

CITY OF WHEELER REGULAR COUNCIL MEETING MINUTES SEPTEMBER 15, 2015

- I. **ALL TO ORDER:** Mayor Burden called the meeting to order at 7:05 p.m. September 15th at Wheeler City Hall
- II. **ROLL CALL:** Councilwoman Heidi Wilcox-Siglin, Councilman Loren Remy, Mayor Stevie Burden, Council President Dave Bell, Councilman Bob Harlow, Councilman Jim King.

Staff Present: Geoff Wullschlager

Public Present: Mr. Paul Knight, Mr. Stewart Martin, Mr. Phil Ordway.

Media Present: none

III. MAYOR AND COUNCILOR COMMENTS:

1. Mayor's Comments:

a. Legislative Update –

- i. Dikes and Levees: The State Legislature has passed legislation for the support of the assessment of dikes and levees around the State. The Mayor saw this as a good opportunity to partner with the City of Nehalem and the Port of Nehalem to see what we might do with regards to these resources as they are an integral part of Wheeler's and the areas infrastructure for emergency preparedness. This will also play into the TA grant that the City is applying for to update its Hazard Mitigation Plan. Councilman Remy stated that the Port is looking into what infrastructure might be added to better prepare the area as well, in addition to the presence and evolution of Snag Island.
- ii. Credit Card Rates: The State Legislature also based legislation that now allows municipalities to negotiate rates for the use of Credit Card systems. The Mayor stated that the City will be looking into these options as this may be a benefit to the constituency with respect to ease of operation and interface for water billing and other fee based services with the City.
- iii. NOAA: The National Oceanographic and Atmospheric Administration has fined the state of Oregon due to the poor performance of its Forest Practices Act and the resultant on State stream and rives. This will affect Wheeler as money that has traditionally gone by way of Federal Grants to DLCD will affect the resources of DLCD that the City of Wheeler receives, in addition to the monies that the City receives for planning. The Mayor stated that Senator Johnson was made aware of the City's concerns and that Senator Johnson will be working with the Emergency Finance Committee to backfill the defunding by way of the State General Fund if possible. Councilman Remy stated that geologists estimate that there is an annual depositing of 166,000 yards of silt and mud in the Nehalem Estuary. This is being addressed by ideas such as ecological dredging.
- iv. OLCC: The Oregon Liquor Control Commission will be the primary State agency responsible for marijuana rulemaking, and administration. As they are currently very understaffed, and due to discussion with Representative Deborah Boone, it was discussed that a letter should be

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drafted and submitted to the State in support of further funding and increased staffing of the OLCC.

- v. Community Town Hall: The Mayor discussed the meeting held on September 13th. The results of the initial survey of each question put forth before the community were shared with the City Council and general conversation was held regarding the survey questions.

It was also asked of the Council if there would be further support for a separate, wider spread mailing to put out the next round of survey questions to the Community. This was asked as a separate mailing would be an unbudgeted expenditure to the City. There were no objections to the consideration.

- vi. Workshops: It was suggested that two workshops need to be held in the near future. The first would be in further consideration of the suggestions in the Water Master Plan. This will happen after the Mayor and City Administration attend a State funding authority meeting in early November in Salem.

The second workshop will be after the first of the year with the CAC and the Planning Commission.

City Council will also need to hold a workshop for goal setting before the first of the year. The date of this is to be determined at a later time once the Council and Mayor and confer with their calendars.

IV. CONSENT CALENDAR:

1. **Additions or Deletions to Agenda:** No additions or deletions. Councilman Remy commented on the state of the financial reports, stating that they are much improved from years past and thanking the administrative staff members of the City for their work in this area.
2. **Wheeler City Council Minutes of August 18, 2015**

Councilwoman Wilcox-Siglin moved to adopt consent agenda as presented. Councilman King 2nd. Councilman Remy amended the motion and moved that the Council accept all items, A., B., and C. under the Consent Calendar. Councilman King 2nd. 5 Aye's, 0 Nay's, motion passed.

