

Garibaldi City Council Regular Meeting Minutes

Monday, July 20, 2026 – 5:30 p.m.

CONVENING OF MEETING

Mayor Bade called the meeting to order at 5:30 p.m. In attendance were Mayor Linda Bade, Council President Cheryl Gierga, Vice President Bud Shattuck, Councilor Connye Corey, and Councilor Tom Porter. Staff in attendance were City Manager Pro Tem/Finance Officer Becca Harth, Fire Chief Tad Pedersen, and Public Works Superintendent Nick Theoharis.

PRESENTATIONS

Emergency Management Volunteer Coordinator Shannon Whipple presented an update on the organization's activities. The primary focus was participation in the upcoming Garibaldi Days event, including a presence in the parade and a shared booth with the fire department. The organization will conduct a raffle to raise funds toward the goal of electrifying and storing the emergency management container. Raffle ticket pricing was outlined as follows: gift card tickets at \$1.00 each or 6 for \$5.00; fishing trip tickets at \$5.00 each or 3 for \$10.00; and an Oregon Coast season pass ticket at \$10.00 per entry.

ITEMS TO BE ADDED TO THE AGENDA

Mayor Bade noted two additions: a non-agenda public comment period to be placed above public comments on agenda items, and a standing monthly presentation slot for the Emergency Management Volunteers, which had inadvertently been omitted.

PUBLIC HEARINGS

No public hearings were held.

CONSENT CALENDAR

Prior to approval, several corrections to the meeting minutes were identified and some clarifying questions on the checks issued register were addressed.

A motion was made to approve the Consent Calendar with edits.

- **Moved by: Councilor Tom Porter**
- **Seconded by: Vice President Norman Shattuck**
- **Motion Passed unanimously**

PUBLIC COMMENTS ON AGENDA ITEMS

Judith Parker addressed the Council regarding the monthly \$10.00 street utility fee. She stated her belief that the fee is illegal, having been established by resolution rather than ordinance, and noted she had not paid it since October. She challenged the Council to identify other rural Tillamook County municipalities charging a comparable fee and cautioned that any shutoff of water service for non-payment would prompt public action.

Non-Agenda Public Comment

Brian Demmings and Margaret Middleton both raised concerns regarding stormwater drainage and erosion on their properties, attributing the worsening conditions to increased hillside development. Middleton noted she had spent thousands of dollars raising the corner of her home due to erosion.

Ann Richards described the engineering and retaining wall work her household undertook during their own development and advocated for mandatory stormwater mitigation requirements for future development projects.

Heidi Parker provided an update that the Planning Commission is anticipated to begin meeting in September, delayed from August, pending DLCD training for commissioners and Council. She also requested clarification on Planning Commission member terms and positions.

Judith Parker expressed concern regarding the Council's appointment of Nathan to the Planning Commission, alleging a conflict of interest in the mayor's deciding vote given a landlord-tenant relationship, and stating that work she had contributed during a prior term had not been advanced.

Mark Connely identified himself as the property owner who had cleared timber on a lot in the affected drainage area. He stated his site plan had been approved twice by the city planner and expressed willingness to work collaboratively with neighbors.

Tim Goddard was present regarding the parking permit item and was advised his matter was already on the agenda.

Mayor Bade acknowledged the drainage concerns, committed to engaging City Planner Scott on a comprehensive review of the area, and asked Harth to assist Mr. Demmings in identifying property owners. Harth agreed to coordinate a group meeting with the planner the following week.

OLD BUSINESS

Audit Update

Harth reported that the draft audit for fiscal year 2023–2024 had been expected from the auditor the prior Thursday but had not yet been received. She confirmed it is in draft phase and indicated she would follow up with the auditor the following day. The Mayor noted that draft figures are generally reliable. It was anticipated that the fiscal year 2024–2025 audit would require approximately four months of work and could be completed by year-end, which would leave only the current mandated audit cycle outstanding.

Update on Garibaldi Wayfinding

Harth reported no new update, noting that a community meeting is scheduled for August 5, 2026, at 4:00 PM at City Hall, at which signage design options will be presented for community input. The wayfinding plan document is available on the city's website.

