

1 Depoe Bay City Council
2 Regular Meeting
3 Tuesday, November 19, 2013 - 7:00 PM
4 Depoe Bay City Hall
5

6 PRESENT: Mayor A.J. Mattila, B. Leff, S. Hoitink, S. Olsen, D. Goddard, R. Gambino, B. Berry

7
8 STAFF: City Recorder P. Murray, City Field Supervisor B. Weidner, Recording Secretary
9 E. LuMaye

10

11 I. PLEDGE OF ALLEGIANCE

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

13

14 II. CALL TO ORDER

15 Mayor Mattila called the meeting to order and established a quorum at 7:00 PM.

16

17 III. APPROVE MINUTES: November 5, 2013 Regular Meeting

18

19 Motion 1: Leff moved to approve the minutes from the November 5, 2013 Regular Meeting as written. Hoitink
20 seconded the motion.

21

22 Mayor Mattila said it was moved and seconded, and called for discussion. There was brief discussion.

23

24 Vote: Motion 1 passed.

25 Ayes: Leff, Hoitink, Olsen, Mattila, Gambino, Berry

26 Noes: Goddard

27

28 IV. ACCOUNTS PAYABLE

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30 Motion 2: Hoitink moved to approve the Accounts Payable as submitted. Leff seconded the motion.

31

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

33

34 Vote: Motion 2 passed.

35 Ayes: Leff, Hoitink, Olsen, Mattila, Goddard, Gambino, Berry

36

37 V. SPECIAL ORDERS

38 A. 2012-13 Audit Report Presentation – Signe Grimstad, Grimstad & Associates

39 Murray distributed audit reports to the Council, and reported that Ms. Grimstad was ill and would give her
40 presentation at a later date.

41

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

43 • Economic Development Committee Photo Sitting with Professional Santa Claus – Expenses Budget

44 Noelie Achen, 525 Lange, referred to the written budget for the Santa photo shoot (copy attached to original of
45 these minutes), and requested approval of the submitted budget.

46

47 Motion 3: Olsen moved to approve the budget to bring Santa Claus to town. Berry seconded the motion.

48

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

50

1 Vote: Motion 3 passed.

2 Ayes: Hoitink, Olsen, Mattila, Gambino, Berry

3 Noes: Leff

4 Abstain: Goddard

5
6 Loren Goddard, Near Shore Action Team (NSAT) Chair, invited Councilors to Thursday's NSAT meeting at 6 PM,
7 to hear presentations. The meeting is open to the general public.

8
9 Leff reported for the committee looking into harbor expenditures that they had a long meeting with Murray this
10 week, and asked her to provide a long list of information. She said it's very complex to do this project properly.

- 11
12 ● Economic Development Committee Recommendation – Referring Chuck Connell, Internet Marketing
13 Proposal

14 Murray referred to her memo dated 11/18/2013 (copy attached to original of these minutes), and said the
15 Economic Development Committee (EDC) had a meeting on November 7 which Mr. Connell attended, and the
16 EDC had moved to forward his proposal to the Council. A suggestion was made to consider proposals such as
17 this in time to include any action in next year's budget. Another suggestion was that Mr. Connell's presentation
18 be made to the EDC and the Chamber of Commerce. There was brief discussion regarding internet marketing
19 and potential availability of local people who may be proficient at this. This item was referred back to the EDC to
20 make a recommendation to the Council.

21
22 VII. PUBLIC COMMENTS

23 Jim Hayes, 30 SW Heiberg, questioned the amount of the Santa event budget. A Councilor gave him a copy of
24 the budget that was approved.

25
26 VIII. UNFINISHED BUSINESS

27 A. Harbor Restroom Facility Lease Agreement – Renewal Option

28 There was discussion about regulations related to installation of a public restroom at the harbor, as well as the
29 need for harbor-related storage, and a better place for fuel transactions (out of the rain). These things could be
30 integrated into a public restroom building. Weidner noted he and the City Planner had been directed to look
31 into public restrooms at the harbor and on Hwy 101, and that he will concentrate on finding out what legal and
32 regulatory issues need to be complied with and report at the next meeting. Mayor Mattila advised Weidner to
33 work with the City Planner to decide where this facility would be located and what it would be comprised of as
34 far as boom storage, harbormaster shack, public restrooms, and a fish cleaning area that will go into the City
35 sewer. Murray noted the existing contract renewal is for three years and a decision on renewal must be made at
36 the December 3 Council meeting to meet the 120-day option for renewal.

37
38 B. WaveDivision Holdings, LLC – Franchise Renewal

- 39 ● Review Items from October 15, 2013 city Council Workshop

40 Olsen said the franchise agreement needs to be ratified by April or May of next year and the Council needs to
41 get the questions from the workshop to legal. Weidner was asked if he had learned whether or not cable is
42 available in Stonebridge; he replied that the developer told him there are boxes to approximately 80% of the
43 lots. Olsen reviewed the bullet points from the October 15 workshop, and asked the Council if there were any
44 other questions that should go to the attorney.