V. PRESENTATIONS, GUESTS, ANNOUNCEMENTS AND CORRESPONDENCE:

1. **Presentations:** Emergency Volunteer Corps – Local Emergency Preparedness – Mr. Paul Knight addressed the Council on Emergency Preparedness Month, with Mr. Stu Martin. Mr. Knight discussed the three goals as adopted by the Nehalem Bay EVC. Mr. Knight listed the following goals:
 - a. Map Your Neighborhood – Survey Project
 - b. Shelters/Assembly Site – Update
 - c. CERT – Update

Mr. Knight went on to ask the City Council to consider resolving to declare September as Emergency Preparedness Month. Mr. Knight also explained the process by which the Survey Project will be

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employed, and went through the emergency preparedness handout, as produced by Nehalem Bay EVC, that puts forth a metric by which constituents can measure their preparedness. Mr. Knight explained that the EVC hopes to have survey results formulated into hard data by early 2016, which will help both the EVC and civic leaders take a look at which areas of preparedness are secure and where as a community we need to look for improvement.

2. **Guests:** None

3. **Announcements:** None

4. **Correspondence:**

- Manzanita Department of Public Safety for August 2015:
 - Councilman Remy discussed the lack of crimes reported for the last year and the uptick in citations for traffic infractions.
- Mr. Ralph Thomas: Mr. Ralph Thomas issued a letter to the City Council. Mayor Burden stated that it was essentially a response to the CAC survey in which he review takes it down to the next level. Mayor Burden suggested that the Council should review in and then pass it along to the CAC as it really applies to the work that that body is doing. It was also suggested that this would apply most appropriately to City Administration as many of the issued discussed in the correspondence relate directly to Administrative Decisions. Councilman Remy asked if the City had responded to Mr. Thomas's correspondence to which Mayor Burden stated that the City has.

VI. PUBLIC COMMENT ON NON-AGENDA ITEMS:

VII. COMMITTEE REPORTS:

- **Planning Commission** – Minutes for August 6, 2015 Planning Commission meeting
- **Parks Committee** – Minutes for July 16, 2015 Park Committee meeting
- **Citizens Advisory Committee** – Minute for July 22, August 10, 2015 CAC Meeting and discussion regarding timelines, survey and upcoming events.

VIII. CITY MANAGER & PUBLIC WORKS DEPARTMENT REPORT

City Manager Report:

- Discussion of transient population in town.
- EQC Testimony: Regarding DEQ administrative rules to force practices

Public Works Report:

Staff has been going through our yearly maintenance program for the water main valves, and hydrants and has found two of the older hydrants in the water system are leaking and in need of replacement. These hydrants are dated 1967 and 1947 and staff has contacted both public works departments from Manzanita and Nehalem as to what they do to repair their older hydrants. Both replied that replacement was the best option. A third hydrant was also found not operating correctly by leaking once the valve was opened with most of the flow going underground. This third hydrant can be repaired but has no valve to isolate from the rest of the water system and

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this becomes problematic because it is located on one of the older main lines where (Penn Ave.) staff has found most valves are not working and need replaced so all water customers on that branch would be effected during repairs. Staff has employed Dick Ewan to pot hole each of these sites so that staff could record exactly what existing pipe and fittings were used to produce a parts list for these repairs. The parts list has been submitted to two vendors the city normally orders parts from and has received those bids. The scope of this project would be to replace: two fire hydrants, two valves, and repair one hydrant. The estimated cost of this project including parts, materials, and contract labor could be up to \$8000.00 depending on contract labor cost.

The Nehalem Bay Fire District will be flow testing all of the district fire hydrants and has named Captain Jesse Walsh as project coordinator. Jesse has contacted me to set a schedule to begin flow testing in Wheeler. I informed him of our project to replace hydrants and have suggested getting started after Labor Day thinking this would give staff time to complete all repairs and installations. Staff will be present to assist in the flow testing program.

City Planner Report: none

IX. PUBLIC HEARING: None

X. GENERAL BUSINESS:

1. Old Business:

A. City Council Liaisons Update –

Councilor King opted to be Liaison for Trails Coalition. City Manager to contact Julie Chick and provide Jim King's contact information.

City Manager gave update on EVC Meeting he attended.

2. New Business:

A. Traffic Concerns 3rd Street between Rowe and Vosburg – Concern with traffic and delivery trucks, suggestion of possibly installing a speed bump and possibly a sign. Jim King moved to give City Manager discretion on purchase of speed bump and authorize Joe to paint slow sign on the ground. Heidi Wilcox-Siglin 2nd motion. All for the vote, 3-0.

