

1 Depoe Bay City Council
2 Regular Meeting
3 Tuesday, June 21, 2011 - 7:00 PM
4 Depoe Bay City Hall
5

6 PRESENT: Mayor C. Connors, P. Cameron, S. Hoitink, D. Goddard, T. Lewis, D. Zimmerman
7

8 STAFF: City Recorder P. Murray, City Field Superintendent T. Owings
9

10 I. PLEDGE OF ALLEGIANCE

11 Mayor Connors called for all to stand for the Pledge of Allegiance.
12

13 II. CALL TO ORDER

14 Mayor Connors called the meeting to order and established a quorum at 7:02 PM.
15

16 III. APPROVE MINUTES: June 7, 2011 Regular Meeting
17

18 Motion 1: Zimmerman moved to approve the minutes from the June 7, 2011 Regular Meeting as
19 written. Cameron seconded the motion.
20

21 Mayor Connors said it was moved and seconded, and called for discussion. There was none.
22

23 Vote: Motion 1 passed.

24 Ayes: Cameron, Hoitink, Leff, Goddard, Lewis, Zimmerman

25 Abstain: Connors
26

27 IV. ACCOUNTS PAYABLE

28 Motion 2: Zimmerman moved to approve the Accounts Payable as submitted. Goddard seconded
29 the motion.
30

31 Mayor Connors said it was moved and seconded, and called for discussion. There was none.
32

33 Vote: Motion 2 passed.

34 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman
35

36 V. SPECIAL ORDERS

37 A. Budget Hearing – Fiscal Year 2011-12

38 Mayor Connors opened the public hearing and called for comments from the audience; there were
39 no comments. The public hearing was closed. Murray said the City last week received notice from
40 ODFW that they would be able to roll over \$14,000 in unspent grant funding for the Otter Rock
41 Marine Reserve Management Plan. The Near Shore Action Team has recommended to the Council
42 that the City request an extension of the grant so the funding can be utilized. She recommended
43 adding a new Revenue line item in the General Fund for Otter Rock Marine Reserve Management
44 Plan Development. This would increase the total resources in the General Fund by \$14,000 and
45 would also increase the Unappropriated Ending Fund Balance on Page 2 since the expense is
46 already included in the budget. There were no other changes to the approved budget. Mayor
47 Connors asked if there were any questions for Staff; there were none.
48

49 VI. REPORTS OF OFFICERS, BOARDS, OR STANDING COMMITTEES

50 There were no reports.
51

52 VII. PUBLIC COMMENTS

53 There were no public comments.
54

1 VIII. UNFINISHED BUSINESS

2 A. Request for Exception to Harbor Ordinance (Ord. #252) – A.J. Matilla
3 Mayor Connors summarized the situation with Mr. Matilla's moorage. She said the City Attorney
4 drafted a recommendation (copy attached to original of these minutes) to guide the Council in
5 resolving the issue fairly. There was brief discussion on the recommendation. Mayor Connors felt
6 there should be a policy in place to prevent moorage holders from losing their slip when they must
7 remove their boat from the water for a short time to make repairs.

8
9 Motion 3: Zimmerman moved to temporarily suspend enforcement of Ord. #252 only as far as Mr.
10 Matilla's case is concerned, for 12 months while the City reviews appropriate action to take.
11 Goddard seconded the motion.

12
13 Mayor Connors said it was moved and seconded, and called for discussion. Mr. Matilla commented
14 on his situation.

15
16 Vote: Motion 3 passed.

17 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

18
19 Motion 4: Leff moved to direct the Harbor Commission to conduct a review of current harbor
20 activities and current moorage permits, in order to ensure all the ordinances and regulations are
21 being correctly administered, harbor facilities properly managed and maintained, review the
22 moorage ordinance, and come back to the Council in six months with recommendations for actions
23 or changes. Goddard seconded the motion.

24
25 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

26
27 Vote: Motion 4 passed.

28 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

29
30 IX. NEW BUSINESS

31 A. Depoe Bay Chamber of Commerce – Annual Report, Contract Renewal
32 Murray reviewed the letter from the Chamber dated 6/21/11, which summarized Chamber
33 expenditures over the past fiscal year and requested renewal of the advertising contract with the
34 City. There was brief discussion. (Copy of letter and agreement attached to original of these
35 minutes.)

36
37 Motion 5: Hoitink moved to approve the Chamber of Commerce agreement and authorize the
38 Mayor to sign the agreement. Leff seconded the motion.

39
40 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

41
42 Vote: Motion 5 passed.

