

**CITY OF MANZANITA
DECEMBER 7, 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. Member absent and excused: Linda Kozlowski. Staff present: City Manager Jerry Taylor, Chief Building Inspector Doug Dick and Administrative Assistant Kristin Grasseh.

AUDIENCE INTRODUCTION: There were 8 citizens in attendance.

PUBLIC COMMENTS & COMMUNICATIONS: Mayor Garry Bullard stated how it has been an honor to serve the community for the past 10 years as Mayor. John Handler said that Underhill Plaza property has been cleared but he is still dealing with the brush removal or chipping costs that could be up to \$10,000.

CONSENT AGENDA:

- A. APPROVAL OF MINUTES – November 9, 2016 Regular Council Meeting.
- B. APPROVAL OF BILLS FOR PAYMENT
- C. CANVASS OF NOVEMBER 8, 2016 GENERAL ELECTION

Motion was made by Tonjes, seconded by Salmon to approve the consent agenda that includes approval of the minutes of the November 9, 2016 Regular Council meeting; to approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; and to accept the canvass of votes for the November 8, 2016 General Election and to declare that Mike Scott has been elected to a two year term as Mayor, Hans Tonjes and Scott Galvin have been elected to four year terms as City Councilors, and City Ballot Measure 29-138 which would have prohibited marijuana businesses within the city has been rejected. Motion passed unanimously.

NEW BUSINESS:

A. Presentation of Audit of City Financial Records for Fiscal Year 2015-16 (Accuity, LLC) - Glen Kearns from the accounting firm of Accuity, LLC was present to summarize and answer questions on their audit report of the City's financial records for fiscal year 2015-16. Kearns said no major issues have been identified and that this year's audit focus was in areas that had pervious minor issues, everything had been cleaned up, and there were no errors. Cash is strong with a 16 to 1 asset to liability ratio. Kearns had no concerns and felt the City was in full compliance.

B. Progress on Tornado Debris Removal - Staff continues to see the tornado debris from private property being cleaned off and disposed by private property owners. David McCall, County Solid Waste Manager, was contacted by Oregon DEQ, which has offered grant assistance to Tillamook County for the City in chipping the debris and transporting it to a composting facility. Using an existing County chipping contractor, the County would be reimbursed for having the woody debris chipped at the Mohler site, Underhill Plaza, and Nehalem Bay State Park and then transported to approved sites. Mr. McCall is working out the

details. An intergovernmental agreement with the County would be brought to the Council in January. Council agreed by consensus to have Mayor Bullard sign a thank you letter on behalf of the City to the DEQ.

C. Council Policy Letter on Chairs at Fourth of July Parade- City Manager Taylor stated that in September, the City Council discussed a draft policy for limiting the placement of chairs in the public right-of-way before the Fourth of July parade. The concerns raised were whether or not it was too heavy-handed and impractical to remove chairs from the right-of-way that violated the policy, whether special arrangements should be made for mobility impaired persons, and whether the policy should be implemented immediately or phased in over time. Taylor read the policy and asked for Council feedback. Council asked questions on implementation of the policy and policing of the chairs.

Motion was made by Scott, seconded by Salmon to approve Council Policy Letter PL 2016/07/10 regarding Chairs at Fourth of July Parade. Motion passed unanimously.

D. Agreement for Building Codes Consultant (Winstead) - Staff reported that Steve Winstead of Building Codes Consultancy, Inc had resigned as the City's Building Official as of December 31, 2016 due to a change in Building Codes Division rules that do not allow architects to also act as building officials. Building Codes Consultancy may still act as a consultant to the City Building Official, but can only recommend the approval of plans to the City Building Official. Taylor stated that since Steve Winstead is in the middle of the approval process for the new Manzanita Winery, staff is recommending that the agreement between the City and Building Codes Consultancy be modified to allow for this new consulting arrangement as of January 1, 2017. Mr. Winstead will be sending the City an addendum to the agreement to be considered at the January meeting. After discussion, Council agreed by consensus to the agreement with Winstead.

OLD BUSINESS:

A. Ordinance Amending Ordinance No. 10-03 Relating to Short Term Rental Regulations (Second and Final Reading) City Manager Jerry Taylor told Council that the final draft contains the minor changes recommended by the City Attorney and the Mayor. The proposed Ordinance is the last in a series of Ordinances designed to clarify and strengthen the rules before the staff initiates a serious enforcement program to identify chronic violators of the short term rental regulations. Staff recommended approval of the proposed Ordinance.

Motion was made by Salmon, seconded by Tonjes to read "AN ORDINANCE AMENDING SECTIONS 1 THROUGH 6 OF ORDINANCE NO. 10-03 RELATING TO RULES AND REGULATIONS FOR SHORT TERM RENTALS" by title only for its second and final reading and to adopt said Ordinance as of its second and final reading. Motion passed unanimously.

CITY MANAGER'S REPORT:

A. Building Department - Chief Building Inspector Doug Dick reported to Council on the current number of new homes built in Manzanita for this year was 20, stating there was only a small fluctuation over the past 3 years. Dick said he expected to see phase 3 of the Classic Street Cottages soon. Tornado repairs are still underway but he noted finding problems when

homeowners start having repairs done as some insurance companies are not paying the full costs to repair homes in our area to the standards we require.

MISCELLANEOUS:

1. **Carmel Ave Project** - Due to the heavy rains things are not moving as fast the contractor would like. First payment is being made this month.
2. **Assistant City Manager Position** - A job offer was made to Cynthia Alamillo. She is currently looking for housing in the area.

Mayor Bullard adjourned the meeting at 8.52 p.m.

**MINUTES APPROVED THIS
4TH DAY OF JANUARY, 2017**

Mike Scott, Mayor

ATTEST:

Jerald P. Taylor, City Manager/Recorder