B. Public Service Application – Parks & Recreation Committee Appointment – moved to appoint Jayne Allen to the Parks Committee. Heidi Wilcox-Siglin 2nd motion. All for the vote, 3-0.

XI. Recess: none

XII. Executive Session (Pursuant to ORS 192.660) none

XIII. Reconvene: none

a. Move forward on any discussion items from Executive Session as needed

XIV. Adjourn: 7:32 p.m.

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Stevie S. Burden, Mayor

City Manager, Geoff Wullschlager

Lori Rieger, Transcriber

IV.

CONSENT CALENDAR:

1. Additions or Deletions to Agenda

Councilman Remy makes amended motion to accept agenda as amended with deleted items, Councilman King 2nd. Ayes 5, Nays 0. Motion approved.

V. PRESENTATIONS, GUESTS, ANNOUNCEMENTS AND CORRESPONDENCE:

1. Presentations: Messer's Paul Knight & Stewart Martin: – Emergency Volunteer Corps (EVC) of Nehalem Bay:

The presentation was in reflection of Emergency Preparedness Month and the three goals adopted by the EVC board for the next year and half to increase emergency preparedness. These are measures to see what the preparedness is for the area in terms of shelters, the CERT Team, and local preparedness. The Map Your Neighborhood program was also discussed in its efforts to increase awareness submitted a survey to the City Council to further assess where the constituency of Wheeler is at in its preparedness. The EVC representatives also asked the City Council of Wheeler to declare September "Preparedness Month" by way of Resolution. The outline and strategy to employ the survey in Wheeler was discussed, and EVC also shared the EVC booklet that is meant to prepare citizens to consider what they would need to do to be situated in the event of an emergency.

2. Proclamations: None

3. Guests: None

4. Announcements: None

5. Correspondence: Public Safety report

V. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

VI. COMMITTEE REPORTS:

• **Planning Commission** – Minutes from May June 2015 meeting.

There was a citizen initiated discussion topic in the last meeting by Mr. Nick Ostroff regarding his Water Related Commercially (WRC) zoned properties within the City. Mr. Ostroff has a duplex that is currently grandfathered in to have residential use on both floors; WRC requires commercial use on the ground floor. Mr. Ostroff currently has a Conditional Use Permit Application on file asking to permit the property to be used as Hotel – Motel. This has raised discussion as to the future of what is happening in WRC currently, and what could potentially be done in WRC. City

Administration made note that it was stated that within the meeting, no changes to any permitted or conditional uses will be discussed until the Comprehensive Plan Update has been completed as directed by the City Council. This was specifically due to the fact that the Comprehensive Plan is the overarching guiding document to all City business that is related to land use.

City Administration also made mention of the proposed changes to Wheeler Zoning Ordinance 11.030 – Survey Required. The Planning Commission has discussed the utility of the current Zoning Ordinance Section, in its relation to development within the City. The Planning Commission feels that with relation to land use applications, the requirement for an official survey at times can be too stringent when lot lines and property boundaries are easily established without an officially recorded survey. In consultation with the City Planner and City Administration, the Planning Commission has established proposed language to be submitted to DLCD by way of a Post Acknowledgement Plan Amendment for a change to Zoning Ordinance Section 11.030. This section currently provides for the City Administrator to make the final declaration, and the proposed language change would allow City Administration to accept survey evidence, when appropriate, in lieu of a recorded survey. The intent of Section 11.030 will remain though, placing the final decision in the hands of City Administration, and outside of any quasi-judicial, or quasi legislative decision levied by the Planning Commission. If DLCD accepts the changes, the Planning Commission will have a public hearing on the proposed language change followed by a public hearing for the City Council.

City Administration has also gone through the Planning Commission By-Laws per direction from the Planning Commission. This was primarily employed to reduce or redact conflicting information. City Administration made two recommendations to the Planning Commission. One was a clean-up of any grammatical errors within the documents, and two was a substantive change suggestion where things were redundant or unclear. The Planning Commission has tabled this discussion until August as they have two public hearings scheduled for their July meeting.

- **Parks Committee** – Minutes from June 2015 meeting:

Weeding has been commenced in Upper Park, particularly around the trees. Mulching has been done as well. Public Works has also pulled much of the Scotch Broom out around the perimeter and weeding has been done on the horse shoe pits. Ms. Jan Bell has cleaned out the North City approach flower box as well.

