

**CITY OF MANZANITA
APRIL 6, 2016
CITY COUNCIL MEETING**

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

ROLL: Members present were: Garry Bullard, Leila Salmon, Hans Tonjes and Mike Scott. Linda Kozlowski was absent and excused. Staff present: City Manager Jerry Taylor, Administrative Assistant Kristin Grasseh and Visitors Center Coordinator Dan Haag

AUDIENCE INTRODUCTION: There were 10 citizens in attendance.

PUBLIC COMMENTS & COMMUNICATIONS: Rick Warren, a resident of South 4th Place, explained his concerns with storm water, and ground water drainage issues along South 4th Place. Council asked if Staff would look into the matter and bring back a report to the May meeting.

CONSENT AGENDA:

- A. APPROVAL OF MINUTES – March 9, 2016 Regular Council Meeting
- B. APPROVAL OF BILLS FOR PAYMENT
- C. APPROVAL OF OUTSIDE AMPLIFIED SOUND (HOFFMAN CENTER SUMMER CONCERTS)

A motion was made by Salmon, seconded by Scott to approve the consent agenda as amended that includes approval of the minutes of the February 3, 2016 Regular Council meeting; approval of payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; and, approval of Outside Amplified Sound Permit for the Hoffman Center Summer Concerts. Motion passed unanimously.

NEW BUSINESS:

A. Revised Agreement for Visitors Center Management Services -

City Manager Jerry Taylor explained that the City contracts with Dan Haag to operate the Center and maintain the City's tourism information website exploremanzanita.com . Although the agreement does not specify the exact number of hours of services to be provided, the level of compensation is based on an assumption of approximately .75 FTE to provide the services. Based on discussions at the Off Season Tourism Advisory Committee and among Council members on additional services to be provided, staff is proposing that the level of compensation to Dan Haag be increased to approximately a full-time position. Staff proposed that the new agreement replace the existing one and go into effect on May 1. The agreement is essentially the current one with a revised and expanded list of duties. This would provide the extra services needed during the busy visitor season. Staff recommends approval of the revised agreement

A motion was made by Tonjes, seconded by Salmon to approve the revised agreement with Dan Haag for Visitors Center management services. Motion passed unanimously

B. Resolution Setting Employee Salaries for 2016-17 - Staff briefly reviewed the City Council's policy regarding total compensation. This policy suggests that every four years an outside, impartial firm be retained to collect and analyze pay data from around the area. Another follow-up survey is due and the cost is included in the proposed 2016-17 Budget. The consultant recommended that between surveys the salaries for all of the positions be trended each year to reflect adjustments made by other cities in the market area. The annual Portland CPI-U from 2015 to 2016 was 1.2%. However, an informal survey of other cities indicates that most Cities are using a 2.0% figure to make salary adjustments. Therefore, the recommended resolution reflects an increase of 2.0% in all of the salary ranges. Taylor also stated that CIS has announced that will be an increase not to exceed 2.5% to the medical insurance and 5.4% to the dental insurance for calendar year 2017.

A motion was made by Scott, seconded by Tonjes to approve Resolution No. 16-01 Setting Employee Salaries for 2016-17. Motion passed unanimously

OLD BUSINESS: None

CITY MANAGER'S REPORT:

A. Visitors Center – Center Coordinator Dan Haag reported to Council that there have been no changes to the volunteers since his last presentation, although he is looking for a few more for this summer. Haag went over the change to the weekly bulletin and some upcoming events for the area and training for the volunteers. Haag stated he was looking forward to the Governors Tourism Conference he will be attending at the end of April and hopes to start attending more weekly meetings with other local coastal chambers and cities.

MISCELLANEOUS:

- 1. Municipal Court** – The next session of the Manzanita Municipal Court will be Friday April 8th at 1:30p.m.. Afterwards there will be a program recognizing Municipal Court Judge Larry Blake for his 20 years of service as Judge for the City.
- 2. Tillamook EDC** - EDC is seeking nominations for positions on its Board.
- 3. Farmers Market Permit** - Permit will be on the agenda for May.
- 4. Public Works** – The fourth Utility Worker employee has been hired, but one employee is off work due to an off the job injury.
- 5. Drinking Fountain for Visitors Center** - Taylor will be placing the order for the new drinking fountain for the Visitors Center.
- 6. TLT Work Session** - Still trying to schedule dates and times with Council to discuss proposed changes in the transient lodging tax Ordinance and the short term rental regulations.
- 7. Budget Meeting** - First meeting of the Budget Committee is April 7th at 4 p.m.
- 8. 2016 Citizen of the Year** - Nominations are now being accepted.

Mayor Bullard adjourned the meeting at 7:43 p.m.

**MINUTES APPROVED THIS
4TH DAY OF MAY, 2016**

Garry R. Bullard, Mayor

Attest:

Jerald P. Taylor, City Manager/Recorder