

CITY OF MANZANITA
October 16, 2020
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, October 16, 2020 at 10:00 am via Zoom.

ROLL: Members present: Mike Scott, Thomas Aschenbrener, Hans Tonjes, Steve Nuttall, and Linda Kozlowski. Staff Present: Kristin Grasseth, Nina Aiello and Dan Weitzel.

October 16, 2020 SPECIAL COUNCIL WORKSHOP:

Mayor Scott stated that Tillamook County Health Department is reporting 6 new cases of COVID-19, bringing the total to 69 cases with one hospitalization. Clatsop county has just been moved on to the state watch list with 253 cases positive cases, and Lincoln county is reporting 500 cases with 13 deaths. Scott also stated that the Interim City Manager John Kunkel will be starting Monday morning. Ballots for the upcoming election can be placed in the election box outside of the old City hall, or they can be mailed.

Assistant City Manager Kristin Grasseth stated that there have been some issues with the third quarter water billing due to the new utility software that was recently implemented. Because of this no late fees will be charged. Grasseth also stated that the Hulu TV series Shrill will begin filming next week. There will be a schedule breaking down production and closures posted on the City website. The filming production team has requested that there be no audience due to COVID-19.

Public Works Director Dan Weitzel stated that his department continues to be busy with water service and main repairs. Graffiti continues to be a problem throughout the City, especially at the 5th Street restrooms. Weitzel has been working with law enforcement to put together a profile of the graffiti, and he plans to install a camera near the restrooms if the problem continues.

Dan Haag from the Visitors Center stated that a local artist donated a painting to be raffled on October 31, 2020. Tickets cost \$20.00 each and all proceeds will go to small business owners in our community. The artwork is on display at the Visitors Center and Haag would like to encourage everyone who can to purchase a ticket. The Fulcrum Small Business Relief Fund has raised over \$93,000 in donations since it began, and Haag stated that they plan to continue fundraising efforts to help our small business owners throughout the fall and winter.

Councilor Kozlowski stated that the Medical Reserve Corp has been able to keep up with contact tracing in Tillamook county. The Citizens Health and Safety Advisory Committee has reached out to the Governor to ask for better information about positives in our area, and she hopes to have more data in the coming weeks. EVCNB has just launched a new program called 'Neighbors Helping Neighbors', designed to bring the community together and provide support for those who need it. More information will be posted on the City website and Kozlowski would like to encourage everyone to participate.

Councilor Nuttall stated that the Short-Term Rental Ordinance Oversight Workgroup will be presenting the preliminary results of their survey at the next meeting. The group received a successful response from those both in and out of the community, and he is looking forward to sharing the results. The group continues their work on the regular agenda items and is hoping to present their report to Council at the end of the year as originally planned.

Councilor Tonjes stated that he had no new updates to report. There is currently only one home for sale in Manzanita, and several sales were pending as of last week. Tonjes expects that as people continue to work from home there will be more demand for real estate.

Councilor Aschenbrener stated that we must continue to be diligent about wearing our masks at all times and washing our hands often. He continues his work on advocating for more aggressive testing in our community. Aschenbrener also stated that the rapid test machine should arrive at the Rinehart Clinic in mid-November.

Mayor Scott adjourned the meeting at: 10:29 a.m.

**MINUTES APPROVED THIS
9th Day of December, 2020**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
October 23, 2020
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, October 23, 2020 at 10:00 am via Zoom.

ROLL: Members present: Mike Scott, Thomas Aschenbrener, Hans Tonjes, and Steve Nuttall. Linda Kozlowski was absent and excused. Staff Present: John Kunkel, Kristin Grasseth, Nina Aiello, Judy Wilson, and Dan Weitzel.

October 23, 2020 SPECIAL COUNCIL WORKSHOP:

Mayor Scott stated that there were two new cases of COVID-19 in the county this week, bringing the total up to 70. Scott would like to remind everyone to continue wearing masks, remain socially distant, avoid large family gatherings, and stay connected with family and friends by regularly checking in on them. Tuesday, October 27, 2020 is the last day to mail in ballots, or they can be dropped off to the ballot box outside the old City hall building. The county clerk has reported that 36% of ballots have been received so far. Scott also stated that the library is now open to the public for 15-minute increments only, and the golf course is closed for the season but remains open for 'walker Mondays'.

Interim City Manager John Kunkel stated that the City's Tidbits would be sent out to Council this afternoon and be on the website every Monday. Kunkel will be working next week to resolve some outstanding issues and to finalize the agenda for the November Council meeting.