43 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

44
45 B. Designate City Representative and Alternate – Oregon Coastal Zome Management
46 Association (OCZMA)

47 Murray said the current representative is Councilor Goddard, and the alternate is former Councilor
48 Jack Brown; the assignments are valid through the end of June. She said Mr. Brown has indicated
49 an interest in continuing to serve as the alternate; she noted the alternate does not need to be an
50 elected official. Councilor Goddard indicated she was willing to continue serving as primary. (Copy
51 of OCZMA email dated 6/8/11 attached to original of these minutes.)

52
53 Motion 6: Cameron moved to reappoint Goddard and Brown to OCZMA. Zimmerman seconded the
54 motion.

1
2 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

3
4 Vote: Motion 6 passed.

5 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

6
7 C. State Marine Board (SMB) – Maintenance Assistance Program (MAP) FY 2011-12 Allocation
8 Certification Agreement

9 Owings reviewed letter dated 6/1/11 from the State Marine Board (copy attached to original of
10 these minutes) regarding the MAP agreement for FY 2011-12. The program helps maintain the
11 harbor boat launch parking lot, restrooms, and fish cleaning station.

12
13 Motion 7: Hoitink moved to accept the SMB MAP agreement and authorize the Mayor to sign the
14 agreement. Cameron seconded the motion.

15
16 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

17
18 Vote: Motion 7 passed.

19 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

20
21 D. Proposed Amendment (2) to Intergovernmental Agreement (IGA) with ODFW for Otter Rock
22 Pilot Marine Reserve Management Plan Project

23 Murray reviewed proposed revisions to the scope of work and budget for the IGA (copies of related
24 emails from Murray and Cristen Don, and Proposed Budget Adjustments attached to original of
25 these minutes). She noted the word "impact" should be removed from "socioeconomic impact
26 study", and said the agreement must be executed by June 30, 2011.

27
28 Motion 8: Leff moved that the City agree to the amendments outlined in 6/21/11 email including a
29 socio-economic study, and authorize the Mayor to sign. Lewis seconded the motion.

30
31 Mayor Connors said it was moved and seconded, and called for discussion. There were a few
32 questions, which Murray answered.

33
34 Vote: Motion 8 passed.

35 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis

36 Noes: Zimmerman

37
38 E. Authorize Expenses – Oregon Mayors Association (OMA) Summer Conference August 4-6,
39 Madras

40 Murray said the Mayor wanted to attend this conference (copy of OMA letter dated 5/26/11 and
41 conference flyer attached to original of these minutes), at an estimated cost of \$936.78.

42
43 Motion 9: Leff moved to approve expenses of not more than \$950 for the Mayor to attend the OMA
44 meeting in August. Goddard seconded the motion.

45
46 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

47
48 Vote: Motion 9 passed.

49 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

50
51 Mayor Connors said the OMA requests attendees bring a \$25 gift basket; she will ask the Chamber
52 of Commerce to prepare one.

53
54 F. Employee Salary Survey

1 Murray said Staff was directed to prepare an employee salary survey at the last Budget meeting.
2 She explained that the last time a salary survey was conducted, the City had access to a Local
3 Government Personnel Institute (LGPI) database that included member cities' job descriptions,
4 benefits, and salary ranges. That database is no longer available. LGPI will contract with cities to
5 provide salary information, but the information isn't provided on short-term notice. Fox sent out
6 inquiries to 15 cities and 3 ports. Averaged results from responding cities and one port were
7 distributed (copy attached to original of these minutes); the results indicate all salaries are below
8 average. Murray also mentioned that most cities pick up employees' 6% PERS contribution; the
9 salaries from those cities were adjusted to reflect the difference in salaries. She also said the cities
10 surveyed were of like population – 50% smaller to 50% larger, in accordance with a listing
11 provided by LGIP. A Councilor noted that the City has an outstanding Staff and he hates to see
12 them underpaid.

13

14 G. Proposed Res. #411 – Declaring the City's Election to Receive State Revenues
15 Murray reviewed how the revenues are obtained and utilized. (Copy of proposed resolution
16 attached to original of these minutes.)

17

18 Motion 10: Cameron moved to approve Res. #411 – Declaring the City's Election to Receive State
19 Revenues, and authorize the Mayor to sign. Leff seconded the motion.

20

21 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

22

23 Vote: Motion 10 passed.

24 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

25

26 H. Proposed Res. #412 – A Resolution to Adopt the Budget, Make the Appropriations, and
27 Categorize and Impose the Tax for the 2011-12 Fiscal Year

28 Murray reviewed the proposed resolution (copy attached to original of these minutes), noting the
29 Unappropriated Ending Fund Balance for the General Fund would be revised due to an increase of
30 \$14,000 in revenues, specific to the Otter Rock Marine Reserve/ODFW grant.

