

CITY OF MANZANITA
November 16th, 2020
SPECIAL COUNCIL WORKSHOP

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

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

November 16, 2020 SPECIAL COUNCIL WORKSHOP:

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on the shut down that is expected to occur this week by Orders of the Governor. During this time, the Mayor will return to doing daily videos to keep the community updated on current information.

Interim City Manager John Kunkel, Visitors Center coordinator Dan Haag, Public Works Director Dan Weitzel, and each member of Council gave an update on their department/area of interest. Discussions centered on mask compliance, and strategies for Short-Term Rentals to remain compliant with social gatherings.

Mayor Scott adjourned the meeting at: 11:28 a.m.

MINUTES APPROVED THIS
6th Day of January, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
November 20th, 2020
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, November 20, 2020 at 10:00 am via Zoom.

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

November 20, 2020 SPECIAL COUNCIL WORKSHOP:

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. Scott would like to remind everyone to remain diligent during the Thanksgiving holiday and limit social gatherings. There will be no weekly Special Council Meeting for November 27, 2020 due to the holiday.

Interim City Manager John Kunkel, Visitors Center coordinator Dan Haag, Public Works Director Dan Weitzel, and each member of Council gave an update on their department/area of interest. Discussions centered on merchant updates during the shutdown, mask compliance, and the Manzanita Listens Survey.

Mayor Scott adjourned the meeting at: 10:33 a.m.

MINUTES APPROVED THIS
6th Day of January, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
December 4th, 2020
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, December 4, 2020 at 10:00 am via Zoom.

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

December 4, 2020 SPECIAL COUNCIL WORKSHOP:

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. Scott would like to remind the community that County Leadership calls are broadcast on KTTL for the public to listen to as well.

Interim City Manager John Kunkel, Assistant City Manager Kristin Grasseth, Visitors Center coordinator Dan Haag, Public Works Director Dan Weitzel, and each member of Council gave an update on their department/area of interest. Discussions centered on new grant opportunities for small business owners, a recent water leak at 4th Pl. & Dorcas, Short-Term Rental social gathering compliance, and mask compliance.

Council also discussed the possibility of a Resolution asking the City to voluntarily adopt the ‘Extreme Risk’ category guidelines, as detailed by the Governor. Interim City Manager John Kunkel will discuss this matter with the City attorney and include it in the agenda for the December 9, 2020 City Council Meeting.

Mayor Scott adjourned the meeting at: 11:36 a.m.

MINUTES APPROVED THIS
6th Day of January, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
December 9th, 2020
CITY COUNCIL MEETING

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

AUDIENCE INTRODUCTION: There were 46 people in attendance

CONSENT AGENDA:

- A.** APPROVAL OF MINUTES - October 16, 2020 Special Council Workshop, October 23, 2020 Special Council Workshop, October 30, 2020 Special Council Workshop, November 6, 2020 Special Council Workshop, and November 4, 2020 City Council Meeting.
- B.** APPROVAL OF BILLS FOR PAYMENT
- C.** ACCEPT THE CANVASS OF VOTES FOR THE NOVEMBER 3, 2020 GENERAL ELECTION
- D.** MAYOR'S APPOINTMENT TO PLANNING COMMISSION

A motion was made by Tonjes, seconded by Aschenbrener, to approve the consent that includes approval of the October 16, 2020 Special Council Workshop, October 23, 2020 Special Council Workshop, October 30, 2020 Special Council Workshop, November 6, 2020 Special Council Workshop, and November 4, 2020 City Council Meeting; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Accept the canvass of votes for the November 3, 2020 General Election and to declare that Mike Scott has been elected to a two year term as Mayor, Hans Tonjes and Jerry Spegman all have been elected to four year terms as City Councilors; Concur with the Mayor's appointment of Lee Hiltenbrand and Phil Mannan to the Planning Commission; Motion passed unanimously.

