

## REGULAR CITY COUNCIL MEETING MINUTES

Monday, March 21, 2022 - 6:30 p.m.

Community Hall, Garibaldi City Hall, 107 6th Street, Garibaldi, OR 97118 and via Zoom

I. PLEDGE OF ALLEGIANCE

II. CONVENING OF MEETING

Mayor Tim Hall called to order the regular City Council meeting at 6:35pm. Present were Council members Tim Hall, Katie Findling, Whitey Forsman, Judy Riggs, and Laurie Wandell. City staff present were City Manager Juliet Hyams, Division Chief Blake Paulsen, Fire Chief Jay Marugg, Admin II Kylie Poklikuha and Interim Public Works Director Kelly West. Guests included Ross Tomlin (Tillamook Bay Community College), Linda Bade, Val Folkema, Jerry Goodwin (First Student), and others.

III. PUBLIC HEARING: None

IV. CONSENT CALENDAR

Mayor Hall asked if any council member wanted to remove any item from the Consent Calendar. Hearing none, Mayor Hall called for a motion.

A. Approval of Minutes – February 22, 2022, Regular City Council Meeting

B. February 2022 Financial and Bank Statements

**MOTION made by Cn Forsman to approve the consent calendar as presented. Seconded by Cn Riggs. All for the vote 5-0. Motion Passed.**

V. PUBLIC COMMENT:

Jerry Goodwin, the new Location Manager for First Student Transportation for Neah-Kah-Nie School District, introduced himself to the community and spoke about his background and his new role.

VI. PRESENTATIONS: Tillamook Bay Community College bond measure

Ross Tomlin, President, provided a summary of the plan Tillamook Bay Community College (TBCC) is working on to develop the new facilities master plan is working, which includes the proposed new health care education building that will be constructed on the existing campus on Third Street. The project is being proposed after a study that included input from over 400 Tillamook County leaders and residents. The data showed the need for workforce training in our county has worked as well.

Tomlin noted, the need for health care workers nationally, including certainly here in Tillamook County, especially for registered nurses, TBCC decided to focus this new building on health care education. Tomlin noted that growing our own workers in these fields is a priority for many of our Tillamook County employers and the college is working to provide training in more areas each year to fill this need. The new proposed buildings include specialized lab space for existing programs such as EMT, medical assisting, and phlebotomy, as well as new health care programs. Ross noted that nursing is the main program that they want to develop, as TBCC is the only community college in Oregon that does not have its own

nursing program and TBCC students currently have to attend Oregon Coast Community College, way down in Newport for their nursing training.

The proposed new building will also contain a large 360-seat community event center that will be a flexible space that can be divided into three smaller rooms for classes, community meetings, and different events. The proposed new building will cost approximately \$22.4 million. The college has already been approved for an \$8 million matching grant in the state legislature that has to be used within five years. The project is going to be on the May 17 ballot to get a bond for the remaining \$14.4 million needed to construct the building. If approved, homeowners will be assessed and estimated 19 cents per \$1,000 tax on assessed property value for a 20-year duration. He noted that this would cover not only the new building, but also the remaining five years for the current building bond so it would pay off those without increasing the tax. Tomlin clarified that he's not advocating for the bond measure, he is just provided information to elected officials to ensure that they are aware of what's going on with the community.

VII. CORRESPONDENCE: None

VIII. COMMUNITY REPORTS: None

IX. City Manager's Update

City Manager Hyams provided an update on State Representative Suzanne Weber's office funding 600 smart water meters (\$180,000) and a wastewater master plan (\$160,000).

Hyams noted that Finance Officer Liqaa Ransier is cleaning up the mystery AP cleanup transactions from 2019, which the hurdle we're trying to get over in order to do the 2020 audit. Some of it has been on the accounting software side, it hasn't all been the city's errors. They're really backed up but we're about to see the light here. In some cases, they're in the wrong place, or they are allocated to the wrong account. Hyams noted it's twice the work, to undo the error, and then go back and do it correctly.

Hyams provided council with the new budget schedule and has started writing a budget narrative while adding some content in response to the audit, such as a reserve fund for the 1% of the state highway tax that should go to footpaths and bike trails. She noted the allocations are need careful monitoring. She's being proactive about the budget to help staff because it's difficult to segment off a piece of the accounting to hire out.

X. OLD BUSINESS:

A. Financial Action Plan Update

Volunteer Linda Bade reported that the 2020 data had an \$286,000 error that must be fixed before the data was audited or we would end up with an adverse opinion. They finally got in contact with the CenterPoint technician who worked with Lori Longfellow getting the 2019 data ready for audit. The \$280,600 was in a journal entry in 2020. In the bank statements, for 2020, very unusual transactions showed up as negatives, which shouldn't happen.

