CITY OF MANZANITA
JUNE 8, 2016
CITY COUNCIL MEETING

CALL MEETING TO ORDER: The meeting was called to order at 7:05 p.m. in the City Council Chambers by Mayor Garry Bullard.

ROLL: Members present were: Garry Bullard, Hans Tonjes, Linda Kozlowski, Leila Salmon and Mike Scott. Staff present: City Manager Jerry Taylor and Administrative Assistant Kristin Grasseth.

AUDIENCE INTRODUCTION: There were 30 citizens in attendance.

PUBLIC COMMENTS & COMMUNICATIONS: Chuck Bridges asked Council that they reconsider allowing him to put the flags out at 6 am on the 4th of July. City Manager Jerry Taylor explained the reasons for waiting until the parade was finished so that the flags would not be in the way of the large crowd. Council agreed to let Bridges put the flags out at 6 am.

CONSENT AGENDA:

A. APPROVAL OF MINUTES – May 4, 2016 Regular Council Meeting and May 6, 2016 Special Council Meeting

B. APPROVAL OF BILLS FOR PAYMENT

By Council concurrence the Consent Agenda was approved as amended which included approval of the minutes of the May 4, 2016 Regular Council meeting as amended and minutes of the May 6, 2016 Special Council Meeting; and approval of payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager.

NEW BUSINESS:

A. Special Event Permit (Amended):Manzanita Music Festival - Staff described the requested changes to the Special Event permit for the Manzanita Music Festival and the proposed closures of Third and Division Streets. Written permission from the adjacent property owners has been submitted. Beth Carter-Boyer, coordinator for the event, answered questions from Council and audience regarding time of the street closures, sound levels and alcohol controls. Boyer also commented that if this festival becomes an annual event they would move it to September next year.

A motion was made by Kozlowski, seconded by Tonjes to approve the amended Special Event Permit for the Manzanita Music Festival. **Motion passed unanimously.**

- Mayor Bullard took a break to announce this year's Citizens of the Year - Rick and Linda Scovel. Pastor John Olson of Calvary Bible Church read a letter describing all that the Scovel's have done for the community and how they have volunteered themselves and services over the years. The Scovel's received a hanging flower plant and will ride in this year's Fourth of July parade as the Grand Marshalls.

B. Resolution on Referral to Voters of Prohibition of Marijuana Businesses With the City Limits - City Manager Jerry Taylor explained how in November of 2014, Oregon voters approved Ballot Measure 91. The County Clerk advised that Manzanita was within the Pine Grove precinct and there was no way to determine what the vote was on Measure 91 within the City of Manzanita. House Bill 3400 provided that local governments could adopt an Ordinance prohibiting the sale and processing of marijuana within the City limits subject to approval of its voters at the November 2016 General Election. In August of 2015, Council approved Ordinance 15-05 prohibiting marijuana businesses within the City subject to approval of Manzanita voters. The proposed resolution formally placed the matter on the November 8, 2016 ballot. Andrew Buck of Oregon Coast Cannabis asked that Council reconsider sending this to a vote.

A motion was made by Scott, seconded by Salmon to approve Resolution 16-03 approving referral to the Electors of the City of Manzanita the Question of Banning Medical Marijuana Processing Sites, Medical Marijuana Dispensaries, Recreational Marijuana Producers, Recreational Marijuana Processors, Recreational Wholesalers and/or Recreational Marijuana Retailers with the City. Motion passed 4-1 (Tonjes nay).

C. Ordinance Establishing Transient Lodging Tax (First Reading) City Manager Taylor stated that the current Ordinance 87-5 was nearly thirty years old and that it needed to be replaced to reflect the changes that have occurred over the years. Staff has been working to make changes to the current ordinance but decided a rewrite would be less confusing. The notable proposed changes are redefining "Rent", tax deadlines, penalties and violation provisions.

A motion was made by Salmon, seconded by Tonjes to read "An Ordinance Providing for a Transient Lodging Tax for the City of Manzanita, Providing the Administrative Procedures for Collection of Same and Repealing Ordinance No. 87-5" by title only for its first reading and to tentatively approve said Ordinance as of its first reading. Motion passed unanimously.

