TILLAMOOK CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 6, 2011
CITY HALL, 210 LAUREL AVENUE

EXECUTIVE SESSION: City Council met for Executive Session under ORS 192.660(2)(e) Property Negotiations at 6:00 p.m.

CALL TO ORDER/FLAG SALUTE:

Mayor Suzanne 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:

Councilor Joe Martin
Councilor Matthew Harris
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: Cheryl Davy - Excused

Staff Present:

Paul Wyntergreen, City Manager
Terry Wright, Chief of Police
Bernadette Sorensen, City Recorder
David Mattison, City Planner

AGENDA:

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

MINUTES: None

PROCLAMATIONS: None

PRESENTATIONS/UPDATES/REQUESTS: None

PUBLIC HEARINGS:

1. **STAFF REPORT: GROVE AVENUE ALLEY, VACATION REQUEST—**
City Planner Mattison provided a briefing on the request for the approval of the vacation of a ten foot alley right-of-way, extending east-west, a distance of approximately 210 feet, from Grove Avenue to Fir Avenue on the Redeemer Lutheran Church block. Redeemer obtained consents/signatures from adjacent property owners and from two-thirds of the property owners from 200 foot by 400 foot distance of the alley. Notices were posted in the Headlight Herald on August 10, 2011 and August 17, 2011. No comments were received. Staff recommends the vacation be approved. No comments from audience testifying for or against this item. **Mayor Weber** closed the public hearing and called for Action. **Councilor Harris moved for a first reading of the Ordinance Providing For the Vacation of a Tillamook City Alley Within Block 3 of the Maple Grove Addition Located Within the City of Tillamook, County Tillamook, Oregon by Title only. Councilor Martin second. There was no discussion. Motion passed unanimously by Council seated. City Recorder Sorensen** read the Ordinance Title.

CITIZEN HEARINGS - NON-AGENDA ITEMS: None

PENDING BUSINESS: None

NEW BUSINESS:

1. **SCHOOL DISTRICT #9 REQUEST FOR BUS LOADING AT WILSON SCHOOL—**
City Manager Wyntergreen introduced the bus loading issue at Wilson School. The Tillamook Service Center of Northwest Regional Education Service District (ESD) is in the process of moving into the west side of Wilson School. They are requesting permission to extend the bus loading zone in front of the school. This issue had been brought before the Public Works Committee. Their recommendation, for safety and traffic purposes, was to locate the bus loading zone on Park Street on the east side of the building or in the parking lot. Testimony was presented by **Helen Armstrong, Administrator** for the Tillamook Service Center of the Northwest Regional ESD. Their program includes the special education preschool program for Tillamook County which is for children three to five years old with special needs or handicaps. The request before the Council is to unload preschoolers off small buses in the front of the school near the handicapped ramp. The smaller buses can pull up to the curb and will not stop traffic on Third Street. This is a safer option due to the age of the children, and accessibility of the handicapped ramp. There is not enough staffing to provide guidance from the drop off site on the east side of the building. They are requesting extension of the yellow curb on Third Street for loading and unloading in the yellow zone. **Councilor Harris** questioned how many times per day the buses will stop at that site and how many buses. **Administrator Armstrong** stated two to three buses, four times per day. **Councilor Martin** asked about using the parking lot in the back of the school and entering the back door. **Administrator Armstrong** stated the bus was not able to turn around and would have to exit out a locked gate into a neighborhood. **Mayor Weber** and **Councilor Martin** asked about the buses being able to turn around in the back lot. **Administrator Armstrong** said she was advised by Tillamook School District it was not possible for the buses to turn around in the parking lot and gated lock is not an option. **Councilor Sandusky** clarified if they wanted permission to use the current yellow loading/unloading zone, extend it or both. **Administrator Armstrong** said they want it extended. **Councilor Forster** confirmed the legality of the bus loading and unloading the children at the curb and not needing to utilize their lights and stop traffic. **Administrator Armstrong** confirmed. **Councilor Sandusky moved to approve the request to use the Third Street existing bus loading for the ESD. Motion died for lack of second to the motion.**

Councilor Henson moved to allow ESD to use the existing bus loading zone and extend the yellow loading zone to the distance they require to be more suitable for their needs. Councilor Forster seconded. Motion passed four to one (4-1) with Councilor Martin casting the nay vote.