Assistant City Manager Kristin Grasseth stated that the filming for Hulu TV series Shrill has been successful so far. There was one issue with lights shining into an adjacent home, but the film crew has already addressed it and will not be filming outside tonight. Saturday, October 24th will be their last day in the City. The production team have all been wearing masks and following the COVID-19 guidelines they detailed prior to filming.

Public Works Director Dan Weitzel stated that his department continues to operate as normal. There has been no new graffiti and he continues to monitor the situation closely.

Dan Haag from the Visitors Center stated that most local businesses are not adjusting their hours for winter yet. Most remain cautiously optimistic about making it through the slow season despite the many challenges they face. Mask compliance has not been an issue for most merchants, and business remains steady.

Councilor Kozlowski was absent and excused from the meeting, but reported to Aschenbrener that the Citizens Health and Safety Advisory Committee has been very active this week. The focus of the committee has been on developing a COVID-19 response plan so that the City and community can remain vigilant and ready to act.

Councilor Nuttall stated that the Short-Term Rental Ordinance Oversight Workgroup had its regular meeting on Tuesday and the preliminary results of the survey were presented. The data

is still being interpreted and will be presented to Council with the end of year report. Most renters report being at or near capacity for September and so far throughout October.

Councilor Tonjes stated that four houses have gone on the market in Manzanita this week. There is very strong demand and very low supply, and Portland is experiencing the same.

Councilor Aschenbrener stated that Nehalem Bay Wastewater has ordered additional COVID-19 tests so that they can continue their community testing of the wastewater. Individual tests remain in short supply for our county, and although Costco is selling their own testing kits they are expensive and have a high rate of false negatives. They also require the individual to mail in their test which creates a significant delay in getting the results. Aschenbrener continues to monitor food security, and reports that the food bank just purchased tents which will allow people to wait outside and maintain social distancing while they wait for their food. The food bank reports that they are beginning to prepare for providing support during the Thanksgiving holiday, and would like to ask that anyone who can either donate or volunteer.

Mayor Scott adjourned the meeting at: 10:29 a.m.

**MINUTES APPROVED THIS
9th Day of December, 2020**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
October 30, 2020
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, October 30, 2020 at 10:00 am via Zoom.

ROLL: Members present: Mike Scott, Thomas Aschenbrener, Steve Nuttall, and Linda Kozlowski. Hans Tonjes was absent and excused. Staff Present: John Kunkel, Nina Aiello, Judy Wilson, and Dan Weitzel.

October 30, 2020 SPECIAL COUNCIL WORKSHOP:

Mayor Scott stated that both the state and county have extended the State of Emergency until January 3, 2020. Manzanita remains in an open-ended State of Emergency, but will likely follow the state. Tillamook county is reporting 74 cases, and yesterday was the highest daily total in Oregon with 575 new cases and 179 hospitalizations. The Oregon Health Authority has released guidelines for trick-or-treating, but it is not recommended. The county clerk is reporting 66% of registered voters in the county have returned their ballots. There have been several cougar sightings in the area and Scott would like to remind everyone to remain cautious and diligent in protecting their family and pets.

Interim City Manager John Kunkel stated that the City will have a soft reopening of City hall Starting Monday, November 2, 2020. The customer service window will be open between the hours of 10-2 but services will be limited, and the public is encouraged to make an appointment whenever possible. Kunkel also stated that this week's Tidbits will be on the City website Monday.

Public Works Director Dan Weitzel stated that his department continues to operate as normal. Utility workers will be switching back to the winter schedule of 7:00 am -4:00 pm next week.

Dan Haag from the Visitors Center stated that most hotels in Manzanita report they are booked every weekend throughout December, but weekdays remain very slow. The Visitors Center had 6,468 visitors during July-September in 2019, and 8,122 visitors during the same months in 2020. October 31, 2020 is the last day for the fundraising raffle, and Haag would like to remind everyone to stop by the Visitors Center to admire the painting and purchase a \$20.00 raffle ticket. Haag also stated that the Neah-Kah-Nie Bistro will be closed from November 1, 2020 until November 10, 2020.

Councilor Kozlowski stated that the Citizens Health and Safety Advisory Committee has been working on their COVID-19 response plan. They also just released a new document on masks that was put together by Dr. Margaret Steele and the committee, along with artwork from Dan Haag.

Citizens Health and Safety Advisory Committee member Victoria Holt presented her proposal for the COVID-19 response plan that the committee has been working on. The mission of the plan is to give advice and consultation to Tillamook County about issues that affect their health.

Holt presented information about the current health crisis, and suggestions on how the City might be proactive in mitigating some of the risk that we are facing as a community.

