

CITY OF MANZANITA
June 3, 2020
CITY COUNCIL MEETING

CALL MEETING TO ORDER: The meeting was called to order June 3, 2020 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, Public Works Director Dan Weitzel, Finance & Administrative Specialist Nina Jarvis, and Utility Worker & Code Enforcement Scott Gebhart

AUDIENCE INTRODUCTION: There were 47 people in attendance

CONSENT AGENDA:

- A. APPROVAL OF MINUTES – May 1, 2020 COVID-19 Council Workshop; May 6, 2020 City Council Meeting; May 8, 2020 COVID-19 Council Workshop, May 11, 2020 City Council Meeting, May 15, 2020 COVID-19 Council Workshop, May 22, 2020 COVID-19 Council Workshop, May 29, 2020 COVID-19 Council Workshop.
- B. APPROVAL OF BILLS FOR PAYMENT
- C. RENEWAL OF EXISTING LIQUOR LICENSES

A motion was made by Tonjes, seconded by Kozlowski to approve the consent that includes approval of the May 1, 2020 COVID-19 Council Workshop, May 6, 2020 City Council Meeting, May 8, 2020 COVID-19 Council Workshop, May 11, 2020 City Council Meeting, May 15, 2020 COVID-19 Council Workshop, May 22, 2020 COVID-19 Council Workshop, May 29, 2020 COVID-19 Council Workshop; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; approve the existing liquor license renewals.

COMMITTEE REPORTS:

Update from the STR Ordinance Oversight Work Group: Councilor Nuttall stated that the workgroup had a zoom meeting with over 70 participants where they introduced a training video for cleaning and disinfecting guidelines. The video is available on the City website and details the proper procedures for cleaning a rental home which protects future renters as well as cleaning staff. The Workgroup will resume its regular meeting schedule in June, returning to their regular agenda items which focus on livability. The group will also critique their response to COVID-19 and discuss what was accomplished and what still needs to be completed. Councilor Nuttall reported that the beginning of Phase one reopening has been successful, and that so far rentals are below the 50% capacity guidelines that were established.

NEW BUSINESS:

- A. **COVID-19 Citywide response and six-month administrative update – City**

Manager Alamillo presented a report detailing the City's response to COVID-19. Nine resolutions were adopted to address the pandemic, as well as a Proclamation for the Year of Kindness. In addition, the City also cancelled and revised several events, coordinated with several other jurisdictions to ensure an effective response to health risks, participated in regular leadership calls, and took several steps to keep the community informed and engaged through daily videos, press releases, and continual updates to the City website and Facebook. Alamillo also presented a report detailing administrative staff projects that have been completed and are upcoming. This report is intended to be a working document that will be regularly updated to address City projects.

B. Proposal for public walking trail (South Cherry) – A proposal was presented by community member Stanton Myers to request that the City permit the use of a new public walking trail which would cross through a City owned Right-of-Way. The trail would be constructed by volunteer community members and funded through donations. In addition to providing beach access to the community, the trail would also serve as a Tsunami evacuation route. Assistant City Manager Grasseth stated that the area would need to be surveyed and concerns of erosion addressed. In addition, concerns about liability and ADA compliance would also need to be discussed. Approval from homeowners who would be directly affected by the trail would also be necessary. Council gave approval by means of a Consensus for City staff to provide a detailed report addressing these issues to be discussed at a public hearing. No monies will be spent to obtain more information unless approved by Council.

C. Review of summer Farmers Market – The Manzanita Farmers Market was previously approved to continue its summer schedule of operations using the same protective guidelines that were adopted for the special event held on May 9, 2020. Farmers Market Manager Emily Volmer presented a proposal for the Market to be approved to continue in its current location on 5th St instead of being moved to the City Plaza. Previous concerns about cars idling while waiting in line and causing traffic were addressed, as well as the many benefits of holding the Market in its usual location.

A motion was made by Nuttall, seconded by Tonjes to approve the Manzanita Farmers Market to continue in its usual location on 5th St. Motion passed unanimously.