2. **BEAUTIFICATION COMMITTEE RECOMMENDATION REGARDING TRT GRANT PROCESS, EVENT DATES, AND COMMUNITY ART—**
City Manager, Wyntergreen reviewed the Staff Report dated August 19, 2011. An outline of the Beautification Committee Executive Summary and Recommendations is attached and made a part of this record by this reference. **Wyntergreen** outlined the summary of the meeting and the committee's recommendations to:
   - Direct the Planning Commission to accelerate their review of the Town Center Plan, specifically to address the ban on murals and the limitations on awing types.
   - Set the process for this year's round of Transient Room Tax (TRT) grants in motion in order to receive applications during the first week of October. As part of this year's process, cap the amount available at $36,000. Leaving roughly $10,000 as a set-aside for the Beautification Committee to apply as a match toward either (or both) the Goodspeed Playground Equipment or entrance sign upgrades as part of tourist facilities.
   - Charge the Finance Committee with the review of TRT applications and the development of grant process, award criteria, City set-asides, and other clarifications to the TRT ordinance.
   - Grant the one-day waiver of the Garage Sale permit fees for September 17, 2011.
   - Set December 3, 2011 for the annual Tree-Lighting Ceremony.

Councilor Forster moved to accept the recommendations from the Beautification committee on the memo dated August 19, 2011, as written. Councilor Sandusky seconded. The motion carried unanimously by Council seated.

3. **STAFF REPORT: NAMING OF THE NORTH AREA OF HIGHWAY 101—**
Mayor Weber introduced the discussion of naming the portion of Highway 101 that was annexed into the city limits. It has been requested by Tillamook County Communications District - 911 that an official name be assigned to the area from the Hoquarton Slough Bridge to the Wilson River Bridge. Per **City Planner Mattison** there are five different names being used for this section of Highway 101, which is within the city limits and therefore a city street. After discussion **Councilor Sandusky moved to rename this section of the North area of Highway 101 to "North Main Avenue." Councilor Martin seconded. The motion passed unanimously by Council Seated.**

City Recorder Sorensen requested the council direct staff to notify the people of the address change due to impact on businesses who will have to change addresses on letterhead, business cards and advertising. An ordinance will be written.

4. AUDITOR RECOMMENDATION—
City Recorder Sorensen discussed the Auditor RFQ Recommendation received from Jamy Wilson, Finance Officer. The top three competitors were Pauly Rogers and Co. PC, Grimstad & Associates, and Talbot, Korvola & Warwick, LLP. Pricing bids were as follows:

Pauly Rogers and Co., PC	$26,400.00
Grimstad & Associates	$20,000.00 (Did not include Financial Statement.)
Talbot, Korvola & Warwick, LLP	$59,600.00

After reviewing the proposals, the review team selected Pauly Rogers and Co. PC to be the Auditor for the City of Tillamook. This firm is the existing auditing team and is willing to do the Financial Statement in addition to audits already conducted.

Councilor Forster moved to approve the RFQ naming Pauly Rogers and Co., PC as the City Auditor. Councilor Sandusky seconded. The motion carried unanimously by Council seated.