NEW CITY HALL:

A. Update on new City hall project – Project Manager Carter MacNichol presented a detailed calendar for the new City hall project, extending the timeline by three months to allow time for the results and interpretation of the 'Manzanita Listens' survey. Council President Linda

Kozlowski gave an update on the survey, providing detailed information on the process. Jenny Greenleaf also presented the preliminary results of the survey, which remains open until December 18, 2020.

COMMITTEE REPORTS:

Update from the STR Ordinance Oversight Work Group: Committee member Lee Hiltenbrand provided an update for the group, detailing their current topics of discussion. Short-Term Rental density is the next issue they plan to address. Hiltenbrand also stated that the results from the recent Short-Term Rental survey can be found on the City website.

NEW BUSINESS:

A. Reservoir Study Update – Public Works Director Dan Weitzel gave an update on the recent grant the City received. The grant will provide a reservoir tank to be used in an emergency.

B. Resolution 20-24 Declaring a Local State of Emergency – Interim City Manager John Kunkel presented Resolution 20-24 declaring a local State of Emergency. The Resolution mandates the wearing of face coverings on Laneda Avenue, caps indoor social get togethers, and ratifies actions in response to the State of Emergency.

A motion was made by Aschenbrener, seconded by Tonjes, to approve Resolution 20-24, A Resolution declaring a local state of Emergency, mandating the wearing of face coverings on Laneda Avenue, capping indoor social get togethers, and ratifying actions in response to the State of Emergency. Motion passed unanimously.

C. City Manager Recruitment– Interim City Manager John Kunkel presented a timeline for the recruitment of a new City manager, with an estimated offer of employment to occur on or before February 22, 2021. Kunkel presented several methods for recruitment, and Council would like to proceed with requesting proposals from a hiring firm.

Council formed Consensus to proceed with the proposed timeline, to authorize staff to proceed with the recruitment for the permanent City Manager, and to initiate request for proposals from hiring firms.

D. Outside City Planning Services – Assistant City Manager Kristin Grasseth discussed the City's need to retain an outside Planner for large and complex projects. Grasseth received Request for Proposals from four firms, and recommends the City select John Morgan of Morgan CPS Group. Costs for this service will be reflected in the fee increases detailed in Resolution 20-23.

A motion was made by Tonjes, seconded by Nuttall, to approve the hiring of the firm Morgan CPS Group to provide planning services on behalf of the City of Manzanita. Motion passed unanimously.

E. Contract with City Hall Project Manager (Carter MacNichol) – Project Manager Carter MacNichol presented a proposal for the extension of the existing contract between the City of Manzanita and his firm, Shiels Obletz Johnsen Inc. which is set to expire on December 31, 2020. The extension provides services to the City for the first quarter of 2021.

A motion was made by Tonjes, seconded by Kozlowski, to approve Amendment No. 01 Agreement for Project Management Services. Motion passed unanimously.

OLD BUSINESS:

A. Planning Fee Increase Resolution 20-23 – Assistant City Manager Kristin Grasseth presented the proposed planning fee increase as detailed in Resolution 20-23. Grasseth worked with John Morgan from Morgan CPS Group to develop the new fee schedule.

A motion was made by Nuttall, seconded by Kozlowski, to approve Resolution 20-23, a resolution establishing a fee schedule for Land Use/Development. Motion passed unanimously.

B. Cherry Street Trail – City Attorney James Walker discussed the proposed trail, addressing several items of concern that need to be addressed. Issues such as obtaining a storm water master plan, zoning concerns, and dune stabilization were discussed.

A motion was made by Nuttall, seconded by Tonjes, to extend the City Council Meeting for an additional 30 minutes.

CITY MANAGER’S REPORT:

A. 166 Third Street North Nuisance – Interim City Manager John Kunkel stated that the City is moving forward in conversations with the City Attorney to declare the property at 166 Third St. a nuisance.

B. Staff COLAS – Interim City Manager John Kunkel stated that the discussion of staff COLAS for the fiscal year 20/21 will be an agenda item on the January 6, 2021 Council Meeting.

