

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: CITY MANAGER

RE: REGULAR COUNCIL MEETING OF WEDNESDAY, AUGUST 9, 2017

DATE: AUGUST 3, 2017

Enclosed are the agenda and supplemental materials for your next regular Council meeting. The following is some additional information:

APPOINTMENT TO CITY COUNCIL VACANCY

The three candidates for the City Council vacancy have been informed of the process as follows: The order of the interviews will be determined by a random drawing. After the interviews, the Council will discuss the selection in open session and will select the new Councilor by motion and vote. Upon appointment to the position, the new City Councilor will be sworn in and take his or her seat on the Council.

The following are the basic questions that the Council will ask you. They may ask followup questions, but these are the main topics:

1. Please state your name, address, and how long have you been a Manzanita resident.
2. Tell us about yourself and your background. Please highlight any government, civic or volunteer experience you might have.
3. What skills can you bring to the City Council position that would be an asset to the community?
4. Do you have any personal time commitments that would need to be addressed when scheduling Council activities?
5. Finally, what ideas or vision do you have for the City (i.e. improvements, goals)?

PUBLIC COMMENTS AND COMMUNICATIONS

CONSENT AGENDA

Please see the enclosed memo on this item.

NEW BUSINESS

Selection of Council President: *Recommended action: Move to select _____ as City Council President.* As former Council member Leila Salmon was also City Council President, the Council needs to select another member to fill this role. The City Council President presides at

Council meetings in the absence of the Mayor and can sign City checks. The process for selecting the City Council President is up to the Council.

Public Hearing - New Off Premises Sales Liquor License for Dixie's Vino & More:

Recommended Action: 1. Solicit public comment, and then 2. Move to recommend to the Oregon Liquor Control Commission that an off-premises sales liquor license be issued to Dixie's Vino & More. The Council policy on liquor licenses requires a public hearing on any new license request. Dixie Anderson, formerly with Vino Manzanita, wishes to open a wine shop in the small building at 174 Laneda Avenue. An off-premises liquor license is required, and staff recommends approval.

Ordinance Prohibiting Single Use Plastic Carryout Bags (First Reading): *Recommended Action: Move to read "AN ORDINANCE PROHIBITING THE USE OF SINGLE-USE PLASTIC CARRYOUT BAGS" by title only for its first reading and to tentatively approve said Ordinance as of its first reading.* At the July 12, 2017 meeting, the Council heard a proposal to prohibit the use of single use plastic carryout bags in Manzanita. Council instructed staff to bring a draft Ordinance to the August 9, 2017 meeting. The draft Ordinance has been modified to coordinate with the City's Civil Infractions Ordinance. A Class C Civil Infraction has a maximum fine of \$500, although the Civil Infractions Ordinance also provides a process for requesting voluntary compliance prior to issuing a citation. If Council desires an Ordinance on this matter, staff recommends this draft.

Proposal for UGB Expansion for Affordable Housing: Please see the email from Mike Morgan, Planning Consultant for more information on this item. This proposal may be an opportunity to provide affordable housing in the area.

Award of bid: Air Stripping Tower Project: *Recommended Action: Move to award the contract to build the air stripping tower project to Stettler Supply Company for \$490,375.00 and to authorize the Mayor to sign the contract.* The long process of getting the carbon dioxide stripper built at the well site is finally nearing the end. Attached is the letter from HBH Consulting Engineers which recommends the award of the low bid for this project. Two bids were opened on July 26, 2017, and Stettler Supply Company submitted the low bid. It is estimated that the project will not be completed until March of 2018. Staff recommends approval of the contract.

Forgivable Loan and Contract for Water Supply Resiliency Study: *Recommended actions:*
1. *Move to adopt A RESOLUTION OF THE CITY OF MANZANITA AUTHORIZING A FORGIVABLE LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND BY ENTERING INTO A FINANCING CONTRACT WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY.*
2. *Move to approve an agreement with BergerABAM, Inc. to develop a Water System Seismic Resiliency Study for a fee not to exceed \$20,000.*

Public Works Director Dan Weitzel was approached by a staff member from BergerABAM with a proposal to prepare a grant proposal to prepare a Water System Seismic Resiliency Study to submit to the State of Oregon. This study is the first step in obtaining further State funds to retrofit the reservoirs and other parts of the water system for seismic resiliency. Staff agreed to let BergerABAM proceed with the grant, and the proposal was submitted. The State of Oregon

has given an award to the City of a forgivable loan of \$20,000, which means that as long as the seismic study is produced with loan dollars, the loan is 100% forgivable. Not quite a grant, but almost identical.

The resolution enclosed approves entering into an agreement with the State of Oregon to receive the forgivable loan of \$20,000 for the study. The enclosed letter agreement hires BergerABAM to do the study for \$20,000. This is a lot of paperwork, but essentially it is to provide for a needed study at no cost to the City. Once this study is completed, the City will be eligible to apply for resiliency funds to retrofit the water system so as to better survive an earthquake. Staff recommends approval of the resolution and the agreement.

Update on Underhill Plaza purchase: The City is in the middle of the Due Diligence period provided in the purchase agreement for Underhill Plaza. Staff will give an oral report at the Council meeting on information being gathered so that Council can make a final decision to go through with the purchase of the property. The final decision will need to be made at the September 5, 2017 Council meeting as that is the last day of the Due Diligence period. If Council approves the purchase after looking at all information, a closing date would be set sometime in the 30 days after the meeting.

Council Policy on Use of Social Media: Please see the enclosed memorandum for more information on this item.

Progress on City Council Goals: Please see the enclosed memorandum for more information on this item.

OLD BUSINESS

CITY MANAGER REPORTS

Department update: This portion of the agenda is a rotating report from the department managers on activities and issues within their departments. This month Public Works Director Dan Weitzel will brief you on the activities within the Public Works Department in the area of streets, water, storm drainage and parks.

Municipal Court date: The next Court date will be Friday, August 18, 2017 at 1:30pm. The public is invited to attend to observe the proceedings.

Financial report: I will distribute the June report at the Council meeting. This will be the yearend report for fiscal year 2016-17.

Miscellaneous: I will briefly update the Council on a few other topics at the Council meeting.

Please contact me if you have any questions or comments on this agenda.

See you Wednesday evening!