

**AGENDA SEASIDE CITY COUNCIL MEETING
MARCH 23, 2015 7:00 PM**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PROCLAMATION – ARBOR DAY
6. COMMENTS – PUBLIC
7. COMMENTS FROM STUDENT REPRESENTATIVE, Taylor Barnes
8. DECLARATION OF POTENTIAL CONFLICT OF INTEREST
9. CONSENT AGENDA
 - a) PAYMENT OF THE BILLS – \$458,586.68
 - b) APPROVAL OF MINUTES – MARCH 9, 2015 REGULAR MINUTES
10. UNFINISHED BUSINESS:
 - a) VACANCY – CITY TREE BOARD
11. NEW BUSINESS:
 - a) DISCUSSION – DOWNTOWN MAINTENANCE DISTRICT ASSESSMENT SEASIDE ELKS, 324 AVENUE ‘A’
 - b) PRESENTATION – NORTH COAST FOOD WEB, Mary Blake
 - c) SEASIDE FIRE DEPARTMENT ANNUAL REPORT, Chief Joey Daniels
 - d) SEASIDE POLICE DEPARTMENT ANNUAL REPORT, Chief Dave Ham (will present at meeting)
 - e) FINAL – NEAWANNA CREEK CANOE LAUNCH, Neal Wallace
 - f) RESOLUTION #3837 – A RESOLUTION OF THE CITY OF SEASIDE, OREGON, ADOPTING POLICIES, PROCEDURES, AND FEES FOR COMMUNITY CENTER BUILDING
 - PUBLIC COMMENTS
 - COUNCIL COMMENTS
 - MOTION TO READ BY TITLE ONLY – ALL IN FAVOR AND OPPOSED
 - MOTION TO ADOPT – ALL IN FAVOR AND OPPOSED
12. COMMENTS FROM THE COUNCIL
13. COMMENTS FROM THE CITY STAFF
14. ADJOURNMENT

Complete copies of the Current Council meeting Agenda Packets can be viewed at: *Seaside Public Library and Seaside City Hall. The Agendas and Minutes can be viewed on our website at www.cityofseaside.us.*

All meetings other than executive sessions are open to the public. When appropriate, any public member desiring to address the Council may be recognized by the presiding officer. Remarks are limited to the question under discussion except during public comment. This meeting is handicapped accessible. Please let us know at 503-738-5511 if you will need any special accommodation to participate in this meeting.



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

989 BROADWAY
SEASIDE, OREGON 97138
(503) 738-5511

PROCLAMATION

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and Arbor Day is now observed throughout the nation and world; and

Whereas, the State of Oregon recognizes the first full week in April as Arbor Week; and

Whereas, trees reduce the erosion of our precious topsoil by wind and water, reduce heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal; and

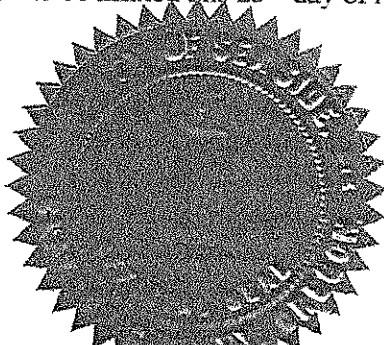
Whereas, the City of Seaside has been recognized as a Tree City USA for the National Arbor Day Foundation for sixteenth year, and will celebrate this recognition April, 2015, in Seaside.

NOW, THEREFORE, I, DON LARSON, Mayor of the City of Seaside, in the State of Oregon, do hereby proclaim the week of April 6-10, 2015, as

ARBOR WEEK

and urge all citizens to support efforts to care for our trees and woodlands, and to plant trees to gladden the hearts and promote the well being of present and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Seaside to be affixed this 23rd day of April, 2015.