Bade noted the biggest three issues that they are currently dealing with:

1. CenterPoint processed a journal entry that was incorrect.
2. An allocation of some sort or a template within the accounting system was not acting as expected.
3. There was no accounting done in 2020. Errors that should have been caught by bank reconciliations remain.

Bade noted that it is difficult to correct a bank statement from two years past that you had nothing to do with in the beginning. If the 2020 audit is completed, the city will receive any money that the state has withheld due to not turning in the city's financial statements (10%).

Bade noted that 2020 needs done to determine the ending balance of the checking account before starting on 2021. Once 2020 is done, our finance officer has to go back and redo all of those bank reconciliations using that beginning balance, ending balance from 2020 beginning balance to 2021, before the 2021 audit can occur. She's involved with the budget she's producing financials and bank reconciliations up to date. She took on the weight of preventing an adverse opinion, every thought it happened in the past. It is a big task on all of staff. For two years, accounting errors have just been pushed forward and we're left holding the bag.

#### NEW BUSINESS:

- A. Approval of preliminary process for the Bayview Apartments, applications SUB2022-01 and CU-2022-01

No action taken.

- B. Reappointment of budget committee members for FY 2022-2023

- C. Voters pamphlet resolution

Mary Leverette addressed council as a volunteer helping North Tillamook County cities vote to approve and adopt the publication of voter pamphlets for the local community as educated voters are more likely to vote. Historically there have not been voter pamphlets except in Tillamook County. As mentioned, Wheeler, Bay City and Nehalem have adopted the resolution to produce and distribute voter pamphlets for the November 2022 election. Leverette considers it an effective way to educate voters, rather than a hit or miss door to door campaign, and the cost is only about \$500.

**Findling moved to approve Resolution 2022-01 to approve a City of Garibaldi voters pamphlet. Second Hall. All for the vote 2-3. Motion failed.**

- D. CIS best practices assessment

The city manager will meet with CIS risk assessment staff, Kelly West and Blake Paulsen to discuss the document.

E. Proposal: Coast Guard Appreciation

Councilor Wandell proposed an annual Coast Guard Appreciation Day near the Coast Guard's birthday of August 4. The Port of Garibaldi has tentatively scheduled Wednesday, August 3 for a barbecue event at the event tent. The goal is to invite the residents of

Garibaldi and any Coast Guard families past and present.

**Motion by Cn Riggs to declare August 3, 2022 Coast Guard Appreciation Day and Birthday. Second Forsman. All for the vote 5-0. Motion Passed.**

F. Tillamook County Natural Hazard Mitigation Plan update

Hyams noted that eventually council will need to sign an IGA but can have several delegates attend the meetings.

XI. STAFF REPORTS

A. Public Works Report: None

B. Fire Chief's Report

Fire Chief Marugg told council to expect a budget presentation from Fire & Rescue next month. He requested approval to negotiate a price for type three engine, which is a wildland engine. Boardman is selling three trucks in good shape. They're asking \$80K but Marugg is shooting for \$50K. Each should pay for itself in 1.5 years. The state fire marshal is adding resources and Garibaldi is heavily favored because of our activities with wildland fires. Mayor Hall received an offer from Governor Brown to help support fire & rescue, so Marugg should provide the vehicle information to the mayor. Marugg noted he's already receiving levy questions and that someone inquired about purchasing the old fire siren, it could be sold for profit if marked as surplus.

**Motion by Cn Riggs to allow Chief Marugg to negotiate the price for a type-three engine. Second Wandell. All for the vote 5-0. Motion Passed.**

C. Sheriff's Report:

Report included in packet. Deputy Cummings noted is has been focused on speeders and money fraud lately.

XII. COMMITTEE REPORTS

A. Planning Commission work session minutes from February 23, 2022

XIII. COUNCIL REPORTS

Cn Wandell: Noted that Pat Patterson Day was a big success. Asked for follow-up on the contract with Visit Tillamook Coast.

Cn Riggs: Concern about people camping in RVs beyond seven days at a time.

Cn Forsman: Expressed appreciate for progress at the city.

Cn Findling: Happy to help revise the marketing contract with Visit Tillamook Coast.

Mayor Hall: Still focused on finances, US 101 redesign, preservation of Coast Guard houses and coordination with Paul Daniels.

XIV. EXECUTIVE SESSION: None

XV. ADJOURNMENT

The meeting adjourned at 8:23 p.m.

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Tim Hall, Mayor

ATTEST:

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Juliet Hyams, City Manager