

City of Rockaway Beach

City Council Meeting

Minutes



Stay & Play in Rockaway

Date: Wednesday, March 14, 2018

Time: 6:00 P.M.

Location: Council Chambers, City Hall

CALL TO ORDER

Mayor Joanne Aagaard called the meeting to order at 6:03 p.m. There were fourteen (14) guests present.

ROLL CALL

Mayor - Joanne Aagaard: Present

Position #1 - Nathan Beeman: Present

Position #2 - Sue Wilson: Present

Position #3 - Kristine Hayes: Present

Position #4 - Terry Walhood: Present

Position #5 - James Doyle: Present

Also present: City Manager Terri Michel, City Attorney John Putman, Public Works Director Luke Shepard, Fire Chief Barry Mammano, Police Chief Charlie Stewart and Parks and Recreation Director Melissa McCarty.

APPROVAL OF MINUTES

Walhood made a motion, seconded by Doyle to approve the Consent Calendar, City Council minutes of February 14, 2018 and check register as indicated; motion carried.

Position #4 - Terry Walhood: Motion

Position #5 - James Doyle: 2nd

Position #1 - Nathan Beeman: Approve

Position #2 - Sue Wilson: Approve

Position #3 - Kristine Hayes: Approve

Position #4 - Terry Walhood: Approve

Position #5 - James Doyle: Approve

CITIZEN INPUT ON NON-AGENDA ITEMS

None

PRESENTATIONS, GUESTS & ANNOUNCEMENTS

Mr. Dick Perdue, City's Contract Auditor presented the 84 page Audit Report for the 2016-2017 Fiscal Year. He discussed debt accounts, the general fund balance and the income statement. He went over the two management letters listing the City's material weaknesses, which included compensated absences and the Capital assets policy. He noted significant deficiencies included money borrowed from the Sewer SDC fund and Highway funds which were not expended. He talked about the debt service in the budget and issues with the personnel policy and a lack of a written policy for credit card use. He also went over Transient Room Tax and bid processes for vehicles purchased. Doyle asked if these deficiencies had been addressed. Michel stated that they had although the City still needed a written policy on the credit card use. Hayes asked for an accounting each month of what each department spends on the credit cards. Beeman stated that there are credit cards specifically for municipalities. Michel explained that each department had a card and there was a register for some transactions. Hayes asked Mr. Perdue what other cities did regarding credit cards, he stated each City had their own system.

Heather White & James Becraft from the Tillamook County Health Department presented information on establishing a “smoke free environment” on City owned properties and a proposed ordinance. White explained that they had waited to see if the vote passed in Tillamook County, as it had passed, she asked that cities now aligned with the County stance and present a united front. She presented two examples of city policies.

STAFF REPORTS

Parks and Recreation Director Melissa McCarty reported on the Silent Auction and Italian Dinner which raised over \$3,000.00. She noted that there were more attendees this year and more involvement in the auction. She thanked everyone for their help. She presented information on the upcoming Easter Egg Hunt 03/31/18 at Phyllis Baker Park and explained that Parks and Recreation was partnering with the Merchant’s Association to add a scavenger hunt, face painting and balloons. She said she was getting ready for the summer program; a donor has sponsored the fieldtrip so that all trips would be free this summer for children.

Fire Chief Barry Mammano reported that they had 16 members. He reported that there had been many false alarms at a condominium location and asked for City Council approval to have the authority to penalize the company for these false alarms. He reported 16 medical calls and 1 fire call.

Police Chief Stewart reported that through February the officers continued to work on their mandatory maintenance training hours. He stated the Department had done security for the visiting Senators in the Civic Facility, had arrested known felons in the community, helped with 2 threat assessments at local schools, had participated in a pursuit which resulted in an arrest, followed up on narcotics distribution and firearms cases. He said he had been scheduling future events; ALICE training, the volunteer dinner and The National Night Out Against Crime. He said they would be doing more pedestrian exercises next month. Chief Stewart thanked the PD volunteers for their combined 192 hours of service last month.

