

**CITY OF MANZANITA**  
**May 11, 2020**  
**CITY COUNCIL MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order at 10:00 a.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 Grassest, Public Works Director Dan Weitzel, License & Ordinance Specialist Judy Wilson, Finance & Administrative Specialist Nina Jarvis, Utility Worker & Code Enforcement Scott Gebhart, and FCS Consultant Martin Chaw

**AUDIENCE INTRODUCTION:** There were 78 people in attendance

**CONSENT AGENDA:**

- A. APPROVAL OF MINUTES – April 8, 2020 Regular City Council Meeting, April 3, 2020 COVID-19 Special Council Workshop, April 10, 2020 COVID-19 Special Council Workshop, April 17, 2020 COVID-19 Special Council Workshop, April 24, 2020 COVID-19 Special Council Workshop, April 9, 2020 Special City Council Meeting, April 22, 2020 Special City Council Meeting, April 27, 2020 Special City Council Meeting
  
- B. APPROVAL OF BILLS FOR PAYMENT

**A motion was made by Tonjes, seconded by Kozlowski to approve the consent that includes approval of the April 8, 2020 Regular City Council Meeting, April 3, 2020 COVID-19 Special Council Workshop, April 10, 2020 COVID-19 Special Council Workshop, April 17, 2020 COVID-19 Special Council Workshop, April 24, 2020 COVID-19 Special Council Workshop, April 9, 2020 Special City Council Meeting, April 22, 2020 Special City Council Meeting, April 27, 2020 Special City Council Meeting; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager.**

**COMMITTEE REPORTS:**

**Update from the STR Ordinance Oversight Work Group:** Councilor Nuttall introduced a plan for reopening the Short-Term rental industry that includes three phases which will begin on May 29, 2020 and span the entire month of June. Renters will be limited to renting at 50% capacity for phase one, 70% capacity for phase two, and 100% capacity for phase three. In addition, 24-hours will be required in between each guest leaving and cleaner entering. Nuttall also stated that the workgroup has been working hard to develop new guidelines for cleaners that address protecting against the virus. They are also working on best practices for if a guest becomes ill during or 14 days after their stay.

**NEW BUSINESS:**

**A. Resolution continuing a local state of emergency** – Mayor Scott proposed that Council move to extend the state of Emergency declared on March 18, 2020. The extension would remain in effect until May 29, 2020, the same date that Short-Term rentals will reopen at 50% capacity.

**A motion was made by Kozlowski, seconded by Nuttall to approve the resolution continuing the local state of emergency until May 29, 2020. Motion passed unanimously.**

**B. Proclamation Year of Kindness 2020** – City Manager Alamillo stated that the Proclamation Year of Kindness 2020 was developed to enhance the sense of community in Manzanita. It aims to remind residents and second homeowners to practice kindness whenever possible, and to all work together to form a more inclusive community. It also focuses on the use of masks as an act of caring. The Proclamation will be mailed out to each Manzanita resident and will also be available online.

**C. Presentation of Indirect Cost Allocation Study (FCS Consultant)** – FCS Consultant Martin Chaw gave a presentation on the Indirect Cost Allocation study results. He also presented his proposal for preparing a citywide indirect cost allocation plan, as well as a proposal on how to implement the results of this plan.

**A motion was made by Nuttall, seconded by Aschenbrener to approve the proposed cost allocation methodology, direct staff to continue working with FCS consultant for the 2020-21 Budget and incorporate the results generated by the use of the new cost allocation methodology into the 2020-21 Budget.**

**D. Restructure of Building Department** – Assistant City Manager Kristin Grasseth Presented a proposal to restructure the City Building Department. The proposal includes adding definitions to the current ordinances that enforce building codes, adjusting building fees to match those of our neighboring jurisdictions, and implementing the E-Permitting program. The restructure also includes increasing the hours of our building personnel to 40 hours per week while simultaneously terminating our contract with the City of Cannon Beach.