City Manager Pro Tem Contract

Mayor Bade explained that the Council's prior motion on this item had been insufficiently specific and required re-adoption. The contract title was amended from "interim" to "City Manager Pro Tem" to bring the city into compliance and align with the charter. The duties and responsibilities remain governed by the Garibaldi Municipal Code, Oregon law, city personnel policies, and Council direction.

A motion was made to consider and adopt the corrected Pro Tem City Manager contract as amended.

- **Moved by: Councilor Tom Porter**
- **Seconded by: Vice President Norman Shattuck**
- **Motion Passed unanimously**

Parking Permit 408 Garibaldi Ave

Tim Goddard addressed the Council on behalf of the property at 408 Garibaldi Avenue, the only residential property on Highway 101 without off-street parking. He noted the permit system had been in place historically and requested its renewal. The Council confirmed the permit authorizes up to two transferable permits at a fee of \$5.00 per permit, exempting permit holders from the two-hour parking limit on Highway 101. A question arose regarding whether ODOT's jurisdiction over the highway required their approval. The Council agreed to proceed with approving the permit while directing staff to confirm with ODOT that the city may issue such exemptions on the state highway corridor.

A motion was made to approve the parking permit for two vehicles at 408 Garibaldi Avenue.

- **Moved by: Councilor Cheryl Gierga**
- **Seconded by Councilor Tom Porter**
- **Motion Passed unanimously**

Accounting Software

Harth presented an implementation timeline provided by the prospective software vendor, outlining a phased onboarding process beginning with utility billing, followed by payroll, and culminating in a full system to go live. The estimated implementation period is up to nine months, during which the city would continue operating on the current system until it goes live. The new system would integrate utility billing, accounting, business licenses, short-term rental tracking, payroll, and reporting into a single platform, replacing both the existing accounting software and the separate utility billing system.

The Mayor and Council noted that the current accounting system has contributed to longstanding financial reporting problems, including the inability to produce reliable cash-on-hand figures, skewed budget-to-actual percentages, and a prior failed attempt to integrate the billing and finance systems. The Mayor confirmed that three software vendors were evaluated. Harth confirmed the selected vendor (Caselle) is customizing the system to Garibaldi's specific needs and that the city would not pay for modules it does not require.

A motion was made to approve the new accounting software.

- **Moved by: Councilor Shattuck**
- **Seconded by Councilor Gierga**
- **Motion Passed unanimously**

NEW BUSINESS

Adopt the Transportation Utility Fee Plan

Public Works Superintendent Nick Theoharis presented the draft Transportation Utility Fee Plan as a framework document. The Mayor noted that while the plan provides a sound structural outline consistent with the requirements of the governing ordinance—including that the public works director develop and maintain street maintenance programs and that funds be used solely for streets identified in the plan—it does not yet contain the specific street-by-street condition assessments anticipated as the plan's operational core. Superintendent Theoharis confirmed the document is intended as the foundational framework, with detailed evaluations of individual streets, signs, pavement markings, and infrastructure conditions to follow. Councilor Porter affirmed that adopting the framework first is the appropriate sequence, as it establishes the categories and methodology that will guide the subsequent field evaluations. A public comment from Judith Parker questioned whether the title "Transportation Utility Fee Plan" was appropriate given its broader scope; Council discussed the matter and determined that the title should remain consistent with the language already adopted by the Budget Committee to avoid introducing further confusion.

A motion was made to adopt the draft Transportation Utility Fee Plan as written.

- **Moved by: Councilor Porter**
- **Seconded by Councilor Gierga**
- **Motion Passed unanimously**

.Resolution 2026-07 Revise the Established Street Fee

Harth explained that the street utility fee was originally established by resolution at \$19.00 per month. In the prior fiscal year, a transfer from the Transient Room Tax (TRT) fund was used to offset the fee, reducing the resident-facing charge to \$10.00 per month. In the current fiscal year budget, no equivalent TRT transfer was made. This resolution formally revises the established fee rate to \$10.00 per month so that the amount billed to residents reflects the budgeted rate.

A motion was made to pass Resolution 2026-07 to revise the established street fee to \$10.00 per month.