45
46 Motion 4: Olsen moved to forward the bullet points to the attorney and ask her to contact WaveDivision and
47 start the music and play it by ear from there. Leff seconded the motion.

48
49 Amendment: Leff amended the motion to include sending the minutes from the October 15 workshop (copy
50 attached to original of these minutes). Olsen accepted Leff's amendment and suggested including a note about

1 Stonebridge because that was a really important piece. He also asked Weidner if the development at the north
2 end of town was going to be getting coaxial cable; Weidner said yes and that the telephone would be
3 underground. A Councilor asked about Channel 4; Olsen said it was reflected in the workshop minutes, and that
4 the City should grab the channel and maybe it won't be used today but the Council wants it available for the
5 community. Mayor Mattila directed Olsen and one-two other parties to meet with Murray to prepare and send
6 the questions to the City Attorney. Olsen said he would send an email to Murray.

7
8 Mayor Mattila said it was moved, amended, and seconded, and called for any further discussion. There was
9 none.

10
11 Vote: Motion 4, as amended, passed.

12 Ayes: Leff, Hoitink, Olsen, Mattila, Goddard, Gambino, Berry

13
14 C. Additional Unfinished Business

15 Goddard asked to add another unfinished business item. She asked that misinformation disseminated during the
16 last Council meeting be publicly corrected at a Council meeting. The information had to do with harbor
17 restrooms and water usage. Olsen said Weidner wrote a note about this, correcting the water usage and asked if
18 that would be adequate. Weidner said there was a typo in the amount, and referred to Murray's memo dated
19 11/15/2013 (copy attached to original of these minutes), which provided corrected information. Goddard said
20 she had questions about the accuracy of that too, but that wasn't what she wanted corrected. She wanted to
21 correct accusations that someone was stealing water from the City. Mayor Mattila said the last meeting was sad.
22 Weidner said every water line on the property was audited with permission, and everything was as it should be
23 and everything else was hearsay. Goddard said she wanted the misinformation corrected. Mayor Mattila said
24 let's put it behind us and move on. Olsen read from Murray's memo to Mayor Mattila dated 11/8/2013: "*Mayor,*
25 *in response to your request for additional water usage information, the following is provided: Note: The amounts*
26 *below reflect one year's usage, spanning from November 2012 through October 2013 (the most recent meter*
27 *reading cycle). 270 SE Coast Guard Drive Public restrooms 61,280 gallons, owner 80,440 gallons."* Goddard said
28 this, with Weidner's testimony, clarifies that the two meters are separate and the fish washing station is
29 separate and has nothing to do with the City's water. Councilor Leff suggested an apology from the Council for
30 bringing this misinformation to a public meeting without double checking it first, because Dockside Charters was
31 maligned in a public setting. Leff then apologized and said she hoped the rest of the Council felt that way, too.
32 Berry said he was sorry, as did Hoitink. Mayor Mattila asked if that was a motion.

33
34 Motion 5: Leff moved the Council express its public apology to Dockside Charters for presenting misinformation
35 without double checking. Berry seconded the motion.

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

38
39 Vote: Motin 5 passed.

40 Ayes: Leff, Hoitink, Olsen, Gambino, Berry

41 Abstain: Mattila, Goddard

42
43 IX. NEW BUSINESS

44 A. Employee Performance Evaluation Salary Increase Policy

45 Olsen said the idea for this agenda item came from Goddard and himself when they were discussing Weidner
46 moving into his new position. He asked Murray to review the employee policy manual information. Murray said
47 last year the insurance company offered to do an in-house review of the City's employee manual, and if the City
48 participated there would be a 1% reduction in our premium. The review was done and the premium was
49 reduced. The review was brought back to the Council and approved upon legal review. The manual went to legal
50 review and came back with too many changes for Staff to feel comfortable accepting it, and she wanted to get

1 this back in front of the council. Olsen went on to say that many employees get capped out in only 6-7 years and
2 suggested an annual maximum of 4% per merit increase. When asked about salary surveys, Murray said bases
3 and caps are adjusted based on the median range of survey results. Olsen said this was about supervisors having
4 the ability to motivate people. Murray said the policy has checks and balances, and has been in place for many
5 years. She has never seen a situation where a capped employee's work performance dropped or they became a
6 problem. This has never been an issue. A Councilor asked if it's not broke why do we have to fix it. There was
7 more discussion about how many steps there should be and how long it should take an employee to cap out. It
8 was noted that with a merit policy the supervisor isn't obligated to give the full 5%, but can give the amount he
9 feels is appropriate, and with a step program this flexibility is removed. Olsen wants to start thinking about this,
10 but it can be talked about later. Employees present in the gallery were given an opportunity to speak. Carla
11 Duering asked that employees have the ability to provide input as to what changes are made to the employee
12 handbook. She also asked the Council to consider conducting salary surveys at specified intervals, say every
13 three or five years, and to implement the adjustments within a certain amount of time. Dan Arnold, 1065
14 Walking Wood and a City employee for 16 years, said when he worked as a manager in a previous job, he had to
15 fight for employee raises. (Copy of Murray's memo dated 11/15/2013 attached to original of these minutes.)
16