Public Works Director Luke Shepard reported that there would be a preconstruction meeting on March 22, 2018, for the Washington St. crosswalk project and that a contractor had been hired for Phase 1 of the Nature Preserve Trail project. He said Public Works had finished the spring water main flushing and the Public Works budget was completed. Shepard stated money would be used to replace the City garbage cans this year. He said there had been sewer plugs throughout town caused by foreign objects put into the sewer system such as plastic gloves and masks, and clothing. He said this situation did have to be reported to DEQ but the infraction was below the fine amount. He said that the Breaker Ave. and Rock Creek project were going out to bid.

Interim City Manager Terri Michel reported on the Italian Dinner success and the great auction items. She said that the false alarm reports had been given to her and she had sent a letter to the owner of the condominiums with charges coinciding with each occurrence. Michel said that she had reached out to Tillamook County Public Works to see about working together for the Breaker Ave. paving project. She reiterated that City Hall was changing IT services to Pacific Office Automation and that they had been a huge help with all services. She reported that the Planning Commission Open House had good attendance and the City Planner was happy with how it went. Judge Larry Blake was unable to attend the City Council meeting so he will be sworn in on his first court date 03/23/18. Michel said that she had given out the amortization information to the City Council for refinancing the City Hall building and said that she would like to get a couple of more bids and talk to CIS. She announced that the new Tourism bags had arrived. Wilson asked about follow up on the penalties that would be owed by the condominium owner. Chief Stewart agreed there would be a citation issued. Beeman stated that this had been a consistent problem over many years.

2nd READING OF ORDINANCE NO. 18-430 PROVIDING FOR A STREET VACATION

Mayor Aagaard stated that at the February 14, 2018, regular City Council meeting the Council approved the first reading of an ordinance providing for the vacation of a portion of S. 2nd Ave. She said this would be the second reading of that ordinance. Putman made a correction to the previous stated reading.

Wilson made a motion, seconded by Walhood, to proceed with the second reading of Ordinance No. 18-430 as corrected; motion carried.

Position #2 - Sue Wilson: Motion

Position #1 - Nathan Beeman: 2nd

Position #1 - Nathan Beeman: Approve

Position #2 - Sue Wilson: Approve

Position #3 - Kristine Hayes: Approve

Position #4 - Terry Walhood: Approve

Position #5 - James Doyle: Approve

ADOPTION OF ORDINANCE NO. 18-430 PROVIDING FOR A STREET VACATION

Wilson made a motion, seconded by Walhood, to approve the adoption of Ordinance No. 18-430 as corrected; motion carried.

Position #2 - Sue Wilson: Motion

Position #1 - Nathan Beeman: 2nd

Position #1 - Nathan Beeman: Approve

Position #2 - Sue Wilson: Approve

Position #3 - Kristine Hayes: Approve

Position #4 - Terry Walhood: Approve

Position #5 - James Doyle: Approve

ADOPT RESOLUTION NO. 18-663 TO REPAY INTERFUND LOAN

Mayor Aagaard stated that adoption of this resolution would allow the repayment of an interfund loan by transferring from the General Fund to be used to pay back the Sewer Fund loan.

Beeman made a motion, seconded by Wilson, to adopt Resolution No. 18-663 to repay interfund loan, motion carried.

Position #1 - Nathan Beeman: Motion

Position #2 - Sue Wilson: 2nd

Position #1 - Nathan Beeman: Approve

Position #2 - Sue Wilson: Approve

Position #3 - Kristine Hayes: Approve

Position #4 - Terry Walhood: Approve

Position #5 - James Doyle: Approve

REQUEST FOR THE USE OF THE WAYSIDE FOR THE ART FESTIVAL

Mayor Aagaard stated that included in Council packets was a request to use the Wayside from the Chamber of Commerce for the Art Festival. She said the requested use was from Thursday, August 16, 2018 through Monday, August 20, 2018, with the time of the event on each day being from 9:00 a.m. to 7:00 p.m. She noted a request had been made to wave the business license vendor fee. She pointed out there was a \$5.00 per day fee for one day or temporary business licenses. Mayor Aagaard stated she did not agree with waving the business license fee as requested. Wilson stated that she agreed. Hayes stated that she did not feel it was fair and that it had not been enforced previously.

