

## City Council Meeting Minutes

Monday, December 18, 2017

**EXECUTIVE SESSION--6:30 p.m.--**ORS 992.660(2)(e) Real Property

### CALL TO ORDER

**Council President Sandusky** called to order the regular meeting of the Tillamook City Council at 7:00 p.m. on Monday, December 18, 2017 in City Hall at 210 Laurel Avenue in Tillamook, Oregon, and lead the Pledge of Allegiance.

### ROLL CALL

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

Present: Councilor Jorge Rios; Councilor Aaron Burris; Councilor John Sandusky; Councilor Doug Henson  
Absent: Mayor Suzanne Weber; Councilor Adam Schwend  
Staff Paul Wyntergreen, City Manager; Abigail Donowho, City Recorder  
Present:

### ADDITIONAL ITEMS SUBMITTED AFTER PACKET PUBLICATION:

1. Support letter from Chamber re: Charging Station (Exhibit A)

### MINUTES

The minutes for the City Council Regular Session of December 4, 2017 were included with council packets and by this reference made a part of the record.

Moved by Councilor Aaron Burris, seconded by Councilor Jorge Rios

**Councilor Burris moved to approve the minutes of the December 4, 2017 meeting as written.**

**Vote:** 4 - 0 Carried - Unanimously

Other: Councilor Adam Schwend (ABSENT)

### CITIZENS HEARING/AUDIENCE COMMENTS--None

### NEW BUSINESS

1. **Request for Assignment of Farmer's Market Agreement**--**City Manager Wyntergreen** introduced the item to the Council seated. He explained that the current Farmer's Market structure is proposed to be assigned to the Tillamook Chamber of Commerce. The City's Tourism Promotion Agreement with the Farmer's Market may be assigned with prior approval of the Council. **Justin Aufdermauer** explained the Chamber Board is excited for the opportunity with a business incubation opportunity, that it coincides with the vision of the Main Street Program. The intent is to keep the structure with a 20 hour per week staff member to manage the Farmer's Market. An advisory committee is also proposed as noted in council packets. **Aufdermauer's** timeline was projected for February to make the official change. The Council discussed the financial workings of the current Farmer's Market structure and how the Chamber would track finances. **Wyntergreen** asked if the Council would like to be included on the

advisory board. The Council would leave the reporting and structure to the Chamber.

Moved by Councilor Aaron Burris, seconded by Councilor Jorge Rios

**Councilor Burris moved to approve the request for the reassignment of the Tillamook Farmer's Market agreement to the Chamber.**

**Vote:** 4 - 0 Carried - Unanimously

Other: Councilor Adam Schwend (ABSENT)

2. **City Property Disposition**--**City Manager Wyntergreen** explained that the owner of the electric car charging station on Second Street has responded to the City's non-renewal of the lease agreement with a two options: restoration of the property to regular parking space, or donation of the station and \$15,000 cash to the City to help pay for the needed upgrades for DC fast charging. The Council discussed the proposal and future upgrade and operating costs.

Moved by Councilor Jorge Rios, seconded by Councilor Aaron Burris

**Councilor Rios moved to accept the offer of the donation of the station with the \$15,000 donation, and delegate the authority for signature of the contract to the City Manager.**

**Vote:** 4 - 0 Carried - Unanimously

Other: Councilor Adam Schwend (ABSENT)

3. **Architectural Resources Group Contract**--**City Hall Rehabilitation**--**Council President Sandusky** noted the recent negotiations for the City Hall Rehabilitation. One change in architecture personnel was recommended by the firm, and the construction timeline has been extended to a 16-month window.

Moved by Councilor Aaron Burris, seconded by Councilor Jorge Rios

**Councilor Burris moved to approve the signing of the contract between the City of Tillamook and Architectural Resources Group, Inc.**

**Vote:** 4 - 0 Carried - Unanimously

Other: Councilor Adam Schwend (ABSENT)

4. **Planning Commission Volunteer Applications**--**Council President Sandusky** introduced Lawrence Oswald as an interested volunteer for the Planning Commission vacancy. **Lawrence Oswald** addressed the council to express his interest in the work. He stated that he would like to help guide people through the process of planning and development. **Councilor Henson** stated Oswald has amazing credentials.

Moved by Councilor Doug Henson, seconded by Councilor Aaron Burris

**Councilor Henson moved to appoint Lawrence Oswald to the Planning Commission.**

**Vote:** 4 - 0 Carried - Unanimously

Other: Councilor Adam Schwend (ABSENT)

**Council President Sandusky** announced the appointment of Lawrence Oswald to the Planning Commission.

5. **City Manager Employment Contract**--The City Manager's contract was discussed in executive session. Wyntergreen's contract will be extended for one year, concluding in June of 2020. A salary increase related to the extension is included.

