

**TILLAMOOK CITY COUNCIL MEETING
MONDAY, JUNE 6, 2011
CITY HALL, 210 LAUREL AVENUE**

5:00 P.M. EXECUTIVE SESSION.: ORS 192.660 (2) (e) Real Property Transactions and ORS 192.660 (2) (h) Legal Counsel for pending litigation.

6:00 P.M. COUNCIL WORKSHOP: City Sidewalks Program review.

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 Cheryl Davy
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: None

Staff Present:

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

AGENDA:

The posted agenda for the meeting of June 6, 2011 is attached and by this reference is made a part of the record.

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

1. Handout from Elaine Cogan regarding visioning proposal. **(Exhibit A)**
2. Memo from Public Works Director Sullivan regarding adjustment to Water Fund for purchase of new dump truck. **(Exhibit B)**
3. Pictures of old (1978) dump truck and new (2012) dump truck. **(Exhibit C & D)**

MINUTES:

Council minutes were unavailable.

PRESENTATIONS:

1) **Elaine Cogan, Cogan, Owens, Cogan and Rob Drake** presented to the Council a proposal to work with the City to create a sustainable vision. Their proposed scope of work, examples of previous work and resumes were included. Drake spoke of the importance to reach out to different groups to gain their support. Cost of the product would depend on how much support could be attained from other groups, but a figure of \$40,000 to \$50,000 was suggested. Drake

offered to help the City approach potential partners similar to what the City did in their approach to interview candidates for the City Manager position. By consensus the Council directed the Mayor and City Manager to work with Drake initially to see if there is any money to proceed since this was not budgeted for in the new fiscal year.

2) Chief Wright presentation to Special Olympics – the car show held at Tillamook Cheese Factory in May to benefit **Special Olympics** was reported on by **Chief Wright**. Checks were received from Tilla-Wheels Car Club for \$800 and Tillamook Cheese Factory for \$1,480. Also, at the same time was the Public Safety Fair.

PUBLIC HEARINGS:

1. US Dept. of Housing and Urban Development Community Block Grant closure

Public Hearing was opened by **Mayor Weber**. **Wyntergreen** stated the purpose of the public hearing is to receive any comments from the public regarding the success or the failure of the Women's Resource Center, recipient of the block grant funding. They did the major portion of work on the grant. The public hearing is a requirement of closing out the grant as is community education. **Councilor Sandusky** will be working with elementary school children as required by Fair Housing. Once these two elements are completed the grant may be officially closed out and an opportunity for another grant becomes available.

Kathleen Marvin, Women's Resource Center Director spoke to the success of the Center which opened in October 2008. Prior to the center opening, people needing the facility could only have a maximum of three nights to decide what they were going to do. Now they have 1 to 3 months. **Councilor Sandusky** commended the Resource Center and the City for their partnership. **Chief Wright** mentioned that his report tonight provided statistics that addressed harassment as the No. 1 issue the department deals with. He said this facility is the best thing the City ever spent money on. **Sorensen** stated that the notice of this public hearing was advertised in the Headlight-Herald newspaper and the City received no comment from the public. **There being no further comments Mayor Weber closed the public hearing.**

2. City of Tillamook 2011-2012 Budget Hearing

City Manager Wyntergreen referenced the budget included in Council packets. Council may make any adjustments to increase a fund up to 10% of that fund. They may decrease by any amount. Staff has two modifications for consideration tonight. Staff recommends that \$25,000 be removed from equipment line item in the Capital Outlay category of the Streets Fund and moved into Materials and Services to help offset cost of the Storm Drain Plan. Second modification was explained by Public Works Director Arley Sullivan. **Sullivan** explained that a new dump truck would not be available to purchase this fiscal year. He would like to hold off the purchase to the next fiscal year and move the budgeted amount of \$150,000 from the current budget into the Available Fund Balance line item in the new FY2011-12 budget in the Water Fund from \$1,055,500 to \$1,205,500. He would then like to increase the Service Truck Replacement line item in Capital Outlay in the new budget from \$25,000 to \$175,000. **Mayor Weber** asked for any comments from the audience. There were none. **Mayor Weber** asked Sorensen if any written comments were received. **Sorensen** said no. **Mayor Weber closed the public hearing.**

Councilor Sandusky moved approval of the Budget as per the Budget Committee's recommendation with the two recommendations regarding the Stormwater Master Plan and the Capital Outlay Service Truck Replacement cost heard tonight. Councilor Henson seconded the motion. Motion carried unanimously by Council seated.

Wyntergreen said a resolution will be brought before the Council at their next meeting for adoption.