5. ENGINEER OF RECORD RECOMMENDATION—
City Manager Wyntergreen reviewed the process of selecting an Engineer of Record for the City of Tillamook. Having an Engineer of Record provides the City with an engineer on an on-call basis. Thirteen Requests for Qualifications for an Engineer of Record were sent out and eight responses were received. Based on the rating and ranking matrix (attached to the August 31, 2011 Engineer of Record Recommendation memo) and after review and meeting, the team is recommending Northwest Engineers from Hillsboro, Oregon. They felt very confident with any of the top three ranked Engineering firms. **Councilor Forster moved to approve Northwest Engineers as the Engineer of Record for the City of Tillamook. Councilor Sandusky seconded. The motion carried unanimously by Council seated.**

LEGISLATIVE:

1. RESOLUTION: ACCEPTANCE OF REAL PROPERTY DONATION – SCHMIDT PROPERTY—
City Manager Wyntergreen discussed the Resolution – Acceptance of Real Property Donation. The property was donated to the City of Tillamook by the Schmidt family. The DEQ report has been completed and the property has been deeded to the City. The deed is being held by the attorney until the City's acceptance of the resolution which would accept the property into City ownership. There is no price attached as it was a gift. Accepting the property into ownership allows the City to proceed with the cleanup of concrete that was deposited on the property. The City needs to decide if they are willing to accept the property and how to treat the property in the future such as parks or other purposes. The DEQ report showed minimal concerns on their report. **Councilor Sandusky moved for the adoption for the acceptance of a resolution accepting the donation of real property by the City of Tillamook, Oregon from the Morris L. Schmidt and Beatrice G. Schmidt Joint Revocable Living Trust dated November 25, 1983. Councilor Forster seconded. The motion carried unanimously by Council seated.**

2. ORDINANCE: SECOND READING OF PLANNING COMMISSION BYLAWS AMENDMENT—
Councilor Sandusky moved for second reading by title only of an ordinance Repealing Ordinances No. 670, 731, 955 & 966. Councilor Forster seconded. The motion carried unanimously by Council seated. City Recorder Sorensen read the ordinance by title only.

Councilor Martin moved to adopt the Ordinance. Councilor Forster seconded. The Ordinance was adopted unanimously by the following roll call vote:

Councilor Joe Martin	**Aye**	**Councilor John Sandusky**	**Aye**
Councilor Matthew Harris	**Aye**	**Councilor Doug Henson**	**Aye**
Councilor Steven Forster	**Aye**	**Councilor Cheryl Davy**	**Absent**

COUNCIL CONCERNS: – Non-Agenda Items

Councilor Forster reported on the Tsunami Outreach Steering Committee and their timeline. The committee is currently recruiting committee organizers to help with the process. Training will start in October 2011 with the Oregon Department of Geology and Mineral Industries (DOGAMI) Outreach. They are planning an evacuation drill in 2012. The City needs assessments, planning and outreach. **Councilor Forster** encouraged Council members to be part of the tabletop preparedness.

Councilor Henson requested a workshop for a Community Development Block Grant for a Homeless Shelter. He would like to work with Melanie Olson on infrastructure and financing authority. **Henson** has been working with Terry Sprenkel. They are attempting to obtain the December grant funds. He proposed the Council look at October meetings for a workshop on this topic.

Councilor Henson met with a group from Farmer's Market & TRA. They have requested a meeting with Mayor Weber and Council Members. It was decided they will meet Wednesday, September 7, 2011 in the morning. **City Manager, Wyntergreen** will notify **Councilor Henson** of the exact time.

MONTHLY REPORTS:

1. **PUBLIC WORKS DIRECTOR—**
Public Works Director Arley Sullivan, was not in attendance. A copy of the Director's Report for August, 2011 is attached and made a part of the record by this reference. **Mayor Weber** brought to the Council's attention the Holden Creek clean-up project and asked if there had been any movement on that committee. **City Manager Wyntergreen** advised he would like to schedule and facilitate a meeting to take place within the next two weeks.

2. **CITY PLANNER—**
Mayor Weber noted each Councilor had a copy of the City Planner's report. A copy of the August 2011 Monthly Report, City Planning Department report is attached and made a part of the record by this reference. **City Manager Wyntergreen** reminded the Council the September 19, 2011City Council meeting will include an annexation hearing. Two notices will be in the newspaper prior to the next meeting. A map has been created for publication for public to view prior to the next meeting.

