

**CITY OF MANZANITA**  
**October 7, 2020**  
**CITY COUNCIL MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order October 7, 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: Interim City Manager John Kunkel, Assistant City Manager Kristin Grasseh, Public Works Director Dan Weitzel, Finance & Administrative Specialist Nina Jarvis, Building Official Scott Gebhart, and Ordinance Specialist Judy Wilson.

**AUDIENCE INTRODUCTION:** There were 23 people in attendance

**CONSENT AGENDA:**

- A. APPROVAL OF MINUTES – August 21, 2020 COVID-19 Special Council Workshop, August 24, 2020 Special City Council Meeting, August 28, 2020 COVID-19 Special Council Workshop, September 4, 2020 COVID-19 Special Council Workshop, September 9, 2020 City Council Special Workshop, September 9, 2020 City Council Meeting, and September 11, 2020 COVID-19 Special Council Workshop.
- B. APPROVAL OF BILLS FOR PAYMENT
- C. APPROVAL OF IGA WITH TILLAMOOK COUNTY FOR COMMERCIAL BUILDING OFFICIAL SERVICES

**A motion was made by Tonjes, seconded by Kozlowski, to approve the consent that includes approval of the August 21, 2020 COVID-19 Special Council Workshop, August 24, 2020 Special Council Meeting, August 28, 2020 COVID-19 Special Council Workshop, September 4, 2020 COVID-19 Special Council Workshop, September 9, 2020 City Council Special Workshop, September 9, 2020 City Council Meeting, and September 11, 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; approve IGA with Tillamook County for commercial building official services. Motion passed unanimously.**

**NEW CITY HALL:**

- A. **Update on new City hall project (MacNichol)** – Councilor Kozlowski stated that she has been working on putting together a survey for ‘Manzanita Listens’, the public outreach project for new City hall. Kozlowski has been working with a team of professionals to help identify which questions the City should be asking residents, as well

as how to get the maximum about of participation from the community. The survey should be released by mid-November, and there will be 2-3 public meetings to allow for verbal input as well.

#### **COMMITTEE REPORTS:**

**Update from the STR Ordinance Oversight Work Group:** Councilor Nuttall stated that the STR Ordinance Oversight Work Group had their regular meeting last month to discuss issues of noise, lighting, and management response. The October meeting will unveil the results from the STR survey and should provide insight into how the community feels about Short-Term Rentals in our community.

#### **NEW BUSINESS:**

**A. Interim City Manager Contract** – Mayor Scott stated that the six-month contract for Interim City Manager John Kunkel has been reviewed and approved by our City attorney. The contract covers the terms of employment, salary, length of employment, and job responsibilities. A copy of the contract can be found on the City website. Kunkel introduced himself to the community, stating that he holds a master’s degree in public administration, was Chief of Police for 19 years, and has experience as both an Interim and a regular City manager. He is looking forward to helping lead the City until a regular City manager can be found.

**A motion was made by Kozlowski, seconded by Tonjes, to allow the Mayor to approve and sign the contract with the Interim City Manager.**

**B. Special event permit for Palladin Productions (Tyler Tronson)** – Location scout Tyler Tronson presented her proposal for Palladin Productions to film within Manzanita City limits. Tronson is requesting Pacific Lane and Beach Street closures, as well as the use of Underhill Plaza for staging while filming on location in town from October 20, 2020 – October 23, 2020. The production crew will remove all signage and garbage, as well as contact neighbors to get approval prior to filming. There will be approximately 80 crew members, and all will follow a strict COVID-19 protocol as detailed in the supplemental materials.

**A motion was made by Nuttall, seconded by Kozlowski, to approve the Special Event Permit for the Palladin Productions filming in Manzanita with the conditions discussed. Tonjes opposed the motion.**

#### **OLD BUSINESS:**

**A. FCS update on Building & Planning cost recovery (Martin Chaw)** – FCS consultant Martin Chaw provided an update on the building fee study. He has been working with staff to gather information and looking at current building fees to make sure they cover the costs. As the City continues with the implementation of ePermitting he will continue to meet with staff regularly to check in on cost recovery.

**B. Classic/Dorcas storm water drainage update (Dan Weitzel)** – Public Works

Director Dan Weitzel presented an update to Council on the storm water discharge issue at Classic and Dorcas. Although the storm water outfall for this drainage is on City property, heavy rains cause it to overflow on to private property, causing flooding and other issues with land development. Weitzel will move forward with the storm water master plan and continue to research an inexpensive and fast solution to this problem until a more permanent solution can be budgeted in the next fiscal year.

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

**A. Building and Planning** – Building Official Scott Gebhart presented an update for the Building and Planning department. ePermitting is still on track to go live November 23, 2020, however this date is subject to change depending on the states schedule. Gebhart continues to attend weekly ePermitting trainings and is currently ahead of schedule. He will continue to work with FCS consultant Martin Chaw to provide information for him on cost recovery. The building department has issued 5 permits for new construction this month, two times above year to date which he attributes to the restructuring of the department.

Gebhart stated that the Planning department would like to bring in an outside planner for consultation on larger projects, as well as to help train Assistant City Manager Kristin Grasseth. He would like to adjust the planning fee's in order to help cover the costs for this and will provide a presentation at the next City Council meeting.

#### **Miscellaneous:**

1. There will be no Court during the month of October. The next scheduled court date is November 13, 2020.
2. The Planning Commission will meet October 19, 2020 at 4:00 p.m. via zoom.
3. The Short-Term Rental Ordinance Oversight Workgroup will meet October 20, 2020 at 10:00 a.m. via zoom.
4. There will be a COVID-19 Special Council Workshop on October 9, 2020 at 10:00 via zoom. The COVID-19 Special Council Workshops are scheduled to continue throughout the month of October.

**PUBLIC COMMENTS & COMMUNICATIONS:** Councilor Kozlowski stated that the Public Health and Safety Advisory Committee has been focused on making sure that the flu vaccine is available for everyone in the community, especially those that are high risk. The City website has a list of locations and times for local flu shot clinics. There is also an Emergency Operations plan that has been posted to the City website, and she would like to encourage everyone to read it.

**Mayor Scott adjourned the meeting at 7:48 p.m.**

**MINUTES APPROVED THIS  
4<sup>th</sup> Day of November, 2020**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager