

**CITY OF MANZANITA
MARCH 11, 2010
CITY COUNCIL MEETING**

CALL MEETING TO ORDER: The meeting was called to order at 7:00 pm in the City Council Chambers by Mayor Garry Bullard.

ROLL: Members present were: Garry Bullard, Leila Salmon, Linda Kozlowski, Mike Scott and Ray Scales. Staff present: City Manager Jerry Taylor, Administrative Assistant Kristin Grassetth and Building Official Doug Dick.

AUDIENCE INTRODUCTION: There were 15 citizens in the audience.

PUBLIC COMMENTS & COMMUNICATIONS: Dan Nichols of the Manzanita Business Alliance presented Council with framed Fourth of July Parade posters for 2008 and 2009.

CONSENT AGENDA:

- A. Approval of Minutes- January 26, 2010 Special Council meeting, February 6, 2010 Special Council meeting, February 10, 2010 Regular Council meeting, and February 16, 2010 Special Council meeting.
- B. Approve Bills for Payment

Councilor Salmon asked that the February 10, 2010, minutes be corrected under possible revocation of short term rental permits to read: “spoke on behalf of the three owners”

A motion was made by Kozlowski, seconded by Scott to approve the consent agenda that includes approval of the minutes of the January 26, 2010 Special Council Meeting, February 6, 2010 Special Council Meeting, February 10, 2010 Regular City Council meeting (corrected) and February 16, 2010 Special Council meeting; to approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager. Motion passed unanimously.

NEW BUSINESS:

- A. **INTERGOVERNMENTAL AGREEMENT AMENDMENT – EDCTC BOARD COMPOSITION:** Marshall Doak of the Economic Development Council of Tillamook County brought before Council an amended intergovernmental agreement. Doak addressed the changes to the agreement and why the Tillamook Bay Community College President was added as a named position to the Board of Directors of the EDCTC.

A motion was made by Scott, seconded by Salmon to approve amendment to the Intergovernmental Agreement forming Economic Development Council of Tillamook County and authorize the Mayor to sign the amendment for the City of Manzanita. Motion passed unanimously

- B. **AD HOC PARK MAINTENANCE COMMITTEE REPORT** – Sandy Heaman updated Council on the 08-09 and 09-10 plans and what had been accomplished. Colleen Everroad

informed the Council of 10-11 proposed plans. The committee requested that the City Council include funds in the City budget to be allocated to hire a professional park planner to develop a formal Park Master Plan. Park committee also requested that funds be allocated to hire a wood sculptor to convert a tree stump in the Park into artwork.

A motion was made by Salmon; seconded by Kozlowski to adopt the recommendations of the Ad Hoc Park Committee. Motion passed unanimously.

C. REQUEST TO FORM LOCAL IMPROVEMENT DISTRICT - SPINDRIFT LANE (LAIRSON): City Manager explained to the City Council how a Local Improvement District is formed and what the City's potential responsibility and estimated cost could be. Ed and Andrea Lairson presented a petition from the neighbors along Spindrifft requesting the City of Manzanita to call for an engineering report and ask the City to cover the cost. Council complimented the Lairsons for taking the matter this far. However, the Council was concerned about the precedent of covering the engineering cost should the LID not go forward.

A motion was made by Salmon; seconded by Kozlowski to direct the City Manager to engage an engineer to make a survey and written report of a street and storm drainage improvement project on Spindrifft Lane, and submit the report to the City Manager/City Recorder, subject to receiving a letter of commitment from one or more property owners to repay up to 50% of the engineering report cost up to a \$12,000 maximum should the local improvement district proposal be rejected by a majority of the affected homeowners. Motion passed unanimously.

D. SPECIAL EVENT PERMIT – MANZANITA FARMERS'S MARKET – Manzanita Farmers' Market request closure of Fifth Street every Friday from 4:30 p.m. to 8:30 p.m. starting June 18, 2010 through September 10, 2010. Pending neighbor response it would be either half the street or the entire street. The proposed permit allowed closure of 150 feet of Fifth Street.

A motion was made by Kozlowski; seconded by Scales approve the Special Event Permit including the closure of a portion of Fifth Street on Fridays from 4:30 p.m. to 8:30 p.m. beginning June 18, 2010 to September 10, 2010 for the Manzanita Farmers' Market. Motion passed unanimously.