31

32 Motion 11: Leff moved to approve Res. #412 – A Resolution to Adopt the Budget, Make the
33 Appropriations, and Categorize and Impose the Tax for the 2011-12 Fiscal Year, including a
34 revision to the General Fund Ending Fund Balance. Cameron seconded the motion.

35

36 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

37

38 Vote: Motion 11 passed.

39 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

40

41 I. Proposed Res. #413 – A Resolution Setting Forth Systems Development Charges Pursuant
42 to Ord. #264; Repealing Res. #438

43 Murray read portions of the proposed resolution (copy attached to original of these minutes) into
44 the record. She noted that the resolution's effective date was 7/1/11. There was brief discussion.

45

46 Motion 12: Leff moved to approve Res. #413 – A Resolution Setting Forth Systems Development
47 Charges Pursuant to Ord. #264; Repealing Res. #438. Goddard seconded the motion.

48

49 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

50

51 Vote: Motion 12 passed.

52 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

53

54 J. Draft Contract – Lincoln County Sheriff

1 Murray noted the draft contract (copy attached to original of these minutes) had not yet been seen
2 by the County. There was discussion about the parameters of the agreement, including how many
3 hours of service per day or week, and how often billing reports would be required. The draft
4 contract will be revised per discussion, then sent to the sheriff's office for review, and then to the
5 City Attorney for review.

6
7 X. CORRESPONDENCE

8 There was no correspondence, but a certificate of thanks (copy attached to original of these
9 minutes) was dropped off at City Hall today from the American Cancer Society for the Depoe Bay
10 team participating in Relay For Life of Lincoln City 2011.

11
12 XI. CITY STAFF REPORT

13 Owings reviewed his written report (copy attached to original of these minutes), providing updates
14 on the water tank, Bay Street improvements, and nature trail bridges.

15
16 Motion 13: Goddard moved to allow Owings to pursue engineering for the bridges and nature trail,
17 not to exceed \$2,000. Leff seconded the motion.

18
19 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

20
21 Vote: Motion 13 passed.

22 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

23
24 Owings continued with his report, providing updates on the City Park bridge and Dock 1
25 replacement.

26
27 Motion 14: Goddard moved to authorize a Request For Proposals to go out for engineering services
28 for repair and replacement of Dock 1. Leff seconded the motion.

29
30 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

31
32 Vote: Motion 14 passed.

33 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

34
35 Murray 1) Work has begun on the challenge of the 2010 census results. Individual addresses must
36 be listed on the challenge. Murray listed out the locations that are currently on the challenge list,
37 and asked the Council to let Staff know if there are any other addresses that were not counted. A
38 filing deadline of 1-2 months was suggested. 2) In August there will be an Oregon Wave Energy
39 Trust Conference in Portland. The Near Shore Action Team (NSAT) would like to send at least one
40 member to the conference, at an estimated cost of \$1,155 for registration, lodging, mileage, and
41 meals.

42
43 Motion 15: Goddard moved to approve one NSAT member to attend the renewable energy
44 conference in Portland on August 3-4, 2011, at a cost not to exceed \$1,155. Leff seconded the
45 motion.

46
47 Mayor Connors said it was moved and seconded, and called for discussion. There was none.

48
49 Vote: Motion 15 passed.

50 Ayes: Cameron, Hoitink, Leff, Connors, Goddard, Lewis, Zimmerman

51
52 XII. COUNCIL COMMENTS

53 Leff 1) Thanked everyone for coming. 2) Wanted a thank you in the record to Fox for her work on
54 the salary survey. 3) Congratulated Lewis on his recent marriage.

1
2 Zimmerman thanked Staff and echoed Leff's comments.
3
4 Goddard congratulated Lewis.
5
6 Hoitink asked for clarification on business license letter copies to Councilors, which are for
7 information only.
8
9 Mayor Connors 1) Thanked Councilor Leff for sitting in for her during her absence. 2) The League of
10 Oregon Cities is working on a ballot measure with regards to allowing cities to have their own
11 voting according to whether or not they want tax increases. She would like to find out how that
12 would affect Depoe Bay – specifically, if the measure passes, would it allow the City to revise its
13 Charter to provide a property tax base.

14
15 XIII. ADJOURN
16 There being no further business, the meeting was adjourned at 8:22 PM.

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19
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21
22 _____
23 Carol Connors, Mayor

24
25
26
27 _____
28 Emma LuMaye, Recording Secretary