P Batch 05/03/2010	**Checks #28104-28163**	**$ 63,232.59**

ADJOURNMENT:

There being no further business Mayor McPheeters adjourned the meeting at 9:32 P.M.

APPROVED:

Suzanne Weber
Mayor

ATTEST:

Abigail Donowho 1/17/12
City Recorder