Councilor Nuttall stated that the Short-Term Rental Ordinance Oversight Workgroup continues their work on the report that they will present to Council in January. Thanksgiving is normally the second busiest weekend of the year as many second homeowners celebrate their holiday at the beach. The STR workgroup will discuss ways they can dissuade people from having social gatherings of 10 or more people.

Councilor Aschenbrener stated that he had no new updates to report. He encourages Council to remain vigilant and ready to take action if/when COVID-19 comes to Manzanita.

Mayor Scott adjourned the meeting at: 11:12 a.m.

**MINUTES APPROVED THIS
9th Day of December, 2020**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
November 4, 2020
CITY COUNCIL MEETING

CALL MEETING TO ORDER: The meeting was called to order November 4, 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 Grasseth, Police Chief Erik Harth, Public Works Director Dan Weitzel, Finance & Administrative Specialist Nina Aiello, Building Official Scott Gebhart, and Ordinance Specialist Judy Wilson.

AUDIENCE INTRODUCTION: There were 36 people in attendance

CONSENT AGENDA:

A. APPROVAL OF MINUTES –September 29, 2020 Special City Council Meeting, October 7, 2020 City Council Workshop, October 7, 2020 City Council Meeting, September 18, 2020 Special Council Workshop, September 25, 2020 Special Council Workshop, October 2, 2020 Special Council Workshop, and October 9, 2020 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 the September 29, 2020 Special City Council Meeting, October 7, 2020 City Council Workshop, October 7, 2020 City Council Meeting, September 18, 2020 Special Council Workshop, September 25, 2020 Special Council Workshop, October 2, 2020 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**– Councilor Kozlowski stated that the first draft of the ‘Manzanita Listens’ survey has been completed. The questions are currently being tested for effectiveness, and the final draft of the survey is on schedule to be released November 16, 2020. The results from the survey will be presented at a City Council Meeting, where the public will be invited to provide additional input. There will be several meetings to ensure that everyone has a chance to participate. Kozlowski’s goal is to receive an 80% response to the survey.

COMMITTEE REPORTS:

Update from the STR Ordinance Oversight Work Group: Ordinance Specialist Judy Wilson stated that the preliminary results of the STR survey were presented at the October 20, 2020

Short-Term Rental Ordinance Oversight Workgroup meeting. The group received over 450 responses, of which 60% of the respondents stated that the number of STR's in Manzanita were just right, 30% stated that there were too many, and 10% thought there were not enough. In addition to interpreting data from the survey, the group is also working on issues of STR contact information, a possible 'good neighbor' program, and the need for curbside recycling. There are currently no STR licenses available in Manzanita, and there are 12 on the waiting list with an additional 6 interested in getting on the list. Transient Lodging Tax Revenue is currently up 9.9% for third quarter, but down \$99,000 for the year.

NEW BUSINESS:

A. Citizens Health and Safety Advisory Committee presentation (Victoria Holt) – CHAS committee member Victoria Holt presented her proposal for the COVID-19 response plan that the committee has been working on. The mission of the plan is to give advice and consultation to Tillamook County about issues that affect their health. Holt presented information about the current health crisis, and suggestions on how the City might be proactive in mitigating some of the risk that we are facing as a community. Councilor Kozlowski will work with City hall to refresh the mask signage posted throughout the City.

B. Proposed planning fee increase (first reading) – Assistant City Manager Kristin Presented Resolution 20-23 establishing a fee schedule for land use and development for the City of Manzanita. Grasseth stated that the planning fees charged by the City have not been updated since 2001, and the department needs to reassess these fees to ensure adequate cost recovery. Updated planning fees will also provide the City the flexibility to hire an outside planner for consultation on larger projects.

A motion was made by Aschenbrener, seconded by Kozlowski, to move to read "Resolution 20-23, a resolution establishing a fee schedule for Land Use/Development." By title only for its first reading and to tentatively approve said resolution as of its first reading.

C. Discussion on reopening City hall – Interim City Manager John Kunkel stated that City hall had a soft reopening on November 2, 2020. The customer service window will now be open Monday-Friday from 10:00 am – 2:00 pm. Most staff will continue working from home as much as possible, and appointments are strongly encouraged. Kunkel reported that there has been an average of 2-3 customers per day. Customers and staff will wear a mask at all times and all business will be conducted outside at the window.

