CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Monday, September 17, 2012

I. CALL TO ORDER

Mayor Weber called to order the regular meeting of the Tillamook City Council at 7:00 p.m. on Monday, September 17, 2012 in City Hall at 210 Laurel Avenue in Tillamook, Oregon.

II. ROLL CALL

City Recorder Donowho conducted a roll call. The following persons were present:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: Councilor Cheryl Davy (Excused)

Staff Present:

Paul Wyntergreen, City Manager
David Mattison, City Planner
Abigail Donowho, City Recorder

III. AGENDA

The posted agenda for the meeting of September 17, 2012 is attached and by this reference is made a part of the record.

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

a) Correction to minutes of September 4, 2012, as highlighted. (Exhibit A)

V. MINUTES

Council minutes for the September 4, 2012 Regular City Council Meetings were provided in Council Packets. **Councilor Forster moved to approve the minutes as amended for August 20, 2012 as submitted. Councilor Sandusky seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

VI. PRESENTATIONS

a) **Oath of Office—Officer James Harrell** was formally sworn into service with the Tillamook Police Department by City Recorder Donowho.

b) **Fifteen Year Service Award—Mayor Weber** presented a 15 year service award for Bryan Durbin of the Public Works Department. He received a certificate of appreciation and a gift certificate donated by management.

c) **Introduction of Terra Wilcoxson, RARE Intern—Mayor Weber** introduced Terra Wilcoxson. Wilcoxson addressed the Council and thanked them for the opportunity to work in Tillamook. She relayed her enthusiasm for the many projects that await her as an Urban Designer for the City. She is looking forward to her internship.

VII. CITIZEN COMMENT--None

VIII. PUBLIC HEARINGS

a) **Comprehensive Plan Amendments—Mayor Weber called to order the Public Hearing for the Comprehensive Plan Amendment at 7:10 p.m. City Planner Mattison** introduced the amended plan as approved and recommended by the Planning Commission on August 2, 2012. He explained that the amendment mainly consists of non-substantive changes. The Planning Commission's goal was to reorganize the format of the plan to make it more comprehensive. He explained the chapter layout, adding that an extensive appendix would also be attached.

Mayor Weber called for public testimony at 7:26 p.m.

Tilda Jones of TBHEID addressed the Council regarding the receipt of the draft being such short notice. Her concerns was for the TBHEID members north of town who have a lot to say regarding the plan. She recalled other large plans and how they had gone through the process of public and private committees. There are several items on the plan for TBHEID to discuss. She expressed her interest in becoming involved and proceeding with input from the private sector as well. **City Manager Wyntergreen** reiterated that substantive changes were not part of the Plan amendment. **Jones** reiterated that certain organizations would like to be involved with carrying out the plan. **Mayor Weber** clarified this plan is an update to clarify the plan as a whole. **Wyntergreen** added that TBHEID could be added to each amendment process. **Councilor Forster** added that the process has been an ongoing and public affair. **Councilor Sandusky** noted he thinks of it as'reorganization' rather than an amendment. **Wyntergreen** added that only factual errors or obsolete language were brought up to date. **Jones** asked about proceeding. **Mayor Weber** assured Jones she would be acknowledged for future changes.

Patrick Wingard introduced himself as the field representative for the City of Tillamook from the Department of Land Conservation. All required notices for the plan amendment have been provided in a timely manner. The housekeeping nature of the plan amendment were noted and sent to Salem to Gordon Howard for further review. **Wingard** confirmed that the plan is solely a housekeeping effort. He commended the staff stating this is a great way to move forward. **Wingard** did address the revisions—nothing is substantive, all applicable goals were met and further notice to DLCD is not necessary. When complete, the City is to provide the DLCD a completed copy.

Jan Stewart of the Planning Commission addressed the Council, adding that her comments come from her as a citizen, not the Planning Commissioner.

Mayor Weber asked for any additional correspondence. None had been received. **Mayor Weber** adjourned the public testimony portion of the hearing at 7:51 p.m. **Wyntergreen** asked about whether or not the Council would like to continue deliberations. **Councilor Forster** suggested deliberation during the new business portion of the meeting.

b) **Second Street and Ivy Avenue Directional Traffic Changes—Mayor Weber called to order the public hearing for Directional Traffic Changes on Second Street and Ivy Avenue. She opened the floor for public comment at 7:52 p.m. No public comment was made. She closed the public comment portion of the hearing at 7:52 p.m. Mayor Weber** then asked for the Council's input regarding the directional changes proposed for Second Street and Ivy Avenue. **Councilor Sandusky** thinks it will be a good change. **Councilor Martin** noted it will be good for the public. **Councilor Henson** articulated some concerns about parking. **Councilor Forster** added that the concerns of Councilor Henson could go back to the Public Works Committee.