There was also discussion as to the memorial proposal for Mr. Hal Grimnes. As of the time of the June City Council meeting, a formal proposal had not been put forth. Ideas that were being discussed by the family of Mr. Grimnes were a flag pole, and a bench. The Grimnes family will be providing, financially, for any memorial that is put forth to the City for consideration.

City Administration also made mention of the ongoing Wednesday workdays that the Park Committee will continue to undertake, and made note of the Summer Public Works Assistant, Mr. David Neal, and the wonderful impact he has had on the outward physical appearance of the City and the Parks. Mayor Burden also made note of the impact Mr. Neal has had on the Parks, particularly Upper Park.

- **Citizens Advisory Committee** – Minutes from 2015 CAC meeting:

Update of where the Committee is at on goal completion. The Committee is through goal 14, leaving three remaining goals to work on.

VII. CITY MANAGER & PUBLIC WORKS DEPARTMENT REPORT

City Managers Report: June, 2015

Water Rate Survey

City Administration submitted an application to the Oregon Infrastructure Finance Authority to potentially fund a water rate survey as the City has not increased water rates in about a decade. This program can fund up to \$20,000 for programs that can potentially come in the form of a forgivable loan. If the initial application is approved, a more in depth Letter of Interest Application (LOI) will follow.

Paving Projects

City Administration reported that the projects will go forward but that a small delay was created with respect to the culvert project as proposed by Mr. Kahrs. As this culvert is inventoried in the Storm Water Master Plan, but without proscription for engineered improvements, it must undergo an inspection and engineering report before any improvements or adjustments can be implemented. Mr. Kahr's has brought on a civil engineer to provide the professional consultation. Once this work is completed in full, the Depot St. paving improvements can commence in addition to the planned improvements to Pine St.

Administrative Proposals

City Administration would like to put forth three proposals to Council for consideration:

- 1.) Agenda Items: Items being suggested to City Administration for inclusion as items of consideration on the agenda should follow a process of formal proposal. This is being suggested as there have been a number of agenda items proposed in the past that would have been better suited for citizen discussion topics. City Administration would like to keep the agenda more in line with matters of policy and legislative action. This will follow a formal format of submission by way of a form submittal with additional attachments if appropriate.
- 2.) Formal City Manager Meeting Hours: City Administration would like to set aside designated times for constituent and other interested party meetings. This is in an effort to afford uninterrupted work hours for City business and proposals in addition to providing convenience and accessibility with undivided attention to matters of concern and consideration to the public. It is proposed that this will offer more formal meeting time than is currently available.
- 3.) City Hall Work Days: In an effort to better coordinate the administration of City Business, City Administration proposes closure days during the month. This will allow the City's two administrative personnel to streamline processes and project development that require uninterrupted periods of time.

Public Works Report: June 2015

Dry weather storm water projects this season will consist of mostly cleaning ditch lines and re-grouting some of the existing catch basins in the system. There is one catch basin located at the entrance of the health district that was re-built last year but due to the heavy truck traffic has been damaged and needs repair again. Staff will be upgrading the grate to a heavier grate to accommodate the traffic. Staff will also continue surveying and updating the storm water system master inventory list.

Street projects will include small pot hole patching around town and will try coordinating this project by utilizing paving materials from the Pine Street project so staff will not have to haul materials from the S&C asphalt plant in Tillamook. Staff will also work on repairing, cleaning, and changing out some of the signage around town. Staff would also recommend doing some more crack sealing if the budget allows, the last crack sealing was done in 2011.

Water system projects will include changing out more water meters, raising some water meters to make them more efficient for staff to read. Staff will also be flushing fire hydrants in conjunction with the Nehalem Fire District doing flow tests. Upon completion of the flow testing the Fire district will ask that the fire hydrants be painted certain colors to match the hydrants capacity, this is a district wide project for consistency in marking all hydrants within the district. One other project will be to add a 6" valve in the piping that feeds the fire hydrant at the corner of Bayview Dr. and Penn Ave. so that staff has a way to turn the water off to the hydrant for servicing.

