

CITY OF MANZANITA
January 8, 2020
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 Mike Scott.

ROLL: Members present were: Mayor Mike Scott, Steve Nuttall, Linda Kozlowski, Thomas Aschenbrener and Hans Tonjes. Staff present: City Manager Cynthia Alamillo, Assistant City Manager Kristin Grasseh, Chief of Police Erik Harth, Officer John Garcia, Finance and Administrative Specialist Nina Jarvis

AUDIENCE INTRODUCTION: There were 32 people in attendance.

PUBLIC COMMENTS & COMMUNICATIONS: Dave Dillon announced Go Bag pop up sale January 11th from 1-3 pm at the old Fire station.

CONSENT AGENDA:

- A. APPROVAL OF MINUTES – December 4th, 2019 Regular City Council meeting, December 4th, 2019 City Council Special Workshop meeting, and December 11th, 2019 City Council Executive Session
- B. APPROVAL OF BILLS FOR PAYMENT
- C. MAYORS APPOINTMENT OF TOURISM ADVISORY COMMITTEE

A motion was made by Tonjes, seconded by Kozlowski to approve the consent agenda that includes approval of the December 4th, 2019 Regular City Council Meeting, December 4th, 2019 City Council Special Workshop Meeting, and December 11th, 2019 City Council Executive Session; Approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Approve Mayors appointments of Tourism Advisory Committee Motion passed unanimously.

COMMITTEE REPORTS:

A. **Update from the STR Ordinance Oversight Work Group:** Councilor Steve Nuttall, Chairman for the committee stated that the work group took the month of December off, but will resume their regular scheduled meetings on January 21, 2020 at 10:00 AM. The focus of the seven-member workshop will be understanding short term rental issues as they relate to livability, as well as how to effectively deal with complaints and violations. The workgroup will provide routine updates to council members, as well as a formal report in December 2020.

NEW BUSINESS:

A. **Introduction of Jim Horton as new Tillamook County Sheriff -** Beginning in August 2019 Officer Jim Horton was sworn in as the new Tillamook County Sheriff. He has over 23 years of experience working in law enforcement and plans to focus his efforts as sheriff on partnerships, communication and transparency. Sheriff Horton stated that beginning in March 2020 Tillamook County will finally be fully staffed in their criminal and narcotics division. They will also resume the inmate work crew which has not been active in two years. The focus of the work crew will be public works projects throughout the community. Sheriff Horton stated that he was able to procure a grant for a specialty court that channels

behavior problems from criminal court to behavior court. The grant will last for 18 months, after which time he plans to reapply in order to keep the program running for our community. Mayor Scott asked the Sheriff how he plans to interface with Manzanita as issues come up. Sheriff Horton stated that while law enforcement calls are dispatched geographically and city boundaries determine who responds, he plans to regularly collaborate and check in with Manzanita as we all rely on one another. Councilor Nuttall asked if the opioid crisis is getting better within our community, to which Sheriff Horton replied that it is an increasing problem which requires more resources. Sheriff Horton stated that we need 24-hour coverage to adequately address the issue, as well as more of a focus on mental health crisis intervention. The audience asked if there is GPS tracking in the vehicles that will allow the Sheriff to quantify where officer time is spent, to which he replied that mobile data is available, but is difficult to interpret.

B. Presentation of Auditors Report from Accuity – Kori Sarratt from Accuity Presented the findings from the yearly audit report. The City of Manzanita finished the year with 6.4 Million in assets for their governmental activity, most of which are capital assets. Business activity finished at 8.1 million which is calculated from a cash basis of accounting. For the year, government wide and business combined had a positive change in net position of just over \$600,000.00. The cash flow from operating expenses for the water fund was a positive at \$359,000.00. Kori stated that though the city has seen many transitions throughout the past year, that staff has done an excellent job of continuing to meet the needs of the city while also maintaining good internal controls. Councilor Nuttall asked if there had been any issues found with the water fund and allocation of resources. Kori stated that Accuity looks at payroll each year and has not had any issues with the allocations of funds used in payroll. Audience member Randy Kugler stated that he feels it's not possible for accuity to accurately gauge how much time city employees are allocating to water related activities. Mayor Scott stated that we have contracted an outside source to review our allocation matrix and will make changes based off the results of that study.

C. NCRD Request for Special Event Permit- Debbie Crossman and Kiley Konruff From NCRD presented their application for a special event permit that would allow them beach access at the corner of Laneda and Ocean Ave for their registration table at this years 5K walk/run and 10k run. The event is a family friendly fundraiser scheduled on 7/18/20 from 6:00AM-12:00PM. Participants will be able to use the restrooms on Laneda, and parking will be available on Ocean Ave. Councilor Nuttall stated that if the registration table creates congregation on the street, it may be better to use the Visitors Center instead. NCRD stated that most applicants preregister, and they don't expect there to be a large volume of people at the table. They will monitor how people flow through registration at this year's event and consider moving the location of the registration table next year if there are any issues. Council stated that NCRD will be required to clean up all their own garbage from the event, as well as provide proof of liability insurance.

Motion was made by Kozlowski, seconded by Aschenbrenner to approve the Special Events Permit. Motion passed unanimously.

OLD BUSINESS: NONE

CITY MANAGER'S REPORT:

A. Underhill Plaza- Bob Calkins with North Coast Watchman Services stated that he has found another location for his business, but is having difficulties with the parking at his new facility. He has requested that he continue renting at Underhill Plaza until such time as he can resolve these issues. Howell's Floorcovering would also like to continue renting at Underhill Plaza as they need more time to prepare for relocating as well. Councilor Aschenbrener stated that there may need to be a renegotiation of the lease agreement to ensure that the City will not be held responsible for any maintenance that the building may require. Bob Calkins stated that if allowed to stay they will assume responsibility for any maintenance that is required while they are occupying the facility. Councilor Nuttall stated concerns about the structural integrity of the facility and the liability that the city may incur by allowing a tenant to rent a potentially unsafe facility. Councilor Nuttall also stated concerns about the building being available for structural analysis testing as part of our new city facilities project. Bob Calkins stated that he carries his own insurance on the building and will provide certificates. He also stated that he and has no problems with any testing that the city would like to conduct. City Manager Cynthia Alamillo stated that we will get legal advice from our attorney regarding the safety of the building and any contracts that may need to be in place. This will ensure that both the tenant and the city are protected. Council approved tenant continuing to rent at Underhill Plaza on a month to month basis.

Motion was made by Kozlowski, seconded by Tonjes to approve North Coast Watchman Services and Howell's Floorcovering to continue renting at Underhill Plaza on a month to month basis. Motion passed unanimously.

B. Kristin Grassetth as new Assistant City Manager – Kristin stated that as Assistant City manager she plans on taking a bigger step into the planning/building department. Kristin also stated that she would like to restructure these areas to make them more user friendly so that questions can easily be streamlined, and customers can get the help they need quickly and efficiently. Additional training will allow her to take a more active role in these areas as time goes on. Alton Butler will remain as building inspector working 3 afternoons a week.

Miscellaneous:

A. January 20th, 2020 – City Hall will be closed in observance of Martin Luther King Jr. Day

B. January 21st, 2020 – 4:00 pm Planning Commission Meeting

Mayor Scott adjourned the meeting at 8:17 p.m.

**MINUTES APPROVED THIS
5th DAY OF February 2020**

Michael Scott, Mayor

Attest:

Cynthia Alamillo, City Manager/Recorder