- **Moved by: Councilor Gierga**
- **Seconded by Councilor Corey**
- **Motion Passed unanimously**

Resolution 2026-08 Spending Authority

Harth explained that the prior spending authority resolution was assigned to the City Manager position. With the appointment of a City Manager Pro Tem, a new resolution was required to assign purchasing authority to the correct title. The resolution was drafted to reference both "Pro Tem" and "Interim" designations to remain effective through any future charter amendments. The spending authority limit was set at \$50,000, primarily to accommodate an imminent project to repair a manhole at Driftwood and Highway 101, for which a quote has been received but where costs may increase once work commences. Harth noted that a minimum of \$45,000 in authority was needed for that specific project.

A motion to adopt Resolution 2026-08 establishing purchasing authority and spending limits for City of Garibaldi staff.

- **Moved by: Councilor Porter**
- **Seconded by Councilor Shattuck**
- **Motion Passed unanimously**

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the Consent Calendar for separate discussion.

CITY MANAGER'S REPORT

City Manager Pro Tem Becca Harth reported on the following: fiscal year 2025–2026 closeout work is underway; several public complaints have been resolved, including three property owner notices regarding tall grass violations; the fee schedule is being updated; the lower level of City Hall has been tested for asbestos with results pending; Public Works has ordered one-way signs for Acacia and Third and Acacia and Fourth, along with pavement arrow materials; the FY 2023–2024 audit draft is anticipated imminently; a significant amount of staff time has been directed to personnel matters; software issues continue to be addressed by staff; Harth attended Garibaldi Days planning sessions at the port; and the strategic planning workshop previously scheduled has been postponed to September, with Harth and the Mayor to attend a virtual strategic planning workshop.

DEPARTMENT HEAD MATTERS

Fire Chief Tad Pedersen reported 9 medical calls, 4 motor vehicle crashes with 4 patients, and 1 fire call during the reporting period, with 56 total responder instances across those calls and 13 hours of training conducted in 5 sessions. The department's pumper stationed in Miami had a turbocharger failure and is being replaced by a reserve engine while repairs are being arranged. The department is actively preparing for Garibaldi Days. Two grant-funded seasonal employees are working through September 30. The department currently has 12 total members. A county-wide burn ban has been in effect since July 1, suspending all burn permits within city limits except for cooking fires.

Public Works Superintendent Nick Theoharis was available for questions. Councilor Corey commended the educational content included in his written report. Mayor Bade invited Council members to take a tour of the water treatment and wastewater treatment facilities.

AFFILIATED ORGANIZATION REPORTS

The Tillamook County Library report for June was included in the packet. Mayor Bade noted that city staff have been covering Monday lunch service for the community meal program, with the library covering Wednesday and Friday sessions.

COUNCIL REPORTS AND COMMENTS

Council President Gierga offered no formal report but urged all residents and staff to remain safe during Garibaldi Days weekend, noting 67 regular vendors, 9 food vendors, and over 60 parade entries.

Vice President Shattuck noted increased crosswalk activity with the summer weather, resulting in significant traffic backup on Highway 101, and encouraged preparedness for elevated traffic volumes through the weekend.

Councilor Corey raised the question of adjusting the Council meeting start time from 5:30 PM to 6:30 PM. Following brief discussion, Council members expressed varying preferences. Harth noted that 5:30 PM works well for staff, particularly given the addition of workshops and Planning Commission meetings. No formal action was taken; the start time remains at 5:30 PM.

Councilor Porter offered no formal report.

Mayor Bade reported on attendance at the final Garibaldi Days operational planning meeting at the port and commended the port board's thoroughness. Mayor Bade noted weather forecasts suggest possible rain on Saturday and encouraged everyone to be prepared. Mayor Bade also spoke about the long term strategic planning vision for the city, including completing outstanding audits, developing a five year spending plan, engaging residents through town halls on strategic priorities, and pursuing charter updates with community participation.

ADJOURNMENT

Mayor Bade adjourned the meeting at 7:18 PM.

ATTEST

A handwritten signature in blue ink, appearing to read "Becca Harth", is written over a horizontal line.

Becca Harth, City Manager Pro Tem/Finance Director

A handwritten signature in blue ink, appearing to read "Linda Bade", is written over a horizontal line.
Linda Bade, Mayor

