

CITY OF MANZANITA
April 8th, 2020
CITY COUNCIL MEETING

CALL MEETING TO ORDER: The meeting was called to order at 7:00 p.m. via Zoom by Mayor Mike Scott.

ROLL: Members present were: Mayor Mike Scott, Steve Nuttall, Thomas Aschenbrener, Hans Tonjes, and Linda Kozlowski Staff present: City Manager Cynthia Alamillo, Assistant City Manager Kristin Grasseh, Finance & Administrative Specialist Nina Jarvis

AUDIENCE INTRODUCTION: There were 39 people in attendance

PUBLIC COMMENTS & COMMUNICATIONS: Mayor Scott stated that the City of Manzanita is now in its third week of operating under a state of emergency, and in its second week of staff working from home. Though the City is committed to adhering to social distancing requirements, they will continue to hold public meetings through an online platform to preserve the continuity of government.

CONSENT AGENDA:

- A. APPROVAL OF MINUTES – March 4, 2020 Regular City Council meeting, March 4, 2020 Special Council Workshop, and March 5, 2020 City Council Goal Setting Workshop.
- B. APPROVAL OF BILLS FOR PAYMENT
- C. MAYOR'S APPOINTMENT TO PLANNING COMMISSION
- D. RESPONSE LETTER TO OFFICE OF THE SECRETARY OF STATE
- E. PERMIT FOR A TEMPORARY FIREWORK STAND

A motion was made by Tonjes, seconded by Kozlowski to approve the consent that includes approval of the March 4, 2020 Regular City Council Meeting, March 4, 2020 Special Council Workshop Meeting, and March 5, 2020 City Council Goal Setting Workshop; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; approve Mayor's appointment of Planning Commission; approve the response letter to the Office Secretary of State; approval for temporary firework stand contingent to COVID-19 situation.

COMMITTEE REPORTS:

Update from the STR Ordinance Oversight Work Group: Councilor Nuttall stated that the Short-Term Rental Ordinance Oversight Work Group has not met since February before the COVID shutdown. The first meeting will be on April 10th, 2020 where they will begin the process of brainstorming how the industry will reopen. They will be back on a monthly schedule beginning April 21, 2020 when they have their regular meeting at 10:00. Councilor Nuttall has been answering many questions from short term renters and second homeowners, and they have received about 90% compliance with the shut-down.

NEW BUSINESS:

A. Resolution declaring a local state of emergency and ratifying actions in response To the state of emergency - City Manager Cynthia Alamillo stated that the City is trying to be as proactive as possible in addressing this pandemic. In response, they have declared a state of emergency which will be in effect until 5/1/2020, at which time it may be extended if necessary. This allows the City to temporarily shut down all short-term rentals and to prohibit hotels from renting rooms. It also allows the city to redirect funds received from the Off-Season Tourism Promotion grant to small business owners in the community.

A motion was made by Councilor Kozlowski, seconded by Tonjes to approve a resolution declaring a local state of emergency and ratifying actions in response to the state of emergency. Motion passed unanimously.

B. Resolution extending the deadline to file transient lodging tax return due to COVID-19 emergency – City Manager Cynthia Alamillo stated that the County has approved a motion to extend the first quarter transient lodging taxes due to the loss of revenue from the closure of all short-term rentals. Alamillo would like to adopt the same motion for the City of Manzanita. This will allow renters to have an extension from the current deadline of April 30, 2020 to July 31, 2020. No late fees or interest shall be incurred during this time.

A motion was made by Councilor Nuttall, seconded by Kozlowski to approve a resolution extending the deadline to file transient lodging tax return due to COVID-19 emergency. Motion passed unanimously.

C. Rules and procedures of City Council meetings, public records requests, and committee appointments (James Walker) – James Walker, an attorney for the City, spoke on the rules and procedures for several City functions. Regarding public comment, Walker stated that the City must provide a neutral time, place and manner for the public to share comments. This time is designed to allow the public to share their position on a subject, but not to begin a debate. All comments immediately preceding a vote must be related to the voting subject. In order to add an item to the agenda, a request must be submitted in writing at least two weeks before the meeting, and the City manager reserves the right to approve or deny the request.

Regarding public records request, state law requires that the City disclose any requested documents that it is the custodian of. Once a record request has been submitted, the City has five days to respond to the requestor, in which they must indicate if they are the custodian of the requested record, are not the custodian, or do not know. If the City is the custodian, they must provide the document within ten business days of the five-day confirmation. There are some exceptions to this response time period. The City may charge a reasonable fee to provide the document, but if the fee exceeds \$25.00 the City must receive approval from the requestor. If a record does not exist for the information requested, the City is not required to provide a new document to satisfy the request.

Regarding committee appointments, the Mayor is permitted to make sole decisions for committee appointments unless state laws prohibit it. There are a few exceptions where the Council will need to ratify a decision.

D. Approval of Council goals for 2020 – Madeline Olson stated that the goal setting session held on March 5, 2020 was very productive. She helped the Council to clearly Define their goals, to initiate a score card as a tool for measurement, and to give clear actions to each Councilor.

A motion was made by Councilor Kozlowski, seconded by Tonjes, to approve the City Council goals for 2020. The motion passes unanimously.

E. Special event permit Farmers Market (Emily Volmer) – Farmers Market Manager Emily Volmer presented an application to hold a one-day event on May 9, 2020 in celebration of Mother’s Day. Though this event had been planned since before COVID-19, the farmers market would still like to proceed with it while taking many necessary precautions to protect the public. Some precautions include pre ordering online and drive through pick up, with vendors placed ten feet apart to adhere to social distancing requirements, and different people packaging food and interacting with customers. The motion for this special event permit was postponed due to COVID-19. Council will hold a special meeting as we get closer to May to make a final decision.

F. Agreement with Visitors Center Coordinator – The coordinator for the Visitor Center, Dan Hagg, is an independent contractor hired by the City and Council for a contract of one year. The contract expires this month and a new one has been presented for approval.

A motion was made by Tonjes, seconded by Nuttall, to approve the agreement with Dan Haag to provide Visitors Center coordination services.

OLD BUSINESS: NONE

CITY MANAGER’S REPORT:

A. Visitors Center – Dan Haag, Visitors Center coordinator, stated that during the COVID-19 crisis he has been very active in the community to help assist local business owners who have been affected by this pandemic. His three main goals are to continue to remain in contact with the community as well as potential visitors by keeping the website (www.exploremanzanita.com) and social media outlets current, to provide resources for small business owners in the community, and to help plan for reopening. He is also helping to launch relief programs, as well as promoting small businesses still open for take out or online ordering by creating a photo challenge that awards contestants gift cards to their favorite stores. He has also partnered with Fulcrum, a non-profit organization in North County, to accept and distribute donations to small business owners struggling as a result of the COVID closures.

Miscellaneous:

1. Court will be cancelled for the month of April in order to observe social distancing requirements.

2. There will be two public meetings this month to discuss the indirect cost allocation done by FCS Group. The first will be held April 9, 2020 at 10:00 am, and the second will be held April 22, 2020 at 4:00 pm.
3. Friday April 10, 2020 will be the second COVID-19 Special Council Workshop.
4. Friday, April 10, 2020 will be a Short-Term Rental Ordinance Oversight Work Group.
5. The City website has been updated and is now fully operational. Sign up for email updates and watch the Mayors daily video updates at the City of Manzanita Facebook page.

Mayor Scott adjourned the meeting at 8:58 p.m.

**MINUTES APPROVED THIS
6th Day of May, 2020**

Michael Scott, Mayor

Attest:

Cynthia Alamillo, City Manager/Recorder