D. Policy On Transfer of Water Service Accounts to Long Term Renters - Taylor explained to Council the current practice of allowing water accounts can be changed into a long term renter's name at the request of the property owner. Administration staff has requested a policy change due to problems that keep occurring with lack of notification when renters change or move, collecting payments and getting proper signatures.

A motion was made by Tonjes, seconded by Kozlowski to approve Policy Letter 2016-10-02 Transfer of Water Service Accounts to Long Term Renters. Motion passed unanimously.

OLD BUSINESS:

A. Ordinance Vacating Jackson Way Right-Of-Way (Second and Final Reading) Staff stated that Manzanita Investment Properties (Jim Pence) has received approval from the Planning Commission for a tentative subdivision plan for Classic Street Cottages 3, which is the final phase of the Classic Street Cottages Planned Development. The planned development assumes the vacation of the public street Jackson Way, although a narrower private street will be platted as part of the phase 3 subdivision. This street only serves these properties. Staff recommends approval of the Ordinance.

Motion was made by Scott, seconded by Kozlowski to read "AN ORDINANCE VACATING THE RIGHT-OF-WAY FOR JACKSON WAY IN THE PACIFIC DUNES UNIT NO. 6 SUBDIVISION" by title only for its second and final reading and to adopt said Ordinance as of its second and final reading. Counselor Tonjes recused himself from the vote. Motion passed by a vote of 4-0 (Tonjes recused).

CITY MANAGER'S REPORT:

A. Administration - Administrative Assistant Kristin Grasseth explained her efforts to find a system to allow credit card payments at City Hall and on the City's website for water, building permits, business licenses and short term rentals. After extensive research Grasseth found a company with low rates that will interface with the City's current water system and would be able to accept payments and also provide e-billing to the customers who requested it. Grasseth said that in the coming year she will be looking into new financial software for the City; currently the City has a very cumbersome and complex system that is not necessary. The cost is roughly $10,000 for the module. Council asked questions regarding cost for Credit Card usage and fees.

MISCELLANEOUS:

1. **Accuity Engagement letter –** Taylor asked if Council had any objections to authorizing the Mayor to sign the 2016-17 engagement letter with the City's auditor, Accuity, LLC. The Council had no objections.
2. **Hazard Mitigation Plan -** Taylor is working with the intergovernmental group which is overseeing the updating of the hazard mitigation plan for the County and Manzanita. To be eligible for FEMA assistance after a disaster, the City must have a hazard mitigation plan in place.

A motion was made by Salmon, seconded by Kozlowski to approve the Mayor signing the Memorandum of Agreement with the State Department of Land Conservation and Development to update the Tillamook County Hazard Mitigation Plan and the City's attachment. Motion passed unanimously.

3. **Farmers Market –** The first night of the Manzanita Farmers' Market will be June 10.
4. **Surplus Lawnmower -** Public Works has a request from the Fire District to obtain the City's old lawn mower valued at $100. The Council by consensus agreed to donate the lawnmower to the District.
5. **Tourism Grants -** Applications are now being accepted until June 24, 2016 for the Off Season Tourism Promotion Grants
6. **Court** – The next session of the Manzanita Municipal Court will be Friday June 10th at 1:30 at City Hall.
7. **Council Meeting/Budget Hearing** – The Council was reminded of this special meeting on June 22nd at 7 p.m.
8. **South 4th Place Drainage –** The proposal discussed at the last Council meeting has been accepted by the neighbors and deposits are expected in at any time.
9. **Pickle Ball Demonstration –** Peter Shianna will have a demonstration of pickleball on Saturday June 18th at the City Park.

10. Neahkahnie Trail - A grant in the amount of $95,800 for planning and construction of a trail between Neahkahnie Mountain and Manzanita is expected to be awarded by the State Parks Commission on June 29, 2016.

11. Contract With Steve Winstead: The current contract for building official services expires June 30, and unless Council objects, the contract will be extended for another year.

Mayor Bullard adjourned the meeting at 8:46 p.m.

MINUTES APPROVED THIS
6TH DAY OF JULY, 2016

_____
Garry R. Bullard, Mayor

ATTEST:

_____
Jerald P.Taylor, City Manager/Recorder