D. Approval of Emergency Operations Plan– City Manager Alamillo presented an Emergency Operations Plan for the City of Manzanita. The plan provides a workable organization and procedure that describes how the City will utilize all available resources in the event of an emergency. It is designed to restore balance to the community following a disaster and is a comprehensive living document.

A motion was made by Aschenbrener, seconded by Tonjes to approve the Emergency Operations plan. Motion passed unanimously.

E. Agreement with City hall project manager – City Manager Alamillo presented an agreement with Carter MacNichol and his firm, Shiels Oblatz Johnson, Inc. to assist in the City hall relocation project. MacNichol and his firm will act as a Project Manager for a duration of six

months (May 15, 2020 – December 31, 2020) at no charge. This opportunity is the result of a grant that the company received to support projects such as City hall relocation.

A motion was made by Tonjes, seconded by Kozlowski to approve the agreement with Carter MacNichol for Project Manager services. Motion passed unanimously.

F. Agreement with Recology – City Manager Alamillo stated that the current Franchise Agreement between the City and Recology has been in place for ten years and is set to expire on June 30, 2020. The revised agreement proposes some changes which will need to be reviewed by City staff and the City attorney before they can be presented to Council for approval. Alamillo asks that the current agreement stay in effect until a new agreement is negotiated. Council gave approval by means of a Consensus for the City to continue working with Recology under the same terms as before until a new agreement is finalized and approved by Council.

G. Storm drain project on Classic Street – City Manager Alamillo stated that the Public Works Storm Drain project for FY 20-21 needs attention and proposes that Council move the project to high priority. Because the street is not up to City standards and is currently handling a large volume of vehicles and pedestrians, water runoff is affecting adjacent properties and limiting the use of the street. Because the full scope of the project is not yet known, Alamillo has suggested Council approve City staff to gather more information in order to move forward. Council gave approval by means of a Consensus to consider the storm drain project on Classic Street a high priority capital improvement project for the FY 20-21.

H. Update on restructure of Building Department– Assistant City Manager Kristin Grasseeth presented a tentative timeline for completion of the Building Department restructure. The timeline includes updates to Ordinances 20-01 and 93-06 which will remove outdated or amended Oregon State Building Codes, as well as the implementation, of the e-permitting system. The proposed permit fee increase will be discussed at the July 8, 2020 City Council meeting. Public comment is encouraged and can be made through the City website or during the public comment portion of the Council meeting.

OLD BUSINESS: NONE

CITY MANAGER’S REPORT:

A. Public Works – Public Works director Dan Weitzel stated that his department has been continuing to focus on mowing and trimming brush around the City. A replacement bike rack has been installed on the corner of 5th and Laneda and the new playground swing set will be installed in the next week. No major projects are scheduled.

Miscellaneous:

1. City Manager Alamillo stated that City hall has been experiencing network connection issues and has been working with our carrier to correct the problem. The City continues to move forward with special projects, and staff remains focused on the implementation of the new financial software that is set to go live before the end of the year. Alamillo is also working on an event to inaugurate the Neah-Kah-Nie trail which will open this summer.

2. Assistant City Manager Grasseh stated that the owners at 166 3rd St. would like an extension until December 2020 to remove the fencing and construction materials on their property. The current date to have fencing removed is scheduled for July 2020 and the owners would like an extension due to the delay in selling the historic lumber from the demolition of the preexisting structure.

A motion was made by Nuttall, seconded by Tonjes to allow the owners at 166 3rd St. an extension of 30 days to remove the fencing and construction materials from the property. Motion passed unanimously.

3. Court will resume on June 19, 2020 at 1:30 and will be held at the Fire Station.
4. The Planning Commission will meet June 15, 2020 at 4:00 p.m. via zoom.
5. The Short-Term Rental Ordinance Oversight Workgroup will meet June 16, 2020 at 10:00 a.m. via zoom.
6. There will be a Special Council Meeting scheduled for June 24, 2020 to adopt the 20-20 budget.

PUBLIC COMMENTS & COMMUNICATIONS: A community member stated that he believes virtual meetings are an asset to the City and community members alike and would like to see them continue even after social distancing guidelines do not require it.

Mayor Scott adjourned the meeting at 9:15 p.m.

**MINUTES APPROVED THIS
8th Day of July 2020**

Michael Scott, Mayor

Attest:

Cynthia Alamillo, City Manager/Recorder

CITY OF MANZANITA
June 26, 2020
COVID-19 SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday June 26, 2020 at 10:00 am via Zoom.

ROLL: Members present: Mike Scott, Steve Nuttall, Thomas Aschenbrener, Hans Tonjes, and Linda Kozlowski
Staff Present: Cynthia Alamillo, Kristin Grassest, Nina Jarvis, Dan Weitzel, Erik Harth, and Dan Haag

June 26, 2020 COVID-19 SPECIAL COUNCIL WORKSHOP:

Mayor Scott stated that because of the second State of Emergency that was called on June 23, 2020 the City Council will resume its weekly COVID-19 Special Council Workshops. Mayor Scott has been participating in the Tillamook County Leadership calls and stated that our neighboring Cities and Counties are beginning to require masks and anticipates that Clatsop County will opt-in to the Governors mandate. Discussions continue about the best way to encourage the use of masks in our community and among our visitors. On July8, 2020 the State of Emergency will be reevaluated.

City Manager Alamillo stated that the weekly COVID-19 Special Council Workshops will continue throughout the month of July. Because the Fourth of July parade has been canceled for this year, Alamillo has put together a virtual celebration that all community members and visitors are encouraged to participate in. Details for the celebration can be found on the City website. The Citizen of the year nomination will be revealed on July 4, 2020.

Dan Haag from the Visitors Center stated that the he has distributed over 150 cloth masks and still has 150 on hand for anyone that needs one. Haag has also ordered 200 paper masks for the Fourth of July weekend. Business owners have reported that most customers are compliant with the requirement of masks and they appreciate the support from the City in encouraging this. Fulcrum recently received an additional \$30,000 in donations, bringing the total received to \$90,000. Funds from this are used to help assist small business owners in our community during this time of financial uncertainty. Anyone that can donate is encouraged to do so. More details can be found and the explore Manzanita website.

Councilor Kozlowski stated that masks are being worn by more people in the community. She would like to find positive but strong ways of continuing to encourage the use of masks, especially as we begin to see more visitors in our community. Signage is critical to keep up the momentum of wearing masks. Kozlowski stated that we also need to focus on a long-term plan based on prevention, and would like to see a culture of preparedness.

Councilor Nuttall stated that although this virus started out in large Cities, it has begun to spread to rural communities and we need to begin strategizing a response to a possible resurgence in the fall. Increased signage is also critical, and Nuttall suggested a traffic control sign at the top of Laneda stating that masks are required.

Councilor Tonjes stated that he would also like to see increased signage in the community, preferably before the Fourth of July weekend. He suggested having mask stations throughout the City and supports the use of masks not just indoors but outdoors as well, especially along Laneda where keeping a six-foot distance can be challenging.

Councilor Aschenbrener stated that we need to be vigilant about the use of masks and that although we have seen many failures in this on a national level, as a County we can succeed. Aschenbrener also stated that he believes Resolution 20-15 Section 6 should be revised to more clearly state that voluntary compliance of wearing masks is necessary.

Mayor Scott discussed with Council the need to address Manzanita Farmers Markets request for a change in operation guidelines for the market. It was decided that a Special Council Meeting would be held prior to the next regular Council Meeting on July 8, 2020.

Mayor Scott adjourned the meeting at: 11:07 a.m.

**MINUTES APPROVED THIS
8th Day of July, 2020**

Michael Scott, Mayor

Attest:

Cynthia Alamillo, City Manager/Recorder