

1 Depoe Bay City Council
2 Regular Meeting
3 Tuesday, May 19, 2015 - 7:00 PM
4 Depoe Bay City Hall

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7 PRESENT: Mayor A.J. Mattila, J. Fisher-Brown, R. Gambino, J. Grant, S. Olsen, S. Sparks, K. Wyatt

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9 STAFF: City Recorder P. Murray, City Superintendent B. Weidner, Recording Secretary
10 E. LuMaye

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13 I. PLEDGE OF ALLEGIANCE

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

15

16 II. CALL TO ORDER

17 Mayor Mattila opened the meeting at 7:00 PM and established a quorum.

18

19 III. APPROVE MINUTES: May 5, 2015 Regular Meeting

20 Motion 1: Gambino moved to approve the minutes of the regular Depoe Bay City Council meeting of
21 May 5. Olsen seconded the motion.

22

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

24

25 Vote: Motion 1 passed.

26 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks

27 Abstain: Wyatt

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29 IV. ACCOUNTS PAYABLE

30 Motion 2: Gambino moved to accept Accounts Payable as presented. Olsen seconded the motion.

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32 Mayor Mattila said it was made and seconded, and called for the question.

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34 Vote: Motion 2 passed.

35 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks

36 Abstain: Wyatt

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38 V. SPECIAL ORDERS

39 A. Pacific West Ambulance – Proclamation May 17-23, 2015 Emergency Medical Services Week
40 Joe Shellhart, Marketing Director for Pacific West Ambulance presented a plaque to the
41 Council. Murray read the proclamation (copy attached to original of these minutes).

42

43 Motion 3: Olsen moved to endorse, accept, and have the Mayor sign the proclamation for Emergency
44 Medical Services Week. Gambino seconded the motion.

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46 Mayor Mattila said it was moved and seconded, and called for the question.

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48 Vote: Motion 3 passed.

49 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt

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B. Lincoln County Health and Human Services – Mental Health First Aid Presentation
Sam Shafer addressed the Council regarding first aid for mental health. She said there are 4,000 people trained in the United States. The free training course, comprised of learning a five-step action plan, is done in one eight-hour day or two four-hour days. There was brief discussion. (Copy of Mental Health First Aid handout attached to original of these minutes.)

Motion 4: Sparks moved that we, the City of Depoe Bay Council, adopt a goal to have mental health first aid training for selected Staff or others in our town, and consider it a policy for the future. Grant seconded the motion.

Discussion centered around whether this type of training should be included in the Employee Handbook as a requirement. Olsen suggested the Safety Committee review this item.

Motion 4, restated: Sparks moved that we consider adopting mental health first aid as part of the City of Depoe Bay Safety Policy. Grant seconded the motion, as amended.

Discussion centered around passing this item to the Safety Committee. Grant recommended a generous training program to include as many people on the City Staff as possible. Wyatt thought it should be a voluntary option.

Motion 4, restated: Sparks moved that we refer mental health first aid training to our Safety Committee to evaluate, consider, and come back to the City Council with a recommendation on how we proceed; potentially with a policy. Grant seconded the re-statement.

Mayor Mattila called for further discussion. There was none.

Vote: Motion 4, as restated the second time, passed.
Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt

VI. REPORTS OF OFFICERS, BOARDS, OR STANDING COMMITTEES

There were no reports.

VII. PUBLIC COMMENTS

There were no public comments.

VIII. UNFINISHED BUSINESS

A. Land Acquisition

Olsen said because this discussion would be about the potential purchase of a piece of property which might end up in negotiations, he suggested discussing numbers in percentages vs actual numbers; Murray said the Council had received a confidential envelope for this reason, and the Council might make a motion to enter into negotiations to purchase the property. She said the Council also received an email from Yvonne Crandall (copy attached to original of these minutes) regarding tax lot 8400. Ms. Crandall is working with Weidner to resolve ordinance violations on the property, and would like to know if the City is still interested in purchasing that property.

1 ● Tax Lot 7700

2 This is a small lot at the bottom of Shell Avenue that could be improved for boat trailer parking. There
3 was lengthy discussion centered around the currently reasonable price of the property and its potential
4 investment value or use for harbor parking, and the necessity for downtown parking.

5
6 Motion 5: Olsen moved that we enter into negotiations with Ms. Crandall for that particular tax lot 7700,
7 and as an initial offering we discount it by 25% and see where it goes. Gambino seconded the motion.

8
9 Mayor Mattila called for discussion. There was none.

10
11 Vote: Motion 5 passed.

12 Ayes: Gambino, Mattila, Olsen, Sparks

13 Noes: Fisher-Brown, Grant, Wyatt

14
15 ● Tax Lot 8400

16 Murray asked the Council to consider Ms. Crandall's request regarding the property immediately south
17 of the big metal building on Hwy 101. Mayor Mattila asked about the status of the properties on either
18 side of tax lot 8400; Murray briefly reviewed the history of the City's most recent inquiries into those
19 properties. She said the last she heard, the billboard property owner checked with ODOT about re-doing
20 a billboard and it didn't look like they could. She said the Council should decide whether they want to
21 acquire those three parcels. Grant asked what business would benefit from this parking. Fisher-Brown
22 said if people can't find a place to park within a block of where they want to shop, they won't
23 stop. Sparks said there's too much patchwork in the community and he wants to see a parking
24 development strategy and master plan; he did not want to buy anything related to parking without a
25 plan. Olsen said there is a parking master plan. Grant identified two downtown lots owned by John
26 Woodmark that could be purchased, not inexpensively, to secure a number of spots covering the
27 downtown area. He calculated the harbor parking owned by the City at around 160 spaces, and
28 compared it to no downtown parking spaces owned by the City.

29
30 Motion 6: Fisher-Brown moved that we make an agenda item to put the parking master plan on the
31 agenda and start working on whatever revisions need to be made and start moving forward on it. Sparks
32 seconded the motion.

33
34 There was brief discussion. Olsen suggested getting master plan packets out to everybody on studies that
35 have been done. He also wanted a visual aid identifying all parking and potential parking so the subject
36 can be looked at city-wide. Grant said it would also be beneficial to bring City Planner Lewis into the
37 discussion. Murray said Lewis was involved with development of the parking plan which was done by
38 the Oregon Downtown Development Association.

39
40 Vote: Motion 6 passed.

41 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt

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43 B. Public Relations Trip to Washington DC

44 There was lengthy discussion during which Olsen identified 11 items to take to Washington DC (copy of
45 his list attached to original of these minutes). The list, in no particular order, consists of: 1) upgrade to
46 the wastewater treatment plant, 2) failing water/sewer lines; 3) reservoir and dam engineering and
47 dredging; 4) dredging behind the check dam, 5) parking development, 6) economic development, 7)
48 harbor project, 8) salmon enhancement; 9) deployment of fiber optic network; 10) repeal of overflight

1 treaty as relates to July 4 fireworks; and 11) affordable housing. He asked Councilors who are
2 passionate about any of these subjects to put some research into it. He wants Staff to prioritize the list.

3
4 IX. NEW BUSINESS

5 A. Depoe Bay Chamber of Commerce Annual Report and Request for Reimbursement FY 2014-15,
6 Contract Renewal FY 2015-2016

7 Chamber Secretary Beatrice Ray provided a verbal report and information packets to the Council (copies
8 of two handouts and the contract renewal agreement attached to original of these minutes). There was
9 in-depth questioning and discussion.

10
11 Motion 7: Gambino moved to renew the agreement with the Depoe Bay Chamber of Commerce to the
12 tune of \$4,999.99. Olsen seconded the motion and asked Gambino to consider a caveat: that the
13 Chamber provide the City with a P&L and a balance sheet prior to receiving their check this year.
14 Gambino accepted the amendment.

15
16 There was further discussion. Olsen asked Ms. Ray a hypothetical question for the Chamber's Board,
17 with an admonition to not read anything more into it than what it was: What if he was to tell them that
18 we could find the Chamber a location that would triple their foot traffic, enlarge their expansion and
19 their advertising dollar in the city, perhaps get a fiber optic line dropped into it, and not pay rent? Would
20 the Chamber be interested, discuss it, and get back to us? Ms. Ray responded that they would discuss
21 it. Olsen asked if we could schedule a time for her to come back and talk to us about this. Ms. Ray
22 agreed. Olsen said this could enhance their position to be the ultimate, pre-eminent advertising arm of
23 this city. This might be a way for the Chamber to move into the 21st century. Ms. Ray noted the
24 Chamber is a 100% volunteer organization. Sparks said, as a subject matter expert on non-profits, he
25 knows for a fact and can prove that the all-volunteer non-profit business module is not sustainable in the
26 21st century, and we need to take a look at the Chamber and any other non-profit in town, and we need
27 to become a sustainable business enterprise as a community.

28
29 Vote: Motion 7, as amended, passed.

30 Ayes: Fisher-Brown, Gambino, Grant (declared potential conflict of interest), Mattila, Olsen,
31 Sparks, Wyatt (declared potential conflict of interest)

32
33 B. Municipal Software Proposals – Recommendation to Award

34 Murray thoroughly reviewed the memo from City Hall Staff dated 5/19/2015 (copy attached to original
35 of these minutes), and asked the Council to approve the recommendation to proceed with *Vision*. There
36 was discussion which included the software's future ability to move to the cloud and whether the City
37 will use that interface, the advantages of a dedicated server, handheld meter-reading devices, and the
38 .NET framework the software will run on.

39
40 Motion 8: Gambino moved to accept the proposal recommendation by Staff to go with *Vision* for the
41 said amounts, including \$10,000 for handheld meters and dedicated server. Sparks seconded the motion.

42
43 Discussion included a tally of costs: \$55,000 for software, \$10,000 for hardware, and \$7,200 for annual
44 maintenance, totaling approximately \$72,000 out of \$80,000 allotted for this purchase in the budget. It
45 was clarified that the first year of annual maintenance is included in the software cost; the annual fee
46 applies to following years. Olsen said one thing the City desperately needs along with modernizing
47 software is modernizing communication at City Hall. He asked Staff to take some time and look into the
48 different opportunities we have for a telecommunicating service. He said this is a leap into the 21st
49 century for this town. Sparks agreed that we need to have a platform that's ready for the future, and the

1 cloud piece is coming. He said there should be a sense of urgency about that. Murray said the data
2 conversion will take about two months, and she expects that actual implementation of all the modules
3 will take about a year. Old and new software will run side by side for at least two months.

4
5 Vote: Motion 8 passed.

6 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt
7

8 There was brief discussion regarding negotiating a lower maintenance cost. Murray said Staff may
9 request assistance with the negotiations.

10
11 C. Paving and Storm Drain Improvements at Wastewater Treatment Plant Facility

12 Weidner said the current budget includes money for this project, and recommended Dan Price
13 Construction, who will do everything at a cost of \$90 per hour including equipment. The project consists
14 of digging out a drainage ditch, re-grading everything, installing a catch basin, grouting pipes in, and
15 grading and graveling in preparation for paving; and is estimated to take two and a half days to complete
16 - an estimated \$1,800. He recommended getting gravel from Grant Snyder at \$270 per 10-yard load. He
17 said a Request For Proposals would have to be done for the paving, which is estimated at \$6,200 for a
18 100-foot by 30-foot area. He requested the Council's authorization of \$8,440 for the paving and storm
19 control for the back of the wastewater treatment facility.

20
21 Motion 9: Grant moved to fund the \$8,440. Wyatt seconded the motion.

22
23 Mayor Mattila said the motion was made and seconded, and called for further discussion. There was
24 none.

25
26 Vote: Motion 9 passed.

27 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt
28

29 D. Liquor License Renewals

30 Murray reviewed the Council's role in liquor license renewals, and noted no complaints had been
31 received on any of the businesses on the renewal list (copy attached to original of these minutes). There
32 was brief discussion.

33
34 Motion 10: Gambino moved that we approve the list renewal notification process. Grant said if the
35 Council does nothing, then he doesn't have to declare a conflict of interest.

36
37 Amendment: Gambino so amended. Fisher-Brown seconded the amended motion.

38
39 Mayor Mattila called for the question.

40
41 Vote: Motion 10, as amended, passed.

42 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt
43

44 X. CORRESPONDENCE

45 There was one item of correspondence (copy attached to original of these minutes): a note from Pat
46 Dunlop. The Pacific Sea Lions have made arrangements to use the Community Hall on June 18, and
47 want the Council to know they're moving ahead on this.

1 XI. STAFF REPORT

2 Murray reported 1) Bob Blessinger passed away. He was the operator of the Harbor Lights and was also
3 a Planning Commissioner; she asked the Council to declare a vacancy and direct Staff to advertise.

4
5 Motion 11: Olsen moved to vacate Bob Blessinger’s seat on the Planning Commission and to open up
6 applications for appointment. Gambino seconded the motion.

7
8 Mayor Mattila called for the question.

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10 Vote: Motion 11 passed.

11 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt

12
13 Murray continued her Staff Report:

14 2) Mayor Mattila has been out successfully seeking funding for the Fleet of Flowers, and a \$500 check
15 for Fleet of Flowers came in the mail, made out to the City of Depoe Bay. She said the check could be
16 returned to the maker and ask them to send another check written to Fleet of Flowers, but considering
17 the time frame she asked the Council’s authorization to receipt in the check and then issue a donation to
18 the Fleet of Flowers in that amount. This would show up on the books as an expenditure.

19
20 Motion 12: Olsen moved to make it so. Wyatt seconded the motion.

21
22 Mayor Mattila called for the question.

23
24 Vote: Motion 12 passed.

25 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt

26
27 Weidner reported 1) City Crew has been helping get set up for Fleet of Flowers, as we do every year.
28 2) Crew has been working on curbs and cleaning gutters on the highway. Crew has been loosening
29 weeds and then using the sucker truck to vacuum them up. 3) There’s a new fire hydrant on Vista
30 Terrace, where there was not one before. 4) Installation of two memorial benches will be completed
31 before Memorial Day. 5) The harbor historical sign isn’t finished yet. 6) The temp service employee has
32 been working weekends at the harbor. Weidner shared the Council’s insurance concern as relates to an
33 hourly pay increase; the temp service employee said he pays his own insurance, and would appreciate a
34 raise. Weidner requested the Council’s authorization to pay the temp service employee \$2 more per
35 hour; he is currently making \$11 per hour.

36
37 Motion 13: Olsen moved to authorize a pay raise to Jason up to \$13 an hour. Gambino seconded the
38 motion.

39
40 There was brief discussion. Mayor Mattila called for the question.

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42 Vote: Motion 13 passed.

43 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt

44
45 XII. COUNCIL COMMENTS

46 Fisher-Brown shared a personal example of the “no good deed goes unpunished” axiom.

1 Sparks acknowledged two Oregon State University graduates from Depoe Bay: Amber Dawn Howe,
2 who earned a BS in Education and a BS in Liberal Studies; and Aastha Shah, who earned a BS in
3 Microbiology.

4

5 Wyatt is interested in making the city look cheerier, and is looking into planters because she learned that
6 hanging baskets won't work here due to the wind.

7

8 Olsen said the Fleet of Flowers is next Monday, and for anyone interested in helping make wreaths, they
9 will be working on them at the Community Hall from 9 AM to 6 PM tomorrow through Saturday.

10

11 Grant: said he is interested in how the City handles urban renewal funds, and how they are handled by
12 other cities around the state. He contacted two consultants on how to handle and what projects might be
13 advantageous to a City using urban renewal funds. He said previous research showed him that the City
14 of Depoe Bay is not using urban renewal funds – with maybe one exception – like other municipalities
15 around the state and around the region. The consultant does a workshop called Urban Renewal 101.

16

17 Motion 14: Grant moved that we discuss this as an action item at the next Council meeting. Sparks
18 seconded the motion.

19

20 There was brief discussion. Grant explained that because it wasn't on our agenda tonight, he wanted to
21 have a thorough discussion about contracting this consultant's services at our next meeting.

22

23 Vote: Motion 14 passed.

24 Ayes: Fisher-Brown, Gambino, Grant, Mattila, Olsen, Sparks, Wyatt

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26 XIII. ADJOURN

27 There being no further business, the meeting was adjourned at 10:06 PM.

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A.J. Mattila, Mayor

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37 Emma LuMaye, Recording Secretary