OLD BUSINESS:

None

CITY MANAGER'S REPORT:

A. Police – Police Chief Erik Harth reported that the City has been busier than usual, and the department continues to receive more calls than normal for this time of year. The biggest issue this year has been illegal camping and there have been many citations issued. Harth

stated that he supported the ‘Mask Zone’ policy of the City and will continue to have Officer Sims hand out masks as time permits.

B. Public Works water filtration system – Public Works Director Dan Weitzel stated that the City recently purchased a water filtration service from the Oregon State Reuse Program. The trailer is designed to be used in the event of an emergency for the filtration of water from any source. Unfortunately, the trailer was missing many components and is currently unusable. Weitzel received a credit for the trailer and will work towards repairing it.

C. IT Update – Interim City Manager John Kunkel stated that the City will be seeking input through a survey on what content Council and the public would like to see on the City website. Kunkel would like to research options for funding our continued IT services.

D. Update on Cherry St. Trail – Interim City Manager John Kunkel stated that the Cherry St. Trail will be an action item at the December 9, 2020 Council meeting.

Miscellaneous:

1. The City of Manzanita will hold Municipal Court on November 13, 2020 at 1:30 pm. Due to COVID-19 restrictions court will be closed to the public.
2. The Planning Commission will meet November 16, 2020 at 4:00 pm via zoom.
3. The Short-Term Rental Ordinance Oversight Workgroup will meet November 17, 2020 at 10:00 am, November 23, 2020 at 10:30 am, and November 30, 2020 at 1:00 pm via zoom.
4. There will be a COVID-19 Special Council Workshop on November 6, 2020 10:00 via zoom. The Special Council Workshops are scheduled to continue throughout the month of November.

PUBLIC COMMENTS & COMMUNICATIONS: Interim City Manager John Kunkel stated that the City will be applying for an ODOT grant for trails. The proposed trail would start on Classic St. and end at Nehalem Bay State Park. The deadline to apply is November 15, 2020.

Council agreed by consensus for the City to apply for the ODOT trail grant application.

Mayor Scott adjourned the meeting at 9:09 p.m.

**MINUTES APPROVED THIS
9th Day of December, 2020**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

City Council Meeting
November 4, 2020

CITY OF MANZANITA
November 6, 2020
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, November 6, 2020 at 10:00 am via Zoom.

ROLL: Members present: Linda Kozlowski, Steve Nuttall, Hans Tonjes, and Thomas Aschenbrener. Mike Scott was absent and excused. Staff Present: John Kunkel, Kristin Grasseeth, Nina Aiello, Judy Wilson, and Dan Weitzel.

November 6, 2020 SPECIAL COUNCIL WORKSHOP:

Mayor Scott was absent and excused, and Council President Kozlowski presented on this behalf. Kozlowski stated that Tillamook county now has 82 confirmed COVID-19 cases, and we are currently at a 6% positive test rate. Limiting social gatherings, especially during the holiday season, continue to remain a major concern.

Interim City Manager John Kunkel stated that he met with the Police department this week, and Officer Sims will continue to hand out masks to anyone on Laneda without one, as time permits. Public Works Director Dan Weitzel is preparing to install the posts for the 'mask zone' signage.

Assistant City Manager Kristin Grasseeth stated that there is a sneaker wave warning for the coast this weekend and a notice will be posted on the website and Facebook.

Public Works Director Dan Weitzel stated that his department is now operating on their winter schedule of 8-hour days. Utility workers will now wear a mask throughout the entire duration of their shift.

Dan Haag from the Visitors Center stated that the new beach wheelchair will be delivered next week. Haag would like to remind all small business owners that there is still a grant available through the Tillamook County Creamers Association. The deadline to submit an application is December 1, 2020. Applicants can find more information on the Creamery website, or contact the Visitors Center. Haag will be distributing the new 'mask zone' document to over 500 email contacts.

Councilor Nuttall stated that he would like the City to discuss a long-term plan for a sneaker wave warning system, which could include colored flags along the beach or an LED flashing light. Nuttall also stated that the Short-Term Rental Ordinance Oversight Workgroup is putting together a COVID-19 action plan, and a threshold to use for when to implement this plan. The group is also working on a COVID-19 awareness flyer for all rentals which will address key issues such as the importance of masks, and OHA guidelines for social gatherings.

Councilor Tonjes stated that he is concerned about the approaching slow season, and how more layoffs may impact people who have already exhausted their unemployment benefits.

Councilor Aschenbrener stated that he continues to monitor the COVID-19 wastewater testing.

Nehalem Bay Wastewater has not yet received any more test kits, and Aschenbrener stated that the City may want to consider purchasing our own test kits to have on hand. The cost for each COVID-19 wastewater test is \$1,200 each. Aschenbrener continues to monitor food security in our community, and the food bank reports that they are so far keeping up with demand.