PENDING BUSINESS:

- 1. Tillamook Chamber of Commerce – Justin Aufdemauer, Chamber Director** briefed the Council on the Chamber board meeting regarding the amendment language. His board did not want the language in Section 3 ... **with an emphasis on increasing the number of overnight stays...** added to the amendment. **Aufdemauer** said there was no way to get information on whether or not a particular event increased room occupancy in the hotels/motels. After lengthy discussion Council agreed they wanted the language to stay so they tabled the amendment to the next meeting and asked Aufdemauer to take it back to his board.

Aufdemauer also updated the Council on new concepts to enhance tourism promotion. "Made in Tillamook" is a unique website and retail location to attract visitors and the community to buy local on-line. "Travel Tillamook" is a marketing program that would be supported by local businesses grouping "great deals" such as discounted stays, meals, events and products to promote Tillamook as a weekend getaway

NEW BUSINESS:

1. **Request for Proposal for Flower Basket Maintenance – Beautification Committee Chair Councilor Harris** announced that the committee met and reviewed the two bids received. The committee's recommendation is to accept the bid from Lonnie Jenck for \$10,000. Jenck has been successfully doing the flower basket watering and maintenance for several years and has a great system in place. **Councilor Forster** commented that the other bid for \$8,850 from Steve Cham and Dan DeSylvia did not include fertilizing, and deadheading the flowers which keeps the baskets in good shape. **Councilor Forster moved to accept the bid from Lonnie Jenck for \$10,000 for the watering of the flower baskets from mid-June through September 2011. Councilor Harris seconded the motion. Motion carried unanimously by Council seated.**
2. **Water Dept. Dump Truck replacement – Public Works Director Sullivan** told the Council that the transmission in the current 1978 dump truck is going out and first gear slips. Sullivan introduced his assistant Tim Lyda who showed the Council pictures of the current truck and a new one for consideration. (Exhibit C & D). Lyda explained the value of a dump truck with past and current projects. Sullivan said the use of the truck would be expanded amongst the three divisions of Public Works and spoke to the versatility of the vehicle. Money has been budgeted. If approved they can order the truck and take delivery in September. Councilor Forster asked Wyntergreen if he has completed a vehicle assessment for all City vehicles. Wyntergreen stated he has not but plans to work on that after the budget process is over. When asked about a used truck Lyda responded they did research used vehicles but the cost for late 1990's models was still in the \$80,000-90,000 price range. **Councilor Sandusky moved approval of the state contract to purchase a 2012 Volvo VHD with a 16' dump box installed. Councilor Martin seconded the motion.** Under discussion **Councilor Forster** said it would prudent of the City to have a vehicle rotation plan in place before any other capital improvement expenditures happen. **Sullivan** said they have had rotation schedules but funding has been an issue. Councilor Forster called for point of order. **Motion carried by 4-2 with Councilor Harris and Councilor Forster casting Nay votes.**
3. **Asphalt Bids – Sullivan** said that there was only one response to the bid announcement. S-C Paving submitted a bid with no increase in their rate for the third year. **Councilor Henson moved to accept the bid from S-C Paving. Councilor Sandusky seconded the motion. Motion carried unanimously by Council seated.**
4. **Security Camera Bids – Chief Wright** reported that his department was given an audit by CityCounty Insurance Services. They passed with flying colors. During that audit the availability of a grant for a security system was discussed – not only for the Police Dept. but City Hall, Wastewater Treatment Plant and the Transit Center. The City would like to place security cameras at locations that have vandalism issues. Five companies were solicited with only two responding. Staff recommends ADT for six cameras at the WWTP and five cameras for City Hall for \$9,000. Also listed with the staff report (Attachment A) was the monthly maintenance fee for each location which could end at any time. Cameras store data for approximately 30 days. Cameras are protected via housing. **Councilor Sandusky moved to approve the ADT bid for six security cameras at the WWTP and five security cameras at City Hall. Councilor Forster seconded the motion. Under discussion Chief Wright explained that the price also includes wiring and installation. Motion carried unanimously by Council seated.**
5. **IT Proposal Award – Wyntergreen** explained the process and reported that the City has received only one response. He recommends awarding the contract to Computer Support & Services L.L.C. for one year. There are some modifications to the contract submitted by the company that the City Attorney and Water Dept. would like made such as response time and renewable one year term. **Councilor Sandusky moved to award the contract to Computer Support & Services and include recommendations made by the City Manager tonight. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.**

LEGISLATIVE:

1. **ORDINANCE NO. 1253 GENERAL NUISANCES AMENDMENT – SECOND READING**

Councilor Sandusky moved for the second reading of the ordinance by Title Only. Councilor Forster seconded the motion. Motion carried unanimously by Council seated. Sorensen read the ordinance by title only.