Doyle made a motion, seconded by Walhood, to approve the application by the Chamber of Commerce for the use of the Wayside for the Art Festival as amended, omitting the request to wave the business license fee; motion carried.

[Position #5 - James Doyle: Motion](#)

[Position #4 - Terry Walhood: 2nd](#)

[Position #1 - Nathan Beeman: Approve](#)

[Position #2 - Sue Wilson: Approve](#)

[Position #3 - Kristine Hayes: Abstain](#)

[Position #4 - Terry Walhood: Approve](#)

[Position #5 - James Doyle: Approve](#)

ESTABLISHMENT OF A SEPARATE FUND FOR DONATIONS

Mayor Aagard stated that by establishing this separate fund for donations, it would allow separate tracking for those donations made that had been donated for a specific use. She said this new fund would not be for donations received as part of a fundraiser. Michel stated that donations could be used in the way intended instead of just being deposited into the general fund, with the exception of the Fire Department. Hayes made a motion, seconded by Wilson to approve the establishment of a separate fund for donation, motion carried.

[Position #3 - Kristine Hayes: Motion](#)

[Position #2 - Sue Wilson: 2nd](#)

[Position #1 - Nathan Beeman: Approve](#)

[Position #2 - Sue Wilson: Approve](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Terry Walhood: Approve](#)

[Position #5 - James Doyle: Approve](#)

APPOINT INTERIM CITY MANAGER AS BUDGET OFFICER FOR FISCAL YEAR 2018/2019 BUDGET

Beeman made a motion, seconded by Wilson, to appoint the interim City Manager as budget officer for fiscal year 2018/2019 budget; motion carried.

[Position #1 - Nathan Beeman: Motion](#)

[Position #2 - Sue Wilson: 2nd](#)

[Position #1 - Nathan Beeman: Approve](#)

[Position #2 - Sue Wilson: Approve](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Terry Walhood: Approve](#)

[Position #5 - James Doyle: Approve](#)

SELECT NEW CITY MANAGER

Mayor Aagard announced that the hiring of City Manager would be done from in house.

Beeman made a motion, seconded by Doyle, to change the interim position to a permanent position by appointing Terri Michel to the City Manager position; motion carried.

[Position #1 - Nathan Beeman: Motion](#)

[Position #5 - James Doyle: 2nd](#)

[Position #1 - Nathan Beeman: Approve](#)

[Position #2 - Sue Wilson: Approve](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Terry Walhood: Approve](#)

[Position #5 - James Doyle: Approve](#)

Mayor Aagaard appointed Nathan Beeman, Terry Walhood and herself to review Michel's proposed contract.

COUNCIL CONCERNS

Hayes complimented the Planning Commission Open House and the City Planner, John Fregonese. She applauded the Breker Ave. repair project. Walhood wanted to thank McCarty for her work on the Italian Dinner. Beeman congratulated McCarty on the Italian Dinner and said it was well organized. Wilson stated she noticed that people were speaking on non-agenda items and distributing material without time to review it. She requested that anyone who addressed Council would bring material the week before to be included in packets. Doyle thanked Michel for her work as interim and for accepting the position as City Manager.

MAYOR’S REPORT

Mayor Aagaard expressed her appreciation of the successful Open House and all of the work by the City Planner.

ATTORNEY COMMENTS

None

ADJOURNMENT

Wilson made a motion, seconded by Beeman to adjourn; motion carried.

Mayor Aagaard adjourned the meeting at 7:30 p.m.

Position #2 - Sue Wilson: Motion

Position #1 - Nathan Beeman: 2nd

Position #1 - Nathan Beeman: Approve

Position #2 - Sue Wilson: Approve

Position #3 - Kristine Hayes: Approve

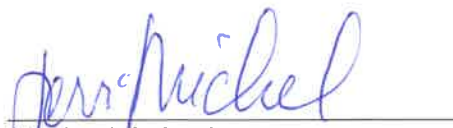
Position #4 - Terry Walhood: Approve

Position #5 - James Doyle: Approve

MINUTES APPROVED THIS 11TH DAY OF APRIL, 2018.



Joanne Aagaard, Mayor



Terri Michel, City Manager