Moved by Councilor Doug Henson, seconded by Councilor John Sandusky

**Councilor Henson moved to accept the contract as discussed in executive session to extend Paul Wyntergreen's employment with the City.**

**Vote:** 4 - 0 Carried - Unanimously

Other: Councilor Adam Schwend (ABSENT)

6. **Finance Committee Recommendation--Software Purchase for Utility Billing and Finance--Council President Sandusky** noted the Finance Committee has recommended the purchase of finance and utility billing software from BanyonData.
- Moved by Councilor Jorge Rios, seconded by Councilor Aaron Burris  
**Councilor Rios moved to approve the Finance Committee's recommendation to purchase the BanyonData Software package.**  
**Vote:** 4 - 0 Carried - Unanimously  
 Other: Councilor Adam Schwend (ABSENT)
7. **2018 Tillamook Area Chamber of Commerce Banquet--Council Attendance--City Recorder Donowho** asked the Council to give her a head count for attendance by the end of the week. **Sierra Lauder** noted that the awards for local businesses and citizens will be given--it is a great opportunity to show support of the local business community.
8. **Set Public Hearing for Potential Street Closure on Spruce Street--January 16, 2017 Recommended--City Manager Wyntergreen** explained that the hearing will be needed to address the potential partial street closure on Spruce Street related to a land use request.
- Moved by Councilor Aaron Burris, seconded by Councilor Jorge Rios  
**Councilor Burris moved to hold the public hearing for potential street closure on January 16, 2017 at 7:00 p.m.**  
**Vote:** 3 - 1 Carried  
 NAY: Councilor Doug Henson  
 Other: Councilor Adam Schwend (ABSENT)
9. **Set Public Hearing for Appeal to the Fourth Amendment of SP 14-02--Subway Site Plan--January 16, 2017 Recommended--City Manager Wyntergreen** recommended January 16, 2017 for the public hearing and appeal to the final order of the fourth amendment to the Subway site plan by the Planning Commission.
- Moved by Councilor Aaron Burris, seconded by Councilor Jorge Rios  
**Councilor Burris moved to set the public hearing for the appeal for the fourth amendment to the Subway site plan on January 16, 2017 at 7:00 p.m.**  
**Vote:** 4 - 0 Carried - Unanimously  
 Other: Councilor Adam Schwend (ABSENT)

## LEGISLATIVE

1. **RESOLUTION 1744--A RESOLUTION APPROVING THE MID-COUNTY PARK AND RECREATION DISTRICT AND REPEALING RESOLUTION 1454 AND RESOLUTION 1456--City Manager Wyntergreen** noted the City's request to the County to initiate a parks and recreation district without a tax rate. This resolution is necessary to complete the County board order for creation.
- Moved by Councilor Aaron Burris, seconded by Councilor Jorge Rios  
**Councilor Burris moved to adopt Resolution 1744.**  
**Vote:** 4 - 0 Carried - Unanimously  
 Other: Councilor Adam Schwend (ABSENT)

2. **RESOLUTION NO.1745--A RESOLUTION APPROVING THE FORM OF THE ORDER OF THE BOARD OF COUNTY COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON, FOR THE FORMATION OF THE MID-COUNTY PARK AND RECREATION DISTRICT, WITHOUT A PERMANENT TAX BASE**--This resolution would approve the form of the board order from the County Board of Commissioners to form a mid-county parks and recreation district.

Moved by Councilor Jorge Rios, seconded by Councilor Aaron Burris  
**Councilor Rios moved to adopt Resolution 1745.**

**Vote:** 4 - 0 Carried - Unanimously

Other: Councilor Adam Schwend (ABSENT)

3. **Ordinance 1332--Second Reading--Tree Ordinance Amendments--**

Moved by Councilor Aaron Burris, seconded by Councilor Jorge Rios  
**Councilor Burris moved to have the second reading of Ordinance 1332 by title only.**

**Vote:** 4 - 0 Carried - Unanimously

Other: Councilor Adam Schwend (ABSENT)

**City Recorder Donowho** gave the second reading of Ordinance 1332 by title only.

**Council President Sandusky** thanked Councilor Henson for all of his hard work on the Beautification Committee and the trees in Tillamook.