IX. NEW BUSINESS

a) **Second Street and Ivy Avenue Directional Traffic Changes-- Councilor Martin moved to accept the recommendation of the street change as discussed in the public hearing. Councilor Sandusky**

seconded. Councilor Henson added that they should direct the PW Committee to address Laurel and Second Street. **Motion carried unanimously by Council seated.**

b) **Comprehensive Plan Amendments—Mayor Weber** asked the Council for input regarding the Comprehensive Plan Amendments. **Councilor Forster** noted he spent time looking at the changes, and asked Jan Stewart, if the Planning Commission would like the plan back. **Stewart** stated she enjoys getting work done, and in the future she would appreciate that opportunity, but tonight she only had the few comments she made during the public comment section. She asked Planner Mattison for input. **Mattison** added that at this point the plan is conclusive. **Stewart** said she would like to see it move forward at this point. **Councilor Forster** added that knowing Tilda Jones and TBHEID would be included in the future, that DLCD has been included in the process, and notices were correct and timely, that he sees no reason to draw it out any further. **Councilor Sandusky moved to approve the Comprehensive Plan Amendments as presented with edits from staff. Councilor Forster seconded. Motion carried unanimously by Council seated.**

X. PENDING BUSINESS

a) **Aero Vironment Electric Car Charging Station Counter Offer—City Manager Wyntergreen** explained the second offer from AeroVironment to utilize four spaces instead of five. After much discussion, **Councilor Forster moved to deny the request for AeroVironment to utilize four parking spaces. Councilor Henson seconded. Motion carried unanimously by Council seated.**

XI. LEGISLATIVE

a) **Resolution 1619 Regarding Earned Time Off (ETO) Amending the Employee Handbook—City Manager Wyntergreen** shared with the Council that the Earned Time Off (ETO) policy is simply a combination of the sick and vacation leave benefits. All current caps are in place, there is no greater benefit or loss to the City or employees. The benefit is mostly to the employees for more flexibility. He stated there is no fiscal impact on the City. **Councilor Sandusky** added that the Personnel Committee did recommend the change. **Councilor Forster** stated this will be a morale booster. **Councilor Sandusky moved to adopt Resolution Number 1619, A Resolution Revising the City's Employee Handbook of Procedures and Conditions of City Employment of the City of Tillamook, and Amending Resolution Number 1586. Councilor Forster seconded. Motion carried unanimously by Council seated.**

XII. COUNCIL CONCERNS-

a) **Councilor Martin** noted the abundance of morning glory growing all over the City. He would like to see something done about the noxious weeds. **Mayor Weber** noted it could be considered as a complaint to be addressed by the Council.

b) **Councilor Forster** noted that a woman was ticketed for sitting in her car and receiving a ticket for not paying for parking at Carnahan Park. The ordinance should be revisited for clarity.

XIII. MONTHLY REPORTS

a) **City Recorder—City Recorder Donowho's** report was included in Council packets. She reminded the Council about the LOC Conference at the end of the month. **LOC, SW thanked.**

b) **Finance Officer**—The entire financial statement was not included in the packet for review, only the TRT fund. The full report will be forwarded to the Council.

c) **Mayor—Mayor Weber reported** that October 13th is the Mayor's Ball. She congratulated the Tillamook County Women's Resource Center on its 30th Anniversary. The Planning Commission has 2 vacancies—both have 4 year terms. Applications are available online or at City Hall. She complimented La Mexicana for the paint job on their building. The Tillamook Hotel looks very nice as well. Tillamook has received the statement for dues of the TBHEID. **Councilor Forster** added it was vetted and not

budgeted for. **The Council seated was in agreement not to participate in TBHEID this year. Mayor Weber** also commended City Manager Wyntergreen on his speaking to the Eagle Scout ceremony.

XIV. COMMITTEE REPORTS

a) **Personnel Committee—Councilor Sandusky** reported on the personnel committee. The ETO Policy previously discussed was a large part of the meeting as well as the continuation of employee salary tables. An updated to the mobile communications policy will also be introduced soon.

b) **Beautification Committee—Councilor Henson Reported** that several items were covered. He complimented both nurseries involved in the plantings this year, as well as complimented George and Carol Langley for painting the Tillamook Hotel. He has noticed more buildings and cleanup lately than ever before. Arley Sullivan applied for and obtained a grant, and he extended congratulations. The Christmas celebrations were discussed and this year's lighting is scheduled for December 1st.

c) **Planning Commission—Councilor Henson** noted that the City Council is not being communicative enough with the Planning Commission. As the liaison, he assured the Planning Commission that they will have a voice with the City Council.

d) **Tillamook Urban Renewal Agency—Councilor Sandusky** stated the last meeting was a review of the progress of several projects around town, including the Tillamook Hotel. Kershaw's building is also being repainted. **Mayor Weber** added that just a little paint can make a huge difference. **Councilor Sandusky** added that the Rendezvous had a new sign installed and the bricks and mortar were addressed as well. **Mayor Weber** asked that he relay thanks from the City to TURA.

XV. STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION - None

XVI. AUTHORIZATION TO PAY BILLS

The Finance Committee had reviewed the current bills prepared for payment. A copy of the voucher register is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills approved by the Committee. Councilor Sandusky seconded. Motion carried unanimously by Council seated.** Bills were paid in the following total amounts:

GENERAL CHECKING ACCOUNT

BATCH TYPE	DATE	CHECK RANGE	AMOUNT PAID
Special Batch	09/11/2012	91112	$2,699.17
A/P Batch	09/13/2012	32691-32750	$94,575.75

XVII. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **8:43 p.m.**

Minutes approved by:

Suzanne Weber October 15, 2012

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho

Abigail Donowho, City Recorder Date