**A motion was made by Aschenbrener, seconded by Kozlowski to move forward with the proposal to obtain public comment for fee increases, as well as to increase the hours of building personnel to 40 hours per week. Motion passed unanimously.**

**A motion was made by Kozlowski, seconded by Tonjes to terminate our contract with the City of Cannon Beach. Motion passed unanimously.**

**E. Resolution setting City employee salaries for 2020-21** – City Manager Alamillo Presented a resolution to hold Cost of Living pay increases scheduled for July 2020 due to the economic uncertainty caused by COVID-19. In December 2020 Council will evaluate the City's financial standing and determine if the pay increases are appropriate.

**A motion was made by Aschenbrener, seconded by Nuttall to approve the resolution setting City employee salaries for 2020-21. Motion passed unanimously.**

**F. Discussion on 4<sup>th</sup> of July Parade** – City Manager Alamillo stated that our neighboring cities have cancelled many of their summer events, and due to the restrictions of public gatherings with 25 people or more, she proposed that the City cancel their annual 4<sup>th</sup> of July parade.

**A motion was made by Aschenbrener, seconded by Tonjes to cancel the annual Manzanita 4<sup>th</sup> of July Parade. Motion passed unanimously.**

**A motion was made at 12:30 p.m. by Tonjes, seconded by Nuttall to extend the May 11, 2020 City Council Meeting by thirty minutes.**

**G. Discussion of Manzanita Farmers Market (Summer)** – Farmers Market Manager Emily Volmer presented a proposal for the operation of the weekly Manzanita Farmers Market that is scheduled to begin June 12, 2020. Her proposal included three options of operation which include varying levels of social distancing. Volmer recommends that the City operate under the same guidelines that were used at the special event farmers market May 9, 2020 and reevaluate restrictions as we move forward if appropriate.

**A motion was made by Kozlowski, seconded by Nuttall to approve the Manzanita Farmers Market using the same protective guidelines that were adopted for the May 9, 2020 event. Motion passed unanimously.**

**H. Resolution 20-10 designating grant agent** – Public Works Director presented a plan to obtain federal grant money which would allow the City to update our reservoir system. This resolution allows him to be the main contact for the grant opportunity.

**A motion was made by Kozlowski, seconded by Nuttall to approve Resolution 20-10 designating Public Works Director Dan Weitzel as grant agent for the City. Motion passed unanimously.**

**A motion was made at 1:00 p.m. by Tonjes, seconded by Nuttall to extend the May 11, 2020 City Council Meeting by fifteen minutes.**

**OLD BUSINESS: NONE**

**CITY MANAGER'S REPORT:**

**A. Short-Term Rental** – City Manager Alamillo stated that License and Ordinance Specialist Judy Wilson would not be presenting a Managers Report as her department has no updates aside from what was already presented by Councilor Nuttall on behalf of the STR Workgroup.

**Miscellaneous:**

1. Court will be cancelled for the month of May in order to observe social distancing requirements.
2. The May 18, 2020 Planning Commission Meeting has been cancelled due to no agenda items.
3. The May 19, 2020 Short-Term Rental Ordinance Oversight Workgroup has been cancelled due to no agenda items.
4. The Budget Meeting will hold their first Meeting on May 13, 2020, second meeting on May 18, 2020, and final meeting on May 19, 2020.

**PUBLIC COMMENTS & COMMUNICATIONS:** A community member commented on a trail that goes through private property which has recently been blocked off to the public by the owner. The community has expressed concern over the closing of this trail and has asked the City to consider working together to provide an alternative walkway for citizens. Possible solutions were discussed, and Council agreed that it was an issue which would be addressed at a future meeting.

**Mayor Scott adjourned the meeting at 1:12 p.m.**

**MINUTES APPROVED THIS  
3<sup>rd</sup> Day of June 2020**

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Michael Scott, Mayor

Attest:

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Cynthia Alamillo, City Manager/Recorder