City Planner Report: none

VII. **PUBLIC HEARING:** None

IX. **GENERAL BUSINESS:**

1. Old Business:

- a. Nomination for Shirley Kalkhoven Civic Commitment Award–

Nominations will be submitted each June and accepted by the City Administration and the Mayor for awarding each year in July.

For the 2015 award, Mayor Burden nominated past Councilman Bill Mullen for his many years of service to the City of Wheeler. Councilman Remy moved that Bill Mullen be the first recipient of the Shirley Kalkhoven memorial award. 2nd by Council President Bell. Vote: 4 Aye's, 0 Nay's. Motion passed.

2. New Business:

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a. Councilman Bill Mullen Resignation–

The City Council regrestfully accepts Councilman Bill Mullen’s resignation from the Wheeler City Council. Council President Bell makes a motion to accept the resignation and to establish a vacancy of Council Position 1, Councilman Remy 2nd. 4 Aye’s, 0 Nay’s. Motion passes.

b. Nomination for City Council–

City Administration received an application from Ms. Heidi Wilcox Siglin for the position of City Councilor for Council Position 1. Council President Bell moves that the Ms. Wilcox-Siglin be nominated and that the application be accepted, Councilman Harlow 2nd. Vote: 4 Aye’s, 0 Nay’s. Motion passes to accept Ms. Wilcox Siglin’s nomination and application as submitted.

c. Ms. Heidi Wilcox - Siglin – City of Wheeler Oath of Office, City Council Position # 1

City Manager Geoff Wullschlager read Ms. Wilcox-Siglin the Oath of Office and swore Ms. Wilcox-Siglin into Council Position 1. Ms. Wilcox Siglin repeated the Oath and assumed office.

d. Mr. Bill Goulardt –

1. Wayfinding Sign – Complaint
2. Business listings in kiosk
3. Wheeler saw blade – Tourism - Signage request
4. Marijuana movement in Wheeler

Mr. Goulardt was not in attendance so the items were not discussed.

e. Resolution – 2015 - 09 – A Resolution of the City of Wheeler approving an Intergovernmental Agreement with the City of Manzanita for police services for fiscal year 2015 - 2016

Council President Bell moved that the Wheeler City Council adopt Resolution 2015-09, Councilman Remy 2nd. Vote: 5 Aye’s, 0 Nay’s. Motion passes.

f. Resolution – 2015 – 10 – A Resolution of the City of Wheeler approving solid waste collection rates beginning July 1, 2015

Council President Bell moved that the Wheeler City Council adopt Resolution 2015-10, Councilman Harlow 2nd. Vote: 5 Aye’s, 0 Nay’s. Motion passes.

g. Resolution – 2015 – 11 – A Resolution of the City of Wheeler amending certain parameters of the Citizens Advisory Committee

Councilman Harlow moved that the Wheeler City Council adopt Resolution 2015-11, Council President Bell 2nd. Vote: 5 Aye’s, 0 Nay’s. Motion passes.

h. McMullen Memorial - Waterfront Park

The family and friends of Mr. Jim McMullen proposed a memorial bench in his memory and honor. Mr. Chementi grew up in Wheeler and attended Neakhanie High School. He later became an educator and left the area for his career, moving to Maryland. Mr. McMullen spent much time returning to Wheeler, and was active in the area that he considered his home. His friends and family are thus proposing a memorial bench for Waterfront Park as Mr. McMullen had such a love and affinity for Wheeler.

Council President Bell remarked how well the proposal has been put forth. It was also stated that the City needs to consider a more formal process to develop a policy going forward for any requested memorials as the City has received several requests in recent history.

Mr. McMullen's family is comfortable with giving discretion to the City as to placement of the bench as they were sensitive to need to find a good placement given the current inventory of benches within Park. City Administration stated that it would be appropriate to work with the Parks and Recreation Committee as to final disposition for placement within Water Front Park

Councilman Remy moved that the Wheeler City Council allow the family and friends of Mr. James McMullen to purchase and place a bench, the location of which will be determined by City Staff, with input from the Parks and Recreation Committee, to be placed in the lower park. Councilman Harlow 2nd. Vote: 5 Aye's, 0 Nay's. Motion passes.

X. **ADJOURNMENT:** 8:21 p.m.

XI. **EXECUTIVE SESSION (Pursuant to ORS 192.660):** None