

CITY OF WHEELER REGULAR COUNCIL MEETING MINUTES JULY 17, 2018

**I. CALL TO ORDER** : Mayor Burden called the Wheeler City Council Meeting to order at 7:15 p.m., July 17, 2018, Wheeler City Hall.

**II. ROLL CALL :**

Mayor Stevie S. Burden, Dave Bell, Bob Harlow, Heidi Wilcox-Siglin, Jim King and Dawn Sea Kahrs.  
Staff Present: Angela Oslund City Manager and Sabrina Pearson, City Planner  
Public Present: Edith Rohde, Barbara Edwardson, Terrie Hull, Jon Hull, Jay Verburg and Donna Morrow  
Media Present:

**III. MAYOR AND COUNCILOR COMMENTS:**

- Transportation Plan
- Fraud Training
- Volunteer Appreciation Day, August 25<sup>th</sup>, 2018

**IV. CONSENT CALENDAR:**

**1. Additions or Deletions to Agenda:**

- Move Oregon Community Foundation Grant Application for Mass care from Old Business to the Wheeler Emergency Preparedness Committee update
- Remove Budget Committee Meeting minutes they are approved at the next Budget Meeting
- Move Executive Session to last agenda item before Adjournment

**2. Wheeler City Council Minutes of:**

- Wheeler City Council Meeting minutes June 19, 2018
- Wheeler Workshop Meeting minutes June 19, 2018

**3. Financial Reports for June 2018** – Emailed to Council on July 10, 2018 at 9:33 a.m.

Bell moved to accept Consent Agenda as amended, Harlow 2<sup>nd</sup> motion. All for the vote, 5-0.

**V. PRESENTATIONS, GUESTS, ANNOUNCEMENTS AND CORRESPONDENCE:**

- 1. Presentations:** Barbara Edwardson: Update on Nehalem Bay Health District
- 2. Guests:** None
- 3. Announcements:** Food Roots: Presentation of Cities donation
- 4. Correspondence:** Manzanita Public Safety May 2018
  - Manzanita Department of Public Safety

**VI. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

**VII. COMMITTEE REPORTS:**

- **Planning Commission** – Minutes for July 12, 2018 Planning Commission meeting
- **Parks Committee** – Minutes for Minutes of June 21, 2018 Parks & Recreation meeting

- **Wheeler Emergency Preparedness Committee:** Oregon Community Foundation Grant Application for Mass Care update
- **Port of Nehalem Liaison**

## **VIII. CITY MANAGER & PUBLIC WORKS DEPARTMENT REPORT**

### **City Manager Report**

#### **Planning Commission Meeting, July 12, 2018**

- A Public Hearing was held on the matter of the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) adoption to meet the (FEMA) requirement. Recommendations will be discussed during the Public Hearing on July 17, 2018.
- The question was asked if flood plain manager certification is required to administer the program (FIRM/FIS). I spoke with FEMA and they said not, it is not a requirement, though they offer several free trainings, and offer free travel to their campus in Maryland.
- Short Term Rentals: The City of Wheeler Zoning Ordinance defines a short term rental as “a dwelling unit occupied for remuneration for less than 14 calendar days, including portions of days as full days” (Section 1.070 Definitions). It further states in Section 5.035 that short-term rentals are prohibited outright in Zone R-1, and are prohibited per Section 6.035 except for as allowed in Section 6.030 (12). Section 6.030 (12) is RV parks or campgrounds of 10 acres or more.
- The Planning Commission has moved their meeting in August from August 2<sup>nd</sup> to August 9<sup>th</sup> to accommodate commissioners being able to attend the training put on by LOC in Nehalem.

#### **Management – General**

- The League of Oregon Cities is putting on a free training in Nehalem (City Hall) titled “Understanding Oregon’s Public Meetings & Ethics Laws.” This is scheduled for August 2, 2018 from 6 PM to 8 PM. I have held 12 spots for the City. If leadership or City staff would like to attend, please let me know ASAP. Four spots are currently taken.
- The Executive Session for the Employee Performance Review has been moved to September based on Mayor Burden’s recommendation.
- Stimson Lumber has presented us with a letter notification of their roadside spraying activity. I have posted this to the City of Wheeler website. The letter is included in the CC packet.
- The annual drinking water quality report has been posted to the City of Wheeler website.
- Heidi and I will be meeting with the City of Manzanita and City of Nehalem to work on the draft MOU for way finding signage this coming Wednesday. This is the MOU that Stewart Martin with the EVC presented at the last council meeting. All cities are on board with putting together a joint MOU that reflects their operations and maintenance needs as well as the overall consistent signage.
- The League of Oregon Cities has asked for a response to the ballot that will help the League in focusing their legislative agenda over this next year. The tally is shown on a separate sheet.
- I have been in contact with ODOT regarding their training opportunities. They have hold “Public Agency Work zone Traffic Control (flagging)” training, and are willing to come to us and put on training for free. It could be a two to four hour course. If people are interested, I can coordinate that. Wheeler has volunteer committees, such as parks/clean-up day and emergency preparedness, that I think could benefit from this training in addition to staff.
- S-C Paving for the 2018 SCA Grant is planned to begin in September due to the contractor’s busy summer schedule.