3. **POLICE CHIEF—**
Mayor Weber reviewed the Police Chief report. A copy of the Monthly Report to Mayor and Council for August, 2011 is attached and made a part of the record by this reference. **Weber** specifically discussed the City police is assisting City Hall in contacting businesses delinquent on business licenses and emphasized, if you are a business owner in Tillamook, to please come to City Hall to obtain a business license. **City Manager Wyntergreen** added the Police are currently working on a seatbelt sting and **Chief Wright** will provide more information at the next meeting. **Councilor Harris** stated some of the County Sheriff Deputies participated in the seatbelt enforcement within the City. It is dedicated grant funding in the State of Oregon for a specific period of time to enforce the seatbelt law.

4. **MAYOR—**
Mayor Weber reported she attended LOCAP and NW Transportation Act meeting last week in Rockaway. Economic development and transportation resources are dwindling, necessitating the need to be creative with funds received for roads and economic development.

   She introduced and welcomed Dan Biggs, the new Executive Director of Economic Development for Tillamook County who also runs the SPDC program.

   Councilor Forster would like to be kept in the loop as to how the tsunami coordination is going to happen County wide. Companies moving to Oregon often request information regarding tsunami preparedness. Once the program is in place, a comprehensive plan can be utilized.

COMMITTEE REPORTS:

1. **BEAUTIFICATION COMMITTEE—**
Councilor Harris noted the upcoming meeting schedule for September 23, 2011 at City Hall. He discussed PD & TRT Grant request for Goodspeed playground equipment. The committee is looking into obtaining funds. Preparations for the annual Christmas Tree Lighting have begun.

2. **PUBLIC WORKS COMMITTEE—**
Councilor Harris stated the Public Works committee met at City Hall on August 18, 2011 and discussed the Engineer of Record Requests, vehicle use policies for departments and establishing a policy regarding fees for outside use of City equipment services.

   Councilor Harris stated they received a request from a citizen regarding two intersections that are difficult to navigate: Eighth Street & Madrona Avenue and First Street & Madrona Avenue. Jon Williams will investigate the request.

City Manager Wyntergreen discussed the storm drain master plan update. Smoke testing located one issue that needs to be corrected right away. There are a few miscellaneous cross connections and work is underway to create a plan to correct any problems. Once complete, this will satisfy the DEQ compliance issue.

Councilor Martin stated Culverts have been cleaned under Twelfth Street, and sewer upgrades were discussed at the meeting.

Wyntergreen stated they have continued working with the Port on potential water upgrades.

3. ASSOCIATIONS COMMITTEE—
Councilor Henson stated the group met last week. They are in the process of learning each other's roles and responsibilities and are attempting to prevent overlap and create partnerships. Their focus is on economic development and how they can help each other, rather than go it alone. At the next meeting, the committee will identify projects and prioritize them, as well as determine how partnerships can work together and accomplish more.

4. URBAN RENEWAL AGENCY—
Councilor Sandusky advised they met two weeks ago, which was the second meeting that month. TURA is going through the process of looking at contractor proposals for changing boundaries. They are also working on the downtown façade loan/grant program.

Mayor Weber was encouraged. She thinks Urban Renewal can dovetail with the Associations Committee and make a lot of things happen in the downtown area.

AUTHORIZATION TO PAY BILLS:

A copy of the Computer Check Proof List of 8/31/2011 is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills. Councilor Sandusky seconded. The motion carried unanimously by Council seated**. Bills were paid in the following total amount:

GENERAL CHECKING ACCOUNT

A/P Batch 08/19/2011	**Check # 31122 & 31123**	**$ 493.68**
A/P Batch 08/31/2011	**Check # 31124**	**$ 1,311,387.00**
A/P Batch 08/31/2011	**Check # 31125 - 31191**	**$ 102,832.67**
A/P Batch 09/06/2011	**Check # 31192**	**$ 511.50**

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:13 p.m.

APPROVED:
Suzanne Weber 2-6-2012
Mayor **Date**

ATTEST:
Abigail Timothy 2/6/12
City Recorder **Date**