E. POSSIBLE REVOCATION OF SHORT TERM RENTAL PERMIT (GASTINEAU) – Staff reported that Mr. Gastineau has held a short term rental permit since August 2007. For the past two quarters, he has not turned in the required tax reports and has not responded to the several notices that have been sent. The local contact has indicated that Mr. Gastineau intended to relinquish this permit but the City has yet to receive written notice.

A motion was made by Salmon; seconded by Scott to revoke the short term rental permit of Robert Gastineau (186 Merton Lane) effective immediately. Motion passed unanimously.

F. ORDINANCE ON DEMOLITION PERMITS (FIRST READING) - Building Official Doug Dick brought to the City Manager's attention that the State building codes do not address demolition permits and that a local Ordinance is needed if a City wishes to have them. Demolition permits allow the City to make sure those buildings and structures are

disposed of property and provide documentations if a person wishes to reestablish a pre-existing non-conforming structure.

A motion was made by Scott; seconded by Salmon to read “An ordinance amending ordinance 96-3 by adding section 1.12 relating to demolition permits” by title only for its first reading and to approve said Ordinance as of its first reading. Motion passed unanimously.

G. CITY SALARY SCHEDULE ADJUSTMENTS – The City Manager gave the Council information that had been gathered regarding compensation packages in comparable cities. Total compensation for City of Manzanita employees is below the average. Staff recommends that the Council make a 3% increase adjustment to staff salaries retroactive to January 1, 2010 with no change July 2010. Council discussed and directed the City Manager to bring a Resolution to the April City Council Meeting making a 3% adjustment to salaries.

OLD BUSINESS:

- A. Possible Revocation of Short Term Rental Permits – (Heberling, Stoss, Wilson)**
Postponed from February, Taylor explained to Council what had taken place that day and communications he had with Mr. Heberling. Sunset Vacation Rental will start taking all reservations starting tomorrow and paying quarterly taxes from this point forward. At this time the reservations Mr. Heberling holds for summer will continue to stay with him this summer. Mr. Heberling agrees to pay monthly the taxes he collects for these reservations. Council agreed to these terms and decided not to revoke these permits at this time. Taylor will send a letter to Mr. Heberling informing him of the Council decision.
- B. Contact with C.A.T. For Housing Rehabilitation Loan Program -** Council had previously approved in concept the expansion of the Manzanita/Nehalem/Wheeler Housing Rehabilitation Loan Program to include Rockaway Beach, and the establishment of a lower reserve limit of \$30,000 in the fund to keep for Nehalem Bay applicants. Staff recommends approve of contract.

A motion was made by Scales; seconded by Kozlowski to approve the contract with Community Action Team Inc. Motion passed unanimously.

CITY MANAGER’S REPORT:

- A. Building** –Building Official Douglas Dick spoke to the Council on past and present revenue figures and how the City has seen a drop by half this past year. In February plans came through for two new homes and a major remodel and one house that is a LEED certified house. Building Department has seen a number of outside contractors come into town, and most are coming in to get City business licenses. Mr. Dick offered his time to help Council with any STR info he can provide to help. Training contractors for post disaster structural safety will be at the end of March or first of April; 12 contractors are interested in training.
- B. U.S. Census** –Census response forms have been hung on doors here in the City because all the information was mailed to street addresses not post office boxes and were sent back by the Post Office.

- C. Short Term Rental Meeting-** City Council workshop to work on the STR draft will be at City Hall Friday March 19 at 3p.m.
- D. USDA Compliance Review** – Sam Goldstein of Rural Development will be here March 25th for a compliance review. As the City accepted a federal funding package for the water system, these reviews are required.
- E. Engineering for street projects-** Proposal has been given by HLB Otak and we will be moving forward on Beach Street project between Edmund Lane and Beeswax Lane.

MISCELLANEOUS: None

ADJOURNMENT: Meeting was adjourned at 9:35 p.m.

**MINUTES APPROVED THIS
7TH DAY OF APRIL 2010**

Garry R. Bullard, Mayor

Attest:

Jerald P. Taylor, City Manager/Recorder