DON LARSON, MAYOR

SEASIDE CITY TREE BOARD

The purpose of the City Tree Board is to study, investigate, and develop and/or update annually, a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees in parks, along streets, and in other public areas. The Tree Board, when requested by the City Council, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its duties and responsibilities,

- (1) Develop criteria for city staff and/or contractors to apply in making decisions entrusted to staff and/or contractor discretion,
- (2) Designate Heritage Trees on public and private lands within the city,
- (3) Promote the planting and proper maintenance of trees through special events including an annual local celebration of Arbor Day, and
- (4) Obtain the annual Tree City USA designation by the National Arbor Day Foundation.

The Board consists of five members, appointed by the City Council for a three-year term, and who are residents, or owners or employees of businesses within the city limit.

The City Tree Board shall schedule meetings as needed and elect a chairperson and a vice-chairperson. No more than 3 unexcused absences allowed in a calendar year.

Tree Board members serve without salary or compensation of any nature.

COMMITTEE/COMMISSION APPOINTMENT

1. **Date Council Notified:** July 28, 2014

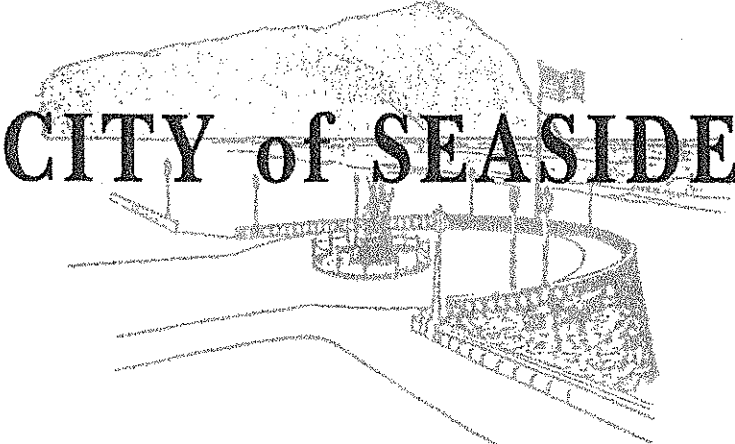
Name: Jason Smith
Richard Bailey
Jon Wickersham

Commission/Committee: City Tree Board Committee

Resignation Date: N/A

Term Expiration Date: June 30, 2015

Wants to be considered again: N/A
2. **Applicants:**
3. **Nominations:**
4. **Appointment:**



CITY of SEASIDE

OREGON'S
F A M O U S
A L L - Y E A R
R E S O R T

989 BROADWAY
SEASIDE, OREGON 97138
(503) 738-5511

CITY TREE BOARD

Term of Office: 3 years

Number of Members: 5

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
VACANCY			6/30/2015
VACANCY			6/30/2015
CRAIG SORTER	840 5 TH AVENUE	440-7201	6/30/2016
DALE MCDOWELL	3760 SUNSET BLVD.	717-8084	6/30/2017
PAM FLEMING	1255 AVENUE 'B'	738-5637	6/30/2017
NEAL WALLACE	989 BROADWAY	738-5112	STAFF REPRESENTATIVE

Memo

To: Mayor and City Council
From: City Manager's Office
CC: Kim Jordan
Date: March 19, 2015
Re: Continuation - Downtown Maintenance Assessment

There will be continued discussions regarding the Downtown Maintenance District Assessment for the Seaside Elks Lodge #1748 BPOE. Along with the memo are pictures of the landscaping in particular associated with the Elks Lodge.

Timeline associated with the Downtown Maintenance District Assessment:

Downtown Maintenance District property owner's letter send out – March 27, 2015
 (30 days' notice)

Ordinance presented to the City Council 1st and 2nd Reading – April 27, 2015

Ordinance presented to the City Council 3rd and final, motion to adopt – May 11, 2015

The Elks Assessment from 2014:

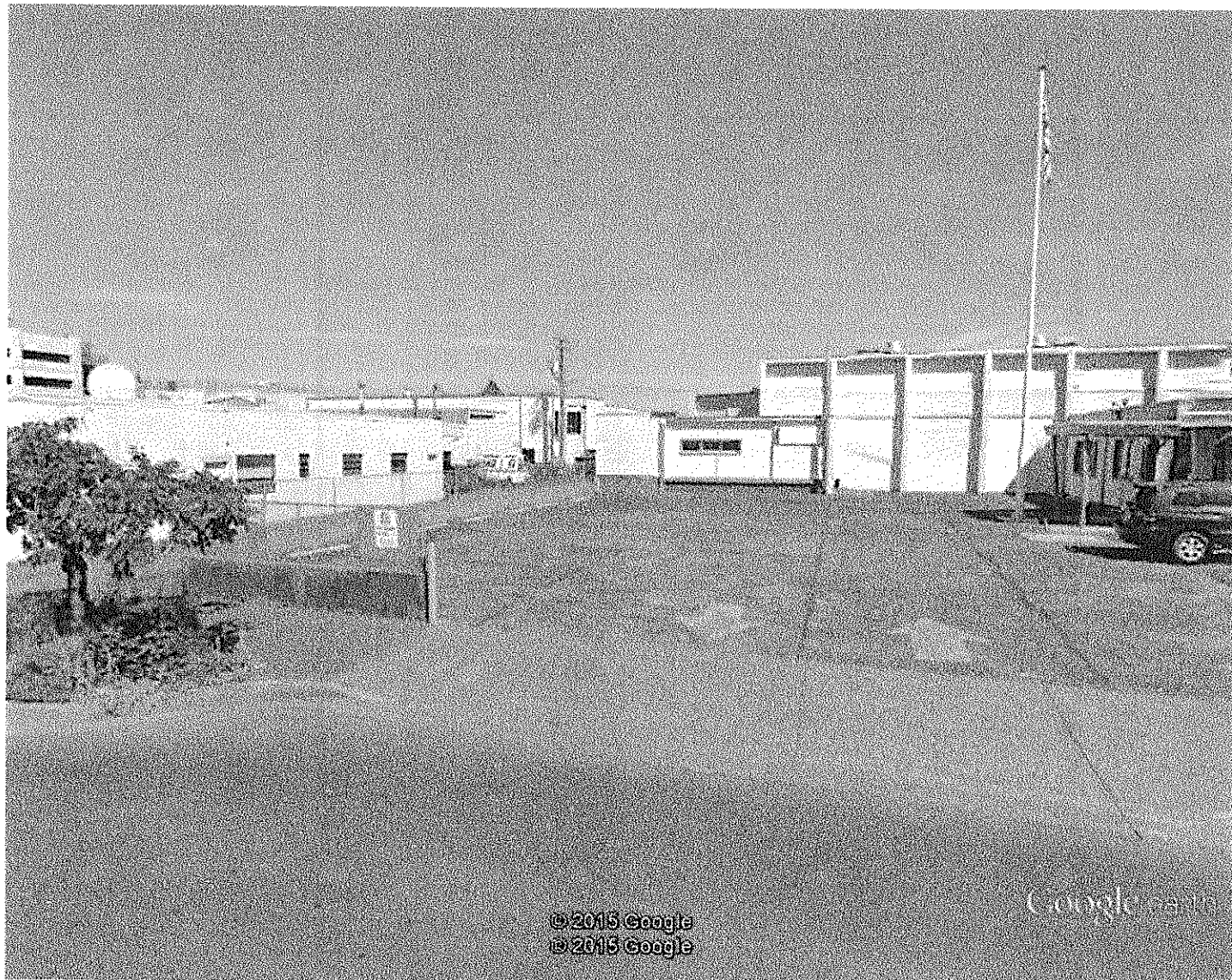
2100	Seaside Lodge #1748 BPOE 324 Avenue A Seaside, OR 97138	324 Avenue A Acct. 11761	162.4	1,436.12
2200	Seaside Lodge #1748 BPOE 324 Avenue A Seaside, OR 97138	Acct. 11762	117.4	1,038.19

Council has the authority to allow the Elks to be exempt from the Downtown Maintenance District Assessment. If Council chooses to exempt the Elks there will be an increase of 2.69% that would be distributed between all other properties already assessed in the Downtown Maintenance District Assessment.