Mayor Scott adjourned the meeting at: 10:48 a.m.

**MINUTES APPROVED THIS
9th Day of December, 2020**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

From (10/29/2020 - 11/25/2020)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
ADVENTIST HEALTH (CPR COURSES)	\$80.00		\$80.00						
CASELLE (WATER BILLING SOFTWARE)	\$522.00								\$522.00
CHARTER (INTERNET SERVICE)	\$664.89	\$329.96	\$114.98					\$104.97	\$114.98
DAN HAAG (VISITORS CNTR COORDINATOR)	\$3,500.00							\$3,500.00	
EVERGREEN AUTO (VEHICLE MAINTENANCE)	\$302.00								\$302.00
FERGUSON (PLUMBING SUPPLIES)	\$3,250.38								\$3,250.38
HUDSON INSURANCE (BOND INSURANCE)	\$600.00	\$600.00							
LARRY BLAKE (JUDICIAL SERVICES)	\$400.00				\$400.00				
LIBERTY PCS (ANTIVIRUS SOFTWARE)	\$322.00	\$107.32	\$107.34						\$107.34
LOWER NEHALEM COMM TRUST (ELK TRAIL STEWARDSHIP)	\$800.00					\$800.00			
MANZANITA LUMBER (BUILDING MATERIALS)	\$203.19								\$203.19

BILLS FOR APPROVAL OF PAYMENT

From (10/29/2020 - 11/25/2020)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
MPH INDUSTRIES (POLICE SUPPLIES)	\$262.99		\$262.99						
MUNI REVS (STR CENSUS MONITORING)	\$395.00	\$395.00							
NEHALEM BAY READY MIX (SUPPLIES)	\$512.94								\$512.94
NEHALEM BAY WASTE WATER (WASTEWATER SERVICE)	\$850.50	\$162.00	\$162.00			\$364.50			\$162.00
NEHALEM LUMBER (BUILDING SUPPLIES)	\$187.11								\$187.11
ONE CALL CONCEPTS (LOCATE FEES)	\$36.75								\$36.75
ONE ELEVEN DESIGN (IT SERVICES)	\$4,855.00	\$2,262.50		\$330.00					\$2,262.50
OREGON COAST CREATIVE (IT SERVICES)	\$600.00							\$600.00	
OR HEALTH AUTHORITY (STATE FEES)	\$200.00								\$200.00
OTAK (ENGINEERING SERVICES)	\$19,675.25						\$19,675.25		
PACIFIC ALARM SYSTEMS (ALARM SERVICES)	\$3,510.00								\$3,510.00
PACIFIC OFFICE AUTOMATION (COPY SERVICE)	\$154.09		\$17.09						\$137.00
RHYNO NETWORKS (IT SERVICES)	\$654.07	\$434.87	\$120.00						\$99.20

BILLS FOR APPROVAL OF PAYMENT

From (10/29/2020 - 11/25/2020)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
RTI (PHONE SERVICE)	\$660.04	\$148.96	\$101.59						\$409.49
SHELDON OIL CO. (FUEL)	\$867.17		\$464.47	\$17.89		\$19.24	\$96.20		\$269.37
STATE OF OREGON (REUSE PROGRAM)	\$7,550.00								\$7,550.00
STATE OF OREGON (DEPT OF FORESTRY)	\$331.06								\$331.06
SUBURBAN PROPANE (FUEL)	\$55.00								\$55.00
TILLAMOOK PUD (ELECTRIC SERVICE)	\$2,657.18	\$58.89		\$4.69	\$3.35		\$609.00	\$87.22	\$1,894.03
TRAILKEEPERS OF OREGON (PROFESSIONAL SERVICES)	\$3,320.19						\$3,320.19		
US BANK (CITY VISA)	\$8,575.97	\$209.86	\$195.00						\$8,171.11
VALVOLINE (VEHICLE MAINTENANCE)	\$81.98		\$81.98						
VERIZON (CELL & DESK PHONE SERVICE)	\$1,339.93	\$505.62	\$341.17	\$98.99				\$85.47	\$308.68
WALTER E. NELSON (JANITORIAL SUPPLIES)	\$552.82					\$552.82			
WILDWOOD PLAYGROUNDS (PARK SUPPLIES)	\$2,400.00					\$2,400.00			
TOTALS	\$70,929.50	\$5,214.98	\$2,048.61	\$451.57	\$403.35	\$4,136.56	\$23,700.64	\$4,377.66	\$30,596.13