Councilor Forster moved for the adoption of the ordinance. Councilor Sandusky seconded the motion. Motion carried unanimously by the following roll call vote:

Councilor Martin	Aye	Councilor Forster	Aye
Councilor Harris	Aye	Councilor Sandusky	Aye
Councilor Davy	Aye	Councilor Henson	Aye

2. RESOLUTION DISSOLVING FUNDS

Wyntergreen told the Council that a resolution is needed according to ORS 294.475 to dissolve funds. These funds will not be active in the new budget but retained for historical value for three years. **Councilor Sandusky moved approval of the resolution dissolving the Fuel Business License Fund #2400, The Bicycle/Pedway Fund #2600, the Property Purchase Fund #6000, the Carnahan Park Fund #7500 and the Equipment Reserve Fund #9000. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.**

CITIZENS CONCERNS:

Casey Wilson, owner of the Ashley Inn, 1722 Makinster Road, Tillamook, said that his manager has been asking for information since December on transient room tax. He said the information has either not been received in a timely manner or not received at all. He said Tillamook is unusual as it collects monthly and does not collect useful information such as how many rooms were rented and what the rate was. **Sorensen** responded that she has communicated via e-mail to his manager on amounts received. She invited Wilson to come in in the morning and look at her public records request file where she signs and dates when a request is sent. He said he wants more information than just a dollar amount but Tillamook's forms don't include number of rooms and rates for given dates. **Wyntergreen** asked to allow staff to get back to Wilson after they have had a chance to research the issue. Council concurred.

COUNCIL CONCERNS:

Councilor Martin said he has been asked what the ambulance is being used for that has City Police written all over it. **Chief Wright** responded that he had given a report in the past on the ambulance which was donated to the Police Dept. by the hospital. They use it to haul their child identification computers around when they are running special programs off site. They also have the availability of using it during a disaster emergency. He assured the Council it would not be used to haul prisoners or animals.

Councilor Henson thanked Debbi Reeves for sending Council meeting updates via Google Calendar. He asked if she could put committee meeting dates and time that would be really helpful. He relies on this a lot.

MONTHLY REPORTS:

City Planner –Report was included in Council packets.

Chief of Police – Report was included in Council packets. There were no questions.

Public Works – Report was included in Council packets. There were no questions.

MAYOR'S REPORT:

Mayor Weber commended the high schools students who participated in the clean-up of Holden Creek. She encouraged the Council to ride down to 12th and Miller and look at how clean the creek is. Councilor Harris thanked Sorensen who helped clean up around City Hall on Saturday. Mayor Weber thanked City Manager Wyntergreen and

other councilors who also participated in the Clean Up Day on Saturday and Sunday. Sorensen said the only way Councilor Harris knew she was down at City Hall working is because he was down there also helping clean up.

COMMITTEE REPORTS:

Beautification Committee – Councilor Harris reported that the committee met on June 1, 2011 at City Hall. City Planner Mattison gave a presentation on the Parks Plan.

Urban Renewal – Councilor Sandusky said the agency has been working on the budget and the façade improvement program has one interested business owner downtown.

Associations Committee – Councilor Henson said they were going to try to identify key people for a core group to help serve with the committee.

Personnel Committee – Councilor Sandusky reported he cancelled the last meeting because he didn't feel there was enough time for the members to review the Personnel Handbook draft prior to the meeting. They will set another meeting for the review after tonight's meeting. Wyntergreen said that he had also distributed a copy to all the department heads and should hear back from them in one week.

STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:

Mayor Weber referenced communications included in Council packets. Wyntergreen mentioned the letter from FEMA upgrading our insurance classification to a Class 7 in the National Flood Insurance Program Community Rating System. This upgrade qualifies the community for a 15% discount in the premium cost of flood insurance for NFIP. Also included in packets was a letter from Charter Communications speaking about a rate increase. Lastly, a letter was received from DEQ requesting the City submit a detailed plan and timeline for sanitary to storm sewer cross-connections.

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 with one nay vote from Councilor Henson.** 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 6/06/2011	Checks # 30757-30801	\$ 71,110.39
Special Batch 6/06/2011	Checks #30802-30807	\$ 7,595.98

ADJOURNMENT:

There being no further business Mayor Weber adjourned the meeting at 9:47 P.M.

APPROVED:

Mayor

ATTEST:

City Recorder