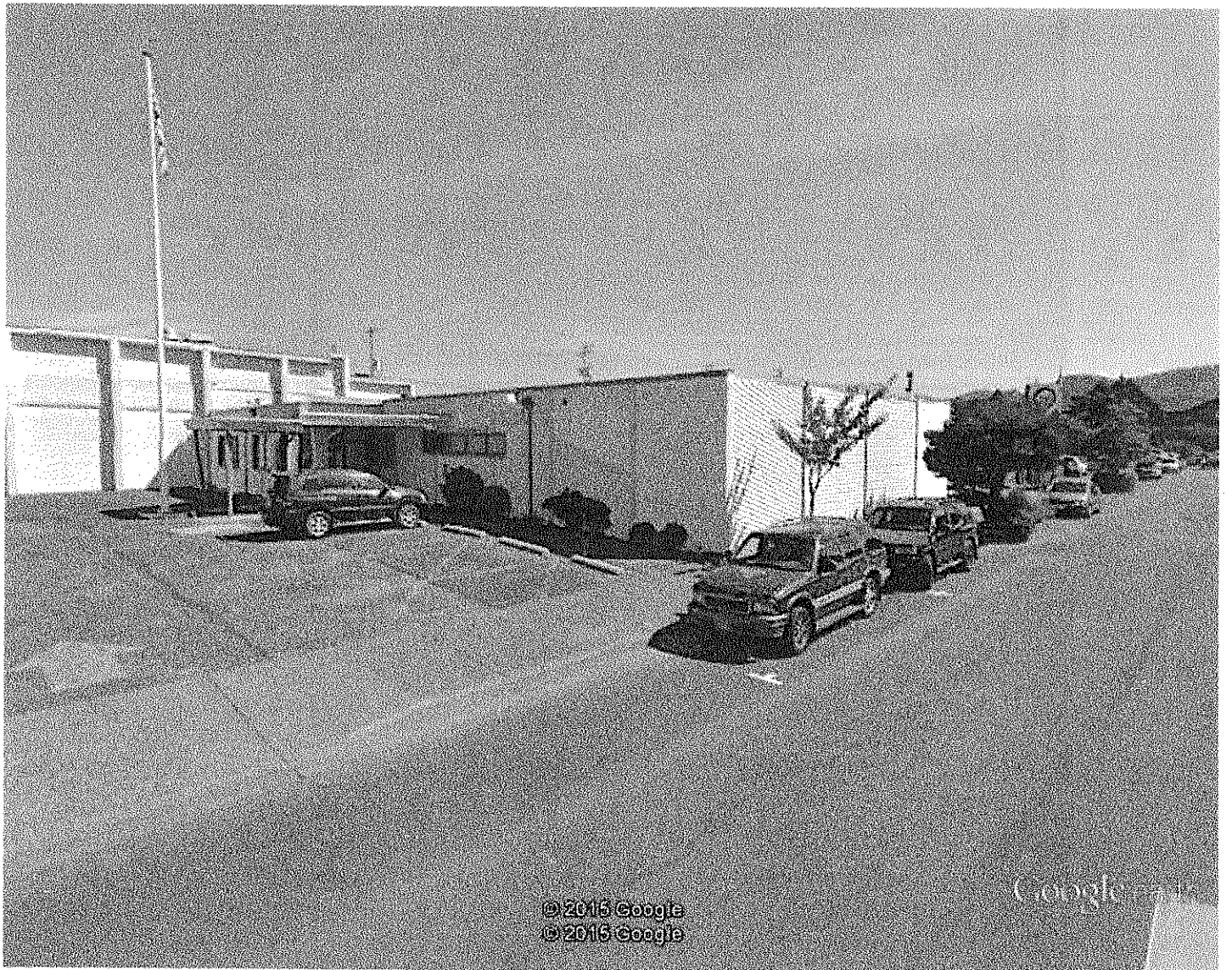
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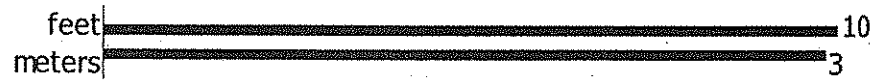




