

CITY OF WHEELER REGULAR COUNCIL MEETING MINUTES DECEMBER 18, 2012

I. **CALL TO ORDER**: Mayor Steve Burden called the December 18, 2012 Wheeler City Council meeting to order at 7:01 p.m. at Wheeler City Hall.

II. **ROLL CALL**: Stevie Burden, Karen Matthews, Dave Bell and Loren Remy: Staff Present: Jeff Aprati.

III. **INTRODUCTIONS**

Public Present: Bill Mullen and Dan Ayers
Media Present: none

VII. **PROCLAMATIONS, PRESENTATIONS & GUESTS**

- A. **Proclamations:** none
- B. **Presentations:** none

Guest: none

III. **PUBLIC COMMENTS ON NON-AGENDA ITEMS :**

- Citizen suggestion to possibly send out a notice in the next water bill to remind people about the City of Wheeler's dog leash law.
- Dan Ayer's is working with a client's (Rising Star Café) and in the process of designing an addition and is in need of A survey to locate 4 corner monuments to determine height and where it's located on the property. 2 of the front corner monuments were buried when LID project was done. Surveyor was hoping to be able to do a "Find and Flag", due to the monuments being covered a survey will need to be done, owner is asking to have city help cover half the expense that would be incurred. Council recommended to have a written correspondence of explanation turned in with application to decide a further course of action.

A. Additions or Deletions to Agenda:

B. Wheeler City Council Minutes of November 20, 2012:

C. Financial Reports for November 2012:

Bell moved to adopt the consent agenda as discussed, Matthews 2nd motion. All for the vote 3-0.

VI. **ANNOUNCEMENTS, APPOINTMENTS & CORRESPONDENCE**

- A. **Announcements:** none
- B. **Appointments:** none
- C. **Correspondence:**

- Manzanita Department of Public Safety November 2012 Report

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

City Manager Report:

CITY MANAGER REPORT

December 2012

I was able to speak with the Doumas about their demolished house and the timeline for removing the material from the property. Mr. Douma explained that originally, they had worked out an agreement with Nehalem Bay Fire and Rescue to use the site for training that would include burning much of the material, but that they were later informed that this would not be possible because of the particular paint used in the structure. They are now working to sift through the material burning what is allowed to be burned when weather allows and removing the rest. They indicated that their demolition permit contains no hard deadline for finishing the work so long as continued progress is made, and they are correct about this. It is my opinion that any future demolition permit should contain a deadline for completion as a condition of approval, the term of which should depend on individual circumstances. I have drafted an administrative policy that will ensure that staff will add such deadlines on future permits.

ODOT has received our permit application for painting the curbs along Hwy 101 as was discussed at last month's meeting. We are waiting for their approval at this point and can move forward after that. ODOT has taken longer than expected to install the height restriction signs, but I expect that within the coming weeks.

I have spoken with Rick Dart about the agreement reached with the Council last year regarding his property. We discussed his agreement to install landscaping around his storage container. He stated that he has had some difficulty coming up with the funds over the last year, but plans to do so in the spring. I will follow up with him about this – we agreed that we would communicate regularly - which had not been done previously.

Progress on the TCCC grant application for our centennial art feature is going well. Our application will seek funding for a comprehensive process, including developing an RFP, gathering public input and creating a citizen panel to select a proposal, providing supplies, and installing and unveiling the piece. We had a meeting last week with Laura Swanson of the Rinehart Clinic to coordinate our efforts and discuss mutual letters of recommendation. Steve Albrechtsen at Neah-Kah-Nie High School has shown great interest in the option of using student-artists to design and execute the project. Don Osborne and Eunice Massie have also agreed to be involved. Applications are due on January 5 and decisions will be made and funding disbursed by the end of the month.

My goal is to complete employee reviews by the end of the month. I believe the annual review should be an integral part of the merit step increase process for the staff. If an employee's review is satisfactory or better, I plan to indicate this on the review form and proceed with advancing the employee to the next pay step. The 2012/2013 budget was approved with funding for these increases.

The geologic hazard report on the Laszlo garage has been completed. The engineer found that the requirements for construction set forth in the original GHR from 2000 remain valid for the site, and that the new structure has been constructed according to these requirements.

Public Works Report:

Public Works Report

December 2012

The Storm water projects identified from last year have all been completed and are working well. There was some tweaking to do but was minimal and I believe most of the bigger problems identified from last year have been addressed. There were a few other places that required attention, small projects like ditch cleaning, or creating a new ditch lines. I have been lining all storm water ditch lines with 3” rock and believe this is a cost effective way to stabilize and prevent erosion. Staff was also assisted by Nehalem Bay Wastewater in the cleaning of several culverts and catch basins with the use of their Vac-All truck. I also have been in the process of creating a storm water inventory to help with tracking our Master Plan projects that have been completed or are in progress. Part of this process is to physically visit the projects listed in the plan and verifying the complete/uncompleted projects.

The rock used in the rock spreader for snow and ice weather events has been placed inside to remain dry as this is required in order for the spreader to operate correctly. This spreader was designed for spreading rock salt, but staff was successful last year as long as the materials were kept dry. The rock spreader itself will be checked out in the next week to make sure it operates and is ready.

Beside the day to day operations most outside projects are complete for this year and staff will be planning next dry season projects. Inside projects will include inventory list of distribution assets with complete maintenance schedules that include work order documents that will aid tracking of work done and costs. Equipment inventories and improving on maintenance schedules, Hydrant flushing, and valve exercising schedules will also be addressed. There are many things to get caught up with paper work wise and as I have been on the job long enough to recognize some of the deficiencies that exist and with help from our city manager will improve on having these programs in place. One other project will be to generate a “street inventory” which will take more than inspection for evaluations and prioritizing, but knowing some of the historical data will be sought out with questions pertaining to “the age” of our streets.

City Planner Report: none

IX. COMMITTEE REPORTS

Planning Commission: Minutes for December 6, 2012 Planning Commission Meeting

Parks Committee: Minutes for November 15, 2012 Parks Committee Meeting

Matthew’s said Parks Committee continues to work on the Long Range Plan and Elements for that.

Visioning Committee: none

Emergency Preparedness Committee: none

X. PUBLIC HEARING

a. Ordinance Adopting an Employee Handbook and Repealing Previous Personnel Ordinances: City Manager has sent the draft of the Employee’s Handbook to CIS for review and let council know that any changes that need to me made to the handbook can be changed by Resolution after the fact. Matthews asked for Clarification on page 44 of council packet under Ordinance No.: 97-09 second bullet: Handbook does not allow

employees to use accrued vacation during and extended introductory period. City Manager clarified that this is correct, employees MAY NOT use vacation during and extended introductory period.

Mayor Burden opened Public Hearing for Employee Handbook. There was no further discussion, questions or comments. Mayor Burden closed Public Hearing on the adoption of the City of Wheeler Employee Handbook.

Council had a unanimous consensus to adopt Employee Handbook at the Council Meeting. Matthews moved to adopt Ordinance of the City Council of the City of Wheeler Oregon Adopting an Employee Handbook and Repealing previous Personnel Ordinances in one reading. Bell 2nd motion, all for the vote 3-0.

Mayor Burden read first reading of ordinance and its entirety. Bell moved to adopt Ordinance of the City council of the City of Wheeler Oregon Adopting an Employee handbook and Repealing Previous Personnel Ordinances and Ordinance number to be established by City Manager. Matthews 2nd motion, all for the vote 3-0.

XI. GENERAL BUSINESS

1. Old Business:

- a. Consideration for adoption: Ordinance 2012-06: An Ordinance Adopting the Wheeler Vision Plan 2011 as Part of the Wheeler Comprehensive Plan Background Report: Matthews moved to adopt Ordinance 2012-06 in one meeting by reading the ordinance and its entirety. Remy 2nd motion, all for the vote 3-0. Councilor Bell read Ordinance. Matthews moved to adopt Ordinance 2012-06. Remy 2nd motion, all for the vote 3-0.
- b. Resolution 2012-28: A Resolution Adopting Hiring Policies: Resolution was left out of packet and will be provided at the January City Council Meeting.

2. New Business:

- a. Resolution 2012-29: A Resolution Setting Employee Insurance Benefit Amounts for Fiscal Year 2012/2013: Matthews moved to adopt Resolution 2012-29. Bell 2nd motion, all for the vote.
- b. Resolution 2012-30: A Resolution Establishing an Expiration for Right-of-Way Permits: Remy moved pass Resolution 2012-30. Matthews 2nd motion, all for the vote 3-0.
- c. Appointment to City Council: Consideration of application from Dave Bell: Matthews moved to accept the Public Service Application for the City of Wheeler for City Council Position Vacated by Patrick Scribner with term expiration of 12/31/2014 and instate Dave Bell on January 1, 2013. Remy 2nd motion. Matthews moved to amend the motion that we shall appoint Dave Bell on January 1 2013 unless otherwise found to be not in keeping w/ the cities policies, procedures, charter and all ordinances. Remy 2nd motion, all for the vote.
- d. Appointments to Planning Commission: Consideration of applications from Richard Clappe and Mike Anderson: Matthews moved to accept the public service application from Richard Clappe for Planning Commission Position No. 3 and public service application from Mike Anderson for Planning Commission Position No. 8. Remy 2nd motion with the recommendation that the city manager sends them a thank you letter for serving and notifies them that they have been appointed, all for the vote 3-0.
- e. Appointment to Park Committee: Consideration of application from Joyce Grimnes: Bell moved to accept the public service application from Joyce Grimnes for the Park and Recreation Committee continued service. Remy 2nd motion, all for the vote 3-0.

XII. MAYOR & COUNCILOR COMMENTS

Discussion on City Manager Review, City Manager has a form he will forward to Council for their review. Council will meet on January 9, 2012 @ 2:00 p.m. at City Hall.

XIII. ADJOURNMENT 9:02

XIV. EXECUTIVE SESSION none

Stevie Burden , Mayor

Jeff Aprati, City Manager

Lori Bennett, Transcriber