17 Motion 6: Leff moved the Council appoint a committee of two Councilors to work with Murray and other Staff to
18 review the employee handbook and get input from Staff and present to the Council for review. Gambino
19 seconded the motion.
20

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

23 Vote: Motion 6 passed.

24 Ayes: Leff, Hoitink, Olsen, Mattila, Goddard, Gambino, Berry
25

26 Leff and Goddard were willing to volunteer for the committee if it could wait until after the harbor expense
27 review is complete. Berry also volunteered, saying his current schedule gives him time in the mornings. This item
28 will be revisited in January.
29

30 B. City Superintendent Position Vacancy

31 Weidner said he had been offered the position of City Superintendent and requested discussion on exactly what
32 the job will entail. He wanted to sit down with a committee and address a list of questions, and then discuss
33 with Council, perhaps in an Executive Session. A Councilor said he should have what's expected of him in writing,
34 including what the compensation is. Another Councilor asked about the possibility of having an employee
35 contract. Mayor Mattila said Weidner and a committee should write it all up and present it to the Council.
36

37 Motion 7: Leff moved to authorize the existing committee of Goddard and Olsen to work with Weidner to come
38 up with an interim job description and compensation package to be presented to the full Council. Hoitink
39 seconded the motion.
40

41 Mayor Mattila said it was moved and seconded, and called for discussion. There was brief discussion. Murray
42 suggested Weidner could officially be offered the position in a motion.
43

44 Motion 8: Olsen moved to offer Weidner the position of City Superintendent. Leff seconded the motion.
45

46 Mayor Mattila said it was moved and seconded, and called for discussion. Murray said there was already a
47 motion on the table.
48

49 Motions 7 and 8 stricken.
50

1 Motion 9: Leff moved to offer the job of City Superintendent to Weidner, and to authorize a committee of two
2 and Weidner to come up with an appropriate job description and compensation package to present to the
3 Council. Gambino seconded the motion.

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5 Mayor Mattila said it was moved and seconded, and called for discussion. There was none.

6
7 Vote: Motion 9 passed.

8 Ayes: Leff, Hoitink, Olsen, Mattila, Goddard, Gambino, Berry

9
10 There was brief discussion on whether an effective date needed to be determined. Murray said that can be done
11 at the next Council meeting. Goddard, Olsen, and Weidner will meet on November 25 at 2 PM at City Hall.

12
13 X. CORRESPONDENCE

14 There was no correspondence.

15
16 XI. CITY STAFF REPORT

17 Weidner reported there was a change order to the City Park bridge project construction contract. The change
18 order is related to grab rails, an increase of \$2,172 for the addition of cedar handrails. The City also needs to
19 conduct testing of the steel welds and pressure testing of the concrete. These things are all mandated by the
20 County. The change order has been executed to keep the project (with a deadline of December 31) moving.
21 Carlson Testing has submitted a proposal of \$3,093 for the testing. Carlson is a well-known testing company the
22 City has worked with in the past. (Copy of memo with proposal attached to original of these minutes.)

23
24 Motion 9: Leff moved to authorize Weidner to move forward with Carlson Testing based on their proposal of
25 \$3,093. Olsen seconded the motion.

26
27 Mayor Mattila said it was moved and seconded, and called for discussion. A Councilor asked why these items
28 were not included in the original engineering or contractor bids. Weidner said the project went back and forth
29 between footbridge and large vehicle bridge, and the final plans were submitted last-minute and it just didn't
30 get put in. The Councilor commented that these changes amount to an additional \$5,000 over what was
31 approved. There was brief additional discussion.

32
33 Vote: Motion 9 passed.

34 Ayes: Leff, Olsen, Mattila, Gambino, Berry

35 Noes: Hoitink, Goddard

36
37 Weidner continued his Staff Report with an update on the fish plant, saying the structural engineer did a report
38 on weight load and possible commercial or industrial use of the building. The person doing the load limit report
39 will be providing that along with another report. Dave Crimp took a lot of photos, and Weidner went
40 underneath the building with him at low tide. It was found that the building is structurally sound. The reports
41 should be in by the first of December, but the job completion date is expected after the first of the year.

42
43 Murray had no report.

44
45 XII. COUNCIL COMMENTS

46 Leff invited the Council, audience, and all reporters to a Fire District workshop on Tuesday, December 10 at 5
47 PM at the Gleneden Beach Fire Station. She said there is disturbing news that might have drastic consequences
48 of not having any more volunteer firefighters, nationwide.

49

1 Berry said he'd been looking at video cameras and distributed some pricing information. He's going to Corvallis
2 for additional pricing. He's trying to keep it under \$300.

3

4 XIII. ADJOURN

5 There being no further business, the meeting was adjourned at 8:40 PM.

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7

8

A.J. Mattila, Mayor

9

10 Emma LuMaye, Recording Secretary