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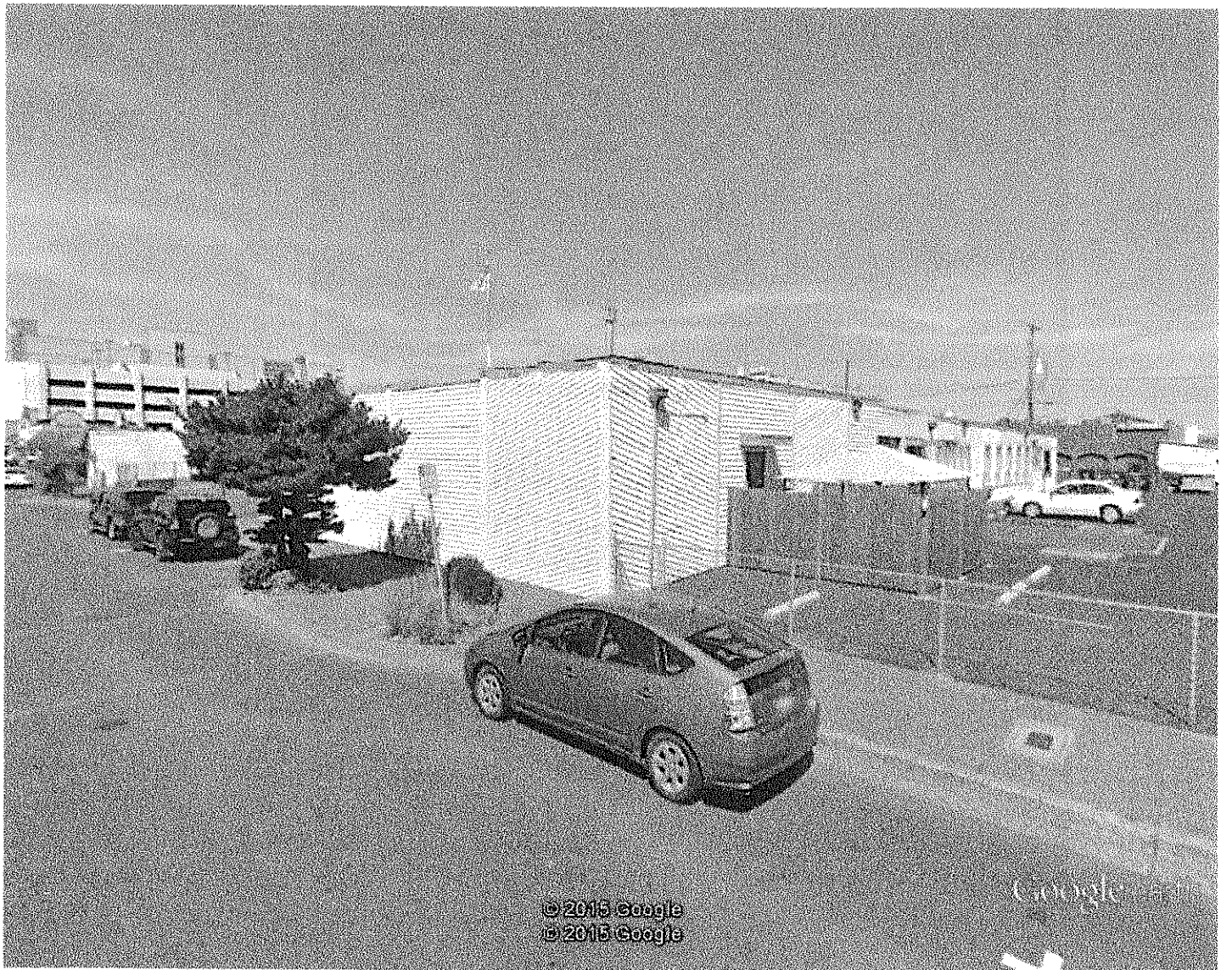


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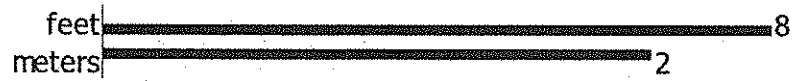
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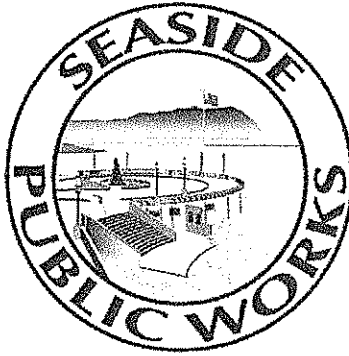
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MEMO

March 23, 2015

From: Neal Wallace

To: The Honorable Mayor and City Council

Re: Broadway Park Canoe/Kayak Launch

The Broadway Park ADA accessible canoe kayak launch project has been completed. It was touch and go for a while whether this project was going to happen. Replacing an existing boat dock seemed simple enough, but there was no shortage of challenges to the project. There are several people or agencies that should be thanked for making this happen. First we should thank Melyssa Graeper for recognizing an opportunity, finding a grant source, and writing the grant. Twice. Second is Justin Cutler who provided excellent testimony to the panel reviewing our grant application and convinced them this was a project they should fund. Twice. Third are the people with ODF & W's Recreation Enhancement Program who granted us \$40,000.00. Twice. Finally we should recognize Richard Chong, from the Corps of Engineers, who realized the difficulty we had in getting traction on this project from the Corps and who literally picked the project up and took it through the process so we didn't lose funding. Twice.

Oregon Marine Construction successfully designed and built the project under tight time guidelines and were excellent to work with. The original project was bid at \$59,500.00. There were some small design issues with the gangway and a change order for a drum float, pile hoops, and pile caps totaling \$1,310.00 was issued and signed. The total project came to \$60,810.00. We have withheld 5% retainage and paid the contractor \$57,769.50. Staff recommends approving the project and paying the retainage of \$3,040.50.

RESOLUTION #3837

**A RESOLUTION OF THE CITY OF SEASIDE, OREGON, ADOPTING
POLICIES, PROCEDURES, AND FEES FOR COMMUNITY CENTER BUILDING**

THE SEASIDE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. In accordance with Chapter 34.04 of the Seaside Code of Ordinances, policies, procedures, and fees for Community Center Building are adopted as follows:

34.04 POLICIES, PROCEDURES, AND FEES FOR COMMUNITY CENTER BUILDING.

(A) Definitions of groups.

~~(1) Group 1. Sunset Empire Park and Recreation District and governmental agencies serving Clatsop County; and groups qualifying for sponsorship by the above. To qualify for Group 1 under S.E.P and R.D. group must:~~

~~(a) Be open to the public~~

~~(b) Participate in a District function as a volunteer group; or the potential to charge a small user fee~~

~~(2) Group 2. City resident, non-profit, civic, social, religious, service and youth organizations.~~

~~(3) Group 3. City resident who has a commercial (business) and is profit making.~~

~~(4) Group 4. Non-resident non-profit, civic-social, religious, service & youth organizations with paid or non-paid management, or individuals.~~

~~(5) Group 5. Non-resident who has a commercial (business) that is profit making.~~

~~(6) Non-profit or for profit groups which provide necessary services to seniors, youth and the community.~~

(1) Group 1. City resident, not for profit, civic, social, religious, service and youth organizations. Non-profit or for profit groups which provide necessary service to seniors, youth and the community.

(2) Group 2. City resident who has commercial (business) and is profit marking.

(3) Group 3. Non-residents, not for profit, civic, social, religious, service and youth organizations.

(4) Group 4. Non-resident who have commercial (business) that is profit making.