- Joe and I are working towards on the 2019 Special Cities Allotment (SCA) grant due in August. This year, the grant award has been increased from \$50,000 to \$100,000 maximum. The areas that have been identified are Gregory from Highway 101 to 4<sup>th</sup> Street, Rorvik Street from Highway 101 to First Street, and Waterfront Park. The rationale for submitting these follows previous SCA grant requests for priority work on emergency egress roads and damaged/potholed roads with the highest traffic.
- A letter was sent on June 26<sup>th</sup> to the owners at 117 Hall Street to address the public nuisance of an abandoned, discarded vehicle. As of July 11<sup>th</sup>, the vehicle was moved.
- A letter was sent on June 26<sup>th</sup> to the owners of 155 Hall Street to address persons occupying an uninhabitable structure. Letter of request gave 20 days to respond. I have not heard back yet from the owner.
- Website: There was a suggestion to put the website up as an agenda item or some kind of tickler for updates. I thought I would pass that along and I can just include this in my City Manager comments section.
- A donation from the Trandum family was presented to the City of Wheeler in his memory for setting up a flag fund. The City wants to thank the family for their generous donation of \$1,000 towards this fund. (Read letter) I would like to propose setting up a line item in the future budget cycle specifically for the Flag Fund.
- FEMA Grant Application – I have received a letter of Support from the Port of Tillamook Bay regarding the Wheeler Drainage Basin G2 Project. I am awaiting the letter of support from ODOT. I have received information from the Department of Fish and Wildlife stating they have found a history of Coho salmon and cutthroat trout in Gervais Creek. Therefore, any work on this project will trigger fish passage. I am also in talks with ODFW about what some mitigation strategies (for fish passage) could look like as we are putting together the details of the project. The State Historic Preservation Office has determined that there we will need to do additional consultation with an archaeologist on this project. Finally, I spoke with Angie Lane of Oregon Emergency Management (State of Oregon) who handles the FEMA project, and she said that FEMA is willing to phase our drainage project. More to come on this.
- Volunteer Appreciation Day planned for August 25<sup>th</sup> at 1:00 PM at Wheeler Waterfront Park. I could use some volunteers for setting up a couple of tables, a gazebo, and cooking (EVC) equipment. We will serve hot dogs and soda. I will be filling out the application for food service for that day. There will be no charge to us for this one-time special permit.
- Several community members have expressed their interest in putting on a Crab Festival. Do we want to put this on the schedule for next year? I expect prep to take a full year. If so, I can coordinate with local businesses as well to see if they are interested in helping to coordinate.

#### Parks & Recreation Committee Meeting: May 17, 2018

- Terri Michelson will be presenting the Parks & Recreation Committee Meeting update.

#### Public Works Report:

##### Streets:

The SCA paving projects will be starting in September; staff will be doing some prep work on the roadways in support of this project. Vosburg Street will require reshaping the storm water ditch line and some fill on the south side. Dubois Street will need to be widened to accept the dimensions required in the SCA grant. Most of this work can be accomplished by staff and the tools at hand. Staff will be scheduling pot hole repairs in the coming weeks instead of waiting until September when the paving crews would be here as was planned earlier.

##### Storm water:

Staff will be doing some catch basin cleaning and ditch line clearing next month but don't anticipate any big projects to ready for the fall season.

Water:

Staff will be flushing the water system and exercising water valves as scheduling will allow. This work expected to done by mid-August. I spoke with Dan Weitzel recently about the city's water treatment at the well site and that I had a complaint about the water smelling funny. Staff went to investigate at the home owner's house by taking a sample and testing for chlorine residual. The test showed that the residual was a little high but not out of normal range. In speaking with Dan Weitzel, he said that he was having some issues with the chlorine generator at the treatment site and that he would be replacing the current system being used in the next couple of months. Dan also stated that he would reduce Chlorine doses in the system.

Parks:

Staff has been working mostly without a summer helper this year so it has been a challenge to meet the demands of maintaining the parks with the addition of repairing the Cities boat docks.

The boat dock project is 65% done and should be completed by the end of July.

**City Planner Report:** none

**VIII. PUBLIC HEARING:**

A. **Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS):** Mayor Stevie S. Burden opened the Public Hearing read the hearing disclosures, and read the instructions for the public hearing for FIRM and FIS Application 2018-05. No objection to the jurisdiction of the City Council or any City Councilor was received. No bias or conflict of interest was declared. The City Planner read the Applicable Criteria and the July 12, 2018 City Planner Staff Report. The City Planner cited the proposed finding of facts to address the applicable criteria. City Manager presented written correspondence that the City had received. City Planner and City Manager presented final recommendation.

Siglin-Wilcox moved to approve Application 2018-05 as presented and recommend to staff to prepare an Ordinance for the August 21, 2018 Public Hearing, Bell 2<sup>nd</sup> motion. All for the vote, 5-0.

Wilcox-Siglin moved to adopt the findings of fact, Harlow 2<sup>nd</sup> motion. All for the vote 5, 0.

Mayor closed the Public Hearing, reconvened the Wheeler City Council meeting.

**X. GENERAL BUSINESS:**

**Old Business:**

a. League of Oregon Cities (LOC) 2019 Legislative Ballot Decisions- reviewed outcome of ballots collected

**1. New Business:**

a. 2019 Special Cities Allotment Paving Project: Application due August 1, 2018

- b. Resolution 2018-08, A Resolution of the City Council of the City of Wheeler Approving an Application for a Special Cities Allotment Grant under the provision of ORS 366.800 and 366.805: Wilcox-Siglin moved to adopt Resolution 2018-08 as edited, Kahrs 2<sup>nd</sup> motion. All for the vote, 5-0.
- c. Overnight Parking in City Parks: Council consensus to create and pass Ordinance, City Manager asked to provided status at the next Council meeting
- d. Walt Trandum, Family Donation to City of Wheeler for Flag Fund: City of Wheeler received a donation to help continue purchasing and upkeep up flags. Council consensus to keep it in the budget.

**XI. ADJOURNMENT:** 10:05 p.m.

**XII. EXECUTIVE SESSION:** 192.660 (2)(i)

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Stevie S. Burden, Mayor

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Angela Oslund, City Manager

Lori Rieger, Transcriber