

**CITY OF MANZANITA  
APRIL 11, 2011  
CITY COUNCIL MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order at 7:00 pm in the City Council Chambers by Mayor Garry Bullard.

**ROLL:** Members present were: Garry Bullard, Leila Salmon, Mike Scott, Ray Scales and Linda Kozlowski. Staff present: City Manager Jerry Taylor, Administrative Assistant Kristin Grasseth.

**AUDIENCE INTRODUCTION:** There were 14 citizens in attendance.

**PUBLIC COMMENTS & COMMUNICATIONS:** None

**CONSENT AGENDA:**

- A. Approval of Minutes- March 9, 2011 Regular Council meeting.
- B. Approve Bills for Payment

**A motion was made by Salmon; seconded by Kozlowski to approve the consent agenda that includes approval of the minutes of the February 9, 2011 Regular City Council meeting; and to approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager. Motion passed unanimously.**

**NEW BUSINESS:**

- A. **PRESENTATION ON NEHALEM BAY CRAB DERBY-** Brance Eckles representing the Rinehart Clinic and Kelly Laviolette of Kelly's Marina gave a brief presentation on this event, which is a fundraiser for the Rinehart Clinic to be held June 11<sup>th</sup> and 12<sup>th</sup>.

- B. **AWARD OF BID** – Bids were opened for the Beach Street Project on Thursday, April 7 at 2:00pm at City Hall. Apparent low bid was \$196,947.50 from Stan Anderson Builders from Portland whose work is unknown in this area. Kyle Ayers of HLB/Otak has checked references and has said the company comes highly recommended. Staff recommends the bid be awarded to Stan Anderson Builders.

**A motion was made by Scott; seconded by Scales to award bid for the Beach Street Project Phase 2 to Stan Anderson Builders in the amount of \$196,947.50. Motion passed unanimously.**

- C. **SPECIAL EVENT PERMIT- 4<sup>TH</sup> OF JULY FIREWORKS:** This was the annual request for a special event permit for the 4th of July fireworks display. This event is planned and paid for through private donations. Staff has not heard any concerns about the event except from those people who feel that the display should not be done at all.

**A motion was made by Scales; seconded by Kozlowski to approve a Special Event Permit for the 2011 4th of July Fireworks Display. Motion passed unanimously.**

**D. SPECIAL EVENT PERMIT– MANZANITA FARMERS’ MARKET:** This was the annual request for the permit and the second year that the closure of a portion of Fifth Street has been proposed. The street closure last year created a much safer environment for the market. The staff received no complaints last year after the Market started. Staff is waiting for submittal of a certificate of insurance.

**A motion was made by Kozlowski; seconded by Scales to approve Special Event Permit for 2011 Manzanita Farmers’ Market. Motion passed unanimously.**

**E. PLANNING COMMISSION RECOMMENDED ACTION ITEMS ON**

**DOWNTOWN PARKING:** At the March 9<sup>th</sup>, 2011 Council Meeting the recommendations of the Planning Commission on the downtown commercial parking regulations were presented. Staff recommendations on these proposals were included in a memorandum.

1. Mark a truck loading zone (7am to 10am) on the north side of Laneda near 2<sup>nd</sup> Street.

**Motion made by Salmon; seconded by Scott to approve. Motion passed unanimously.**

2. Reclaiming on street parking at side streets within the C1 zone that includes Laneda Avenue.

**Consensus of the Council to proceed.**

3. Replace current language relative to vehicle placement “please park off the pavement” as opposed to “no parking on pavement”

**By consensus, Council instructed the signs to be removed.**

4. Create a 10 minute loading only zone near the Pine Grove entrance on Laneda Avenue as recommended by staff.

**Motion made by Salmon; seconded by Scott to approve. Motion passed unanimously.**

5. Adopt language similar to the City of Bend that clarifies parking requirements. (Draft Ordinance)

**Motion made by Scott; seconded by Kozlowski to approve. Motion passed unanimously. (This constitutes the first reading of the Ordinance.)**

6. Create two clearly visible parking areas for bicycle use (Carmel and Laneda, 5<sup>th</sup> and Laneda) with the provision for a third parking area in the future.

**Motion made by Scales; seconded by Kozlowski to approve. Motion passed unanimously.**

7. Provide signage at the east end of Laneda Avenue indicating the angled parking available for recreational vehicle parking at Division and Laneda. (Staff reported that spaces are too narrow and short for recreational vehicles.)

**No action taken.**

**F. RESOLUTION SETTING CITY EMPLOYEE SALARIES FOR 2011-12:** City Manager Taylor recommended no cost of living adjustment to the salary ranges and that the City continue to cover the increase in Medical and Retirement costs for staff. **A motion was made by Scott; seconded by Kozlowski to adopt Resolution 11-02 setting Salaries for City Employees For Fiscal Year 2011-12. Motion carried unanimously.**

**OLD BUSINESS:**

**A. ORDINANCE ON CRIMINAL HISTORY RECORD CHECKS (SECOND AND FINAL READING)** Last month Councilor Kozlowski had inquired as to whether the City conducted criminal history record checks on all employees and volunteers. City Manager Taylor stated that an Ordinance is necessary to use the State criminal history records to conduct the check.

**A motion was made by Kozlowski; seconded by Scott to read “AN ORDINANCE REQUIRING CRIMINAL HISTORY RECORD CHECKS FOR APPLICANTS FOR PAID OR VOLUNTEER EMPLOYMENT WITH THE CITY OF MANZANITA” by title only for its second and final reading and to adopt said Ordinance as of its second and final reading. Motion passed unanimously.**

**CITY MANAGER’S REPORT:**

**A. ADMINISTRATION DEPARTMENT-** Staff informed Council of the resignation of Colleen Everroad and hiring of a replacement. Taylor talked about the Short Term Rental regulations including the newly required re-inspections and the time that is has been taking to work with them.

**MISCELLANEOUS:**

1. **Redistricting meeting**– Taylor reported on hearings by the legislative committee working on redistricting in light of the 2010 Census. The meeting in Tillamook County is Friday, April 15<sup>th</sup> at TBCC.
2. **City Manager evaluation in May**– The evaluation instrument was made available for public review. The evaluation is scheduled to be held in executive session at the May Meeting.
3. **League of Oregon Cities Conference in Bend** – Council members interested in attending need to inform staff so that hotel reservations can be made.
4. **County Commissioners May 18<sup>th</sup> public hearing-** The Tillamook County Commissioners are meeting in Manzanita on May 18<sup>th</sup>. On their agenda is a public hearing on transferring jurisdiction of a portion of Elm Street to the City of Manzanita.
5. **Citizen of the Year-** Nominations are now being accepted.
6. **Rescheduled May Council Meeting-** May Council meeting will be on Wednesday, May 11<sup>th</sup>.
7. **Reflectors on bumpouts-** The planned experiment with placing reflectors on some of the Laneda curb extensions (bumpouts) was discussed and staff instructed to stop.
8. **Disaster Fair-** It was announced that the fair highlighting emergency preparedness would be held April 30<sup>th</sup> at Nehalem Fire Hall.

**Adjournment at 8:54 pm.**

**MINUTES APPROVED THIS  
11<sup>TH</sup> DAY MAY, 2011**

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Garry R. Bullard, Mayor

**ATTEST:**

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Jerald P. Taylor, City Manager/Recorder