Moved by Councilor Jorge Rios, seconded by Councilor Aaron Burris  
**Councilor Rios moved to adopt Ordinance 1332.**

**City Recorder Donowho** conducted a roll call vote:

Councilor Rios--Aye	Councilor Burris--Aye
Ward 2 Vacancy	Councilor Sandusky--Aye
Councilor Schwend--Absent	Councilor Henson--Aye

**Vote:** 4 - 0 Carried - Unanimously

Other: Councilor Adam Schwend (ABSENT)

## MONTHLY REPORTS

1. **Finance Officer**--Finance Officer Wilson's monthly report was included with council packets and by this reference made a part of the record.
2. City Recorder--City Recorder Donowho reported that she has been working on the following:
  - Recruitment—one job offer pending, continuing to recruit for the wastewater plant;
  - Christmas Lighting Contest has closed for entries—they are posted online for the public and the scoring sheets are available;
  - She has been working on personnel items and the handbook update. There may be a change coming back to the Council because of some of the agencies the City reports to (PERS, IRS, etc.) are in favor of the "actual month" for pay period dates;
  - She worked on a few projects while Paul was gone last week—personnel items and contract negotiations for the City Hall rehab project;
  - The NeoGov software for evaluations will be ready to start using as of Thursday this week. The goal is to get the City Manager and Recorder's evaluations started with the self-evaluation, peer review, and direct report reviews next week;
  - Help is lined up for re-loading the records room next week after the room swap with evidence. As we look toward the rehab of City Hall, it will be essential to have them all of the records buttoned up and housed securely during construction;

- Will need to get a letter of intent ready for rental options during the rehab project for City Hall. Likely looking at moving out in early May in preparation for the contracts and construction;
  - She is putting together some information for a debrief for one of the firms that was not selected for the City Hall rehabilitation project;
  - Donowho continues working on benefits and getting the word out to our staff about the employee assistance program changing vendors;
  - She prepped the finance committee recommendation and software purchase research—it will be nice to have that start in May;
  - In helping round up the Tree City USA certification information, she thanked the Public Works crew for their help—Melissa Jenck has been able to get all of the information together with the help of staff;
  - There are four upcoming Budget Committee vacancies to address in the new year, and the Council vacancy that will be addressed on January 16th.
3. **City Manager**--FEMA CRS recertification has been completed and received. Discussions with the School District have been in process for transportation, sidewalks, and property for a possible water reservoir. Applications to TURA from the School District for sidewalks are in draft process. The Chamber is working with TURA for some public improvement grants in various places around town for sidewalks. He added that the planning for the move has to get going. Water District consolidation study will be kicking off in January and will hopefully address the small district concerns. The Pelican Pub sewer items--rate structure, etc. Standard rates for commercial are a little out of line with other cities. The Transportation System Planning is underway--an open house will be scheduled for February, as well as a public advisory committee meeting.
4. **Mayor**--Mayor Weber was not in attendance to give a report.

## COMMITTEE REPORTS

1. **Finance Committee**--**Councilor Sandusky** reported that the committee reviewed the water rate update process, the timeline and cost proposal from the Architectural Resources Group, and the finance software packages.
2. **Beautification Committee**--**Councilor Henson** reported that the architect for the Hadley Fields and Dean Wayside Memorial Dog Park presented a great schematic for the parks and a potential cost of \$2.2 million. The committee also looked at a different potential site for the dog park on Front Street. **Wyntergreen** added that the Committee will be bringing some value engineering and other ideas for the park and dog park schematic to the January meeting. The Council may see something in February. **Henson** noted the trees in Goodspeed Park--the tree succession plan is in process and dangerous trees are coming out. He added that the early concept of the school district property for a possible mutually beneficial relationship.

**Councilor Sandusky** added that the Council would like to note that the tree care happening at Goodspeed park is for the betterment of the park and tree health.

3. **Tillamook Urban Renewal Agency**--**Councilor Henson** stated the meeting covered volunteer applications for two board vacancy appointments, parking lot lease agreement for the City, an application for 312 Main Avenue, and discussion regarding the sale of the Tillamook Apartments.

## CORRESPONDENCE/STAFF COMMUNICATION/DISCUSSION

1. Tillamook County Library Foundation Thank You Letter

**COUNCIL CONCERNS – Non-Agenda Items**

**Councilor Rios** wished everyone a Merry Christmas and a Happy New Year.

**Council President Sandusky** noted there are lots of good things happening in the City--sewer projects, parks improvements, and the ODOT Project that will be great when it's all done!

**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 Rios moved to pay the bills approved by the Committee. Councilor Burris seconded. Motion carried four-to-zero (4-0) by the following roll call vote:**

Councilor Rios--Aye	Councilor Burris--Aye
Ward 2 Vacancy	Councilor Sandusky--Aye
Councilor Schwend--Absent	Councilor Henson--Aye

Bills were paid in the following total amounts:

Batch Type	Date	Check Range	Amount Paid
AP Batch	12/18/2017	39633 - 39694	\$142,573.79
Special Batch	12/17/2017	39695	\$140.00

**ADJOURNMENT**

There being no further business, **Council President Sandusky** adjourned the Tillamook City Council Regular Meeting at 8:15 p.m.

Minutes approved by:

Attest:

\_\_\_\_\_  
Suzanne Weber, Mayor Date

\_\_\_\_\_  
Abigail Donowho, City Recorder Date