

**CITY OF MANZANITA  
SEPTEMBER 9, 2020  
CITY COUNCIL MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order September 9, 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 Grassetth, Finance & Administrative Specialist Nina Jarvis, Building Official & Code Enforcement Scott Gebhart, Ordinance Specialist Judy Wilson, and Court & Utility Clerk Marilyn Adams.

**AUDIENCE INTRODUCTION:** There were 47 people in attendance

**CONSENT AGENDA:**

- A. APPROVAL OF MINUTES –July 24, 2020 COVID-19 Special Council Workshop, July 31, 2020 COVID-19 Special Council Workshop, August 5, 2020 Special Council Workshop, August 5, 2020 City Council Meeting, August 7, 2020 COVID-19 Special Council Workshop, August 12, 2020 Special Council Workshop, and August 14, 2020 COVID-19 Special Council Workshop.
  
- B. APPROVAL OF BILLS FOR PAYMENT

**A motion was made by Tonjes, seconded by Kozlowski, to approve the consent that includes approval of July 24, 2020 COVID-19 Special Council Workshop, July 31, 2020 COVID-19 Special Council Workshop, August 5, 2020 Special Council Workshop, August 5, 2020 City Council Meeting, August 7, 2020 COVID-19 Special Council Workshop, August 12, 2020 Special Council Workshop, and August 14, 2020 COVID-19 Special Council Workshop. ; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager. Motion passed unanimously.**

**NEW CITY HALL:**

- A. **Update on new City hall project (MacNichol)** – Project manager Carter MacNichol presented a Preliminary Design and Construction Schedule for the City hall expansion project. The schedule, with an estimated completion date of September 2022, will begin with a three-month period for public input, followed by architect selection, determination of a contracting approach, and design and construction.

Public input will be achieved through the implementation of ‘Manzanita Listens’; a formal, structured approach to public input that includes a survey for all full-time residents as well as additional stakeholders, a dedicated page on the City website, and dedicated City council meetings. The public comment portion of City council meetings will be expanded to 5 minutes, and longer comments may be submitted via writing and

entered into the record. The City has dedicated \$10,000 for professional services towards the City hall expansion project in the 20/21 fiscal year. City council formed a consensus to move forward with the project schedule as presented.

### **COMMITTEE REPORTS:**

**Update from the STR Ordinance Oversight Work Group:** Ordinance Specialist Judy Wilson stated that the STR Ordinance Oversight Work Group continues to address their regularly scheduled agenda items. They are currently working on issues related to parking, lighting, and noise complaints. One additional issue that the work group has identified is management oversight, and they plan to continue to address this important topic. Wilson also stated that the workgroup received over 300 responses to the survey they distributed, and the results will be discussed at the October 2020 meeting.

### **NEW BUSINESS:**

**A. Emergency Volunteer Corps of Nehalem Bay Annual Update:** EVCNB board members Debbie Moberly and Linda Kuestner discussed the mission of the EVCNB and how they have been working throughout the year to promote a culture of preparedness. The group continues to meet regularly and have been working diligently to help address the effects of COVID-19 in our community. EVCNB supports and encourages the City's Proclamation for September to be the month of preparedness.

**B. Proclamation September Emergency Month –** The Proclamation of September as preparedness month is designed to encourage the community to be prepared for any type of emergency. Mayor Scott read the Proclamation in its entirety into the record.

**A motion was made by Kozlowski, seconded by Nuttall, to adopt the Proclamation of Preparedness Month 2020.**

**C. Public Health and Safety Committee-** Committee member Victoria Holt presented a proposal to establish the North Tillamook Citizens Public Health and Safety Committee. The committee consists of local citizens with knowledge and experience in public health, epidemiology, health care, public safety, and public communications. The purpose of the committee is to provide advice and consultation to local citizens, governments, and organizations. Current projects are expanded COVID-19 testing, and helping people understand how to effectively wear a mask and other personal protective equipment.

### **OLD BUSINESS:**

**A. Update on Cherry Trail –** C2 Recreation consultant Chris Bernhardt presented his amended contract to include the creation of a City Trail Master plan and to develop a scope of work and budget for council to approve at the October 7, 2020 City Council Meeting. The Master Plan will be created in tandem with the Cherry Trail plan. Bernhardt will also help to identify ways that the City can collaborate with the community on the proposed Cherry Trail, as well as creating a long-term plan to have a City trail that connects the entire City.

City attorney James Walker presented his recommendation for the City's potential approval of the proposed Cherry Trail. Walker identified the need for additional studies, a storm water management plan, an allocation of liability exposure, and the need to draft an issues of findings report. In addition, it is recommended that the City determine an appropriate contract model to enter into with the citizens of the Classic Ridge Trail Access Campaign (TAC).

**A motion was made by Aschenbrener, seconded by Kozlowski, to allow the Assistant City Manager to amend C2 Recreation Consulting contract to include the creation of a City Trail Master Plan and to develop a scope of work and budget for Council to approve at the October City Council Meeting.**

**A motion was made by Kozlowski, seconded by Aschenbrener, to extend the City Council Meeting to 10:00 pm.**

**B. Amendment to building ordinance (second reading)** – Building Official Scott Gebhart presented his second and final reading of Ordinance 20-01. This Ordinance was amended to bring it up to current code, and provides language that is easier to follow, explain and implement.

**A motion was made by Tonjes, seconded by Aschenbrener, to approve “AN ORDINANCE AMENDING SECTIONS 1.4, 1.10, 2.1, 2.2, 2.5, 2.6, 2.7, 2.8, 2.9, OF CITY OF MANZANITA ENFORCEMENT OF BUILDING CODES” by title only for its second and final reading and to approve said Ordinance as of its final reading.**

**C. Discussion on needed IT services** – IT consultant Josh Gandy gave an update on IT Services provided to the City. Gandy continues his focus on website expansion and regular Facebook postings, both of which are seeing a large increase in activity.

#### **CITY MANAGER'S REPORT:**

**A. City Departments** – Managers report this month was a rotating report from each department head on activities and issues within their department. In addition to City departments, City attorney James Walker, City Auditor Kori Sarrett, and City Financial Consultant Martin Chaw also provided updates on their work with the City and ongoing projects for the upcoming fiscal year.

#### **Miscellaneous:**

1. Court will be held on September 11, 2020 at the Fire Station. Court remains closed to visitors.
2. The Planning Commission will meet September 28, 2020 at 4:00 p.m. via zoom.
3. The Short-Term Rental Ordinance Oversight Workgroup will meet September 15, 2020 at 10:00 a.m. via zoom.

4. There will be a COVID-19 Special Council Workshop on September 11, 2020 at 10:00 via zoom. The COVID-19 Special Council Workshops are scheduled to continue throughout the month of September.

**PUBLIC COMMENTS & COMMUNICATIONS:** Chief Beswick with Nehalem Bay Fire District gave an update on the Tillamook and Lincoln county fires. The Tillamook county fire in Bay City has currently burned a total of 150 acres, and there is a level three evacuation for several areas in the City. The Lincoln county fire in Lincoln City has currently burned a total of 1,000 acres, and over 100 homes have been lost. Highway 101 south remains difficult to travel, and Highway 18 remains closed. Tillamook County Fairgrounds is being used as a shelter for those who have been displaced due to the fires.

**Mayor Scott adjourned the meeting at 10:04 p.m.**

**MINUTES APPROVED THIS  
7<sup>th</sup> Day of October, 2020**

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Michael Scott, Mayor

Attest:

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Kristin Grasseeth, Assistant City Manager