(B) In order to qualify as a non-profit corporation an organization must be registered as a 501(c)(3) with the Internal Revenue Service or have a constitution or by-laws which clearly state the objective to be non-profit, non-commercial in nature. Proof of such status may be required. Fees may be reduced at management's discretion. Usage is subject to management approval based upon previous usage, facility availability, and priority as established by policy.

(C) Fee schedule. The following fee schedule is not intended to be used in place of nor in lieu of ad valorem taxes.

Facility	Group 1	Group 2	Group 3 & 4	Group 5	Group 6
Hall only	0	\$15 per use	\$30/hr. (min. 2-hr.)	\$50/hr. (min. 2-hr.)	\$25/use
Kitchen	0	\$15 per use	\$20/hr.	\$30/hr.	\$15/use
Backroom only	0	\$10 per use	\$20/hr.	\$30/hr.	\$15/use
Meeting Rm. 1	0	\$10 per use	\$20/hr.	\$30/hr.	\$15/use
Meeting Rm. 2	0	\$10 per use	\$20/hr.	\$30/hr.	\$15/use

Facility	Group 1	Group 2	Group 3	Group 4
Hall only	\$15/hr	\$30/hr (min2hr)	\$30/hr (min2hr)	\$50/hr. (min. 2 hr.)
Kitchen	\$10/hr	\$20/hr	\$20/hr.	\$30/hr.
Backroom only	\$10/hr	\$20/hr	\$20/hr.	\$30/hr.
Meeting Rm. 1	\$10/hr	\$20/hr	\$20/hr.	\$30/hr.
Meeting Rm. 2	\$10/hr	\$20/hr	\$20/hr.	\$30/hr.

A \$15/hr. per hour staffing fee during non-operational hours (currently Monday – Friday after 5:00 PM; and weekends). Additional staff may be required if alcohol is served or for large groups. will apply for rentals outside of normal operational hours. Normal operational hours are Monday – Friday, 9:00 am – 5:00 pm

Fees apply to operational building hours. Additional staffing fees will be charged for use during non-operational building hours. Holiday rentals will include employee overtime fees.

Concessions and full service meals are available with any rental use of the building. Fees vary according to requests.

Coffee and tea service available with any rental: includes set up, clean-up, cups, sugar, creamer, spoons.

12 cup pot: \$ 4.00
30 cup pot: \$10.00
100 cup pot: \$35.00

Alcohol use: A \$250 deposit will be required of all groups. Any alcohol use must follow our OLCC requirements which include but are not limited to: a certified OLCC handler, no alcohol brought in or taken out of building during event, no sales of alcohol. Alcohol must be in a designated area if minors are present. For parties over 25 persons a fee may be charged outside the rental fee for additional staff.

Tobacco and Illegal Drug use are strictly prohibited.

Support staff: Rentals over 100 will require an additional staff person outside of the rental fee.

Cleaning/security deposit: A \$60 \$100 deposit will be required of all groups due ten days in advance. Deposits will be refunded only if conditions outlined under general rules are met. Deposit is per use regardless of the number of hours. Multiple-use applicants may make a single annual cleaning deposit. Deposit will be held for 48 hours after rental period. Users shall be responsible for leaving the building as described under the policies/procedures. Users will be billed for the costs of janitorial services or any necessary repairs.

Damage and inventory loss deposit: For rental use by groups that are over 100 and or serving alcohol, a \$250 cash or certified check deposit will be required. Conditions for refund are the same as stated in the cleaning/security deposit clause.

Failure to follow these guidelines will result in closing of your activity, non-refund of deposits, and denial of future usage.

(D) Policy and procedures. Community Center Policies and Procedures are hereby adopted.

SECTION 2. This Resolution shall become effective May 1, 2015

PASSED by the Council of the City of Seaside this ____ day of _____, 2015.

SUBMITTED to the Mayor and APPROVED by the Mayor this ____ day of _____, 2015.

DON LARSON, MAYOR

ATTEST:

Mark J. Winstanley, City Manager