C. New Electronic Reader Sign – Interim City Manager John Kunkel discussed the new City reader board.

D. ODOT Trail Grant Application – Public Works Director Dan Weitzel discussed the new ODOT trail grant application that the City will be applying for. Council Nuttall and Weitzel are working together on getting the application completed by February 1st, 2021.

Miscellaneous:

1. The City of Manzanita will hold Municipal Court on December 11, 2020 at 1:30 pm. Due to COVID-19 restrictions court will be closed to the public.
2. The Planning Commission will not hold a meeting for the month of December.

3. The Short-Term Rental Ordinance Oversight Workgroup will meet December 3, 2020 at 1:00 pm, December 7, 2020 at 1:00 pm, December 15, 2020 at 10:00 am, and December 17, 2020 at 10:30 am via zoom.
4. There will be a COVID-19 Special Council Workshop on December 11, 2020 10:00 via zoom. The Special Council Workshops are scheduled to continue throughout December 18, 2020.

PUBLIC COMMENTS & COMMUNICATIONS: Councilor Kozlowski requested that the North Tillamook Public Health Information Group be called upon on the Friday Special Council Workshops to discuss matters related to COVID-19.

Council formed Consensus to allow the North Tillamook Public Health Information Group to discuss matters related to COVID-19 at the weekly Special Council Meetings.

Mayor Scott adjourned the meeting at 9:41 p.m.

**MINUTES APPROVED THIS
6th Day of January, 2021**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
December 9th, 2020
CITY COUNCIL SPECIAL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order by Mayor Scott at 3:00 pm December 9, 2020 via Zoom.

ROLL: Members present were: Mike Scott, Steve Nuttall, Thomas Aschenbrener, Hans Tonjes, and Linda Kozlowski. Staff Present: Interim City Manager John Kunkel, Kristin Grassest, Nina Aiello, Dan Weitzel and Judy Wilson.

UPDATE ON NEW CITY HALL PROJECT AND ‘MANZANITA LISTENS’ SURVEY: Project Manager Carter MacNichol presented a detailed calendar for the completion of the new City hall project. His timeline has been extended by three months to allow for the ‘Manzanita Listens’ survey to be completed and interpreted. The calendar and construction draft schedule can both be found on the City website.

Council President Linda Kozlowski discussed the ‘Manzanita Listens’ survey, providing detailed information on the survey process and its intended outcome. Kozlowski referenced Resolution 20-21 which addresses the project, and noted an error in the resolution which includes the removal of the Quonset Hut from Underhill Plaza. Interim City Manager John Kunkel will amend the Resolution as this matter has yet to be determined.

Jenny Greenleaf presented the preliminary results from the ‘Manzanita Listens’ survey, and encouraged everyone in the community to participate. A link to the survey can be found on the City website and will remain open until December 18, 2020.

Mayor Scott adjourned the meeting at 4:12 pm

MINUTES APPROVED THIS
6th Day of January, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
December 11th, 2020
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, December 11, 2020 at 10:00 am via Zoom.

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

December 11, 2020 SPECIAL COUNCIL WORKSHOP:

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. It is anticipated that Tillamook County will move into the ‘High Risk’ category next week. December 18, 2020 will be the last weekly Special Council Workshop of the year due to the Christmas holiday.

Interim City Manager John Kunkel, Assistant City Manager Kristin Grassest, Visitors Center coordinator Dan Haag, Public Works Director Dan Weitzel, and each member of Council gave an update on their department/area of interest. Discussions centered on new grants for small business owners, mask compliance, possible Short-Term Rental occupancy requirement changes, and a COVID-19 presentation by Victoria Holt from the North Tillamook Public Health Information Group. Council also discussed the possibility of utilizing funds in the Off-Season Tourism promotion fund to help businesses struggling due to reduced tourism as a result of COVID-19. Interim City Manager John Kunkel stated that he will work with Finance and the City Attorney to determine if this is possible and advise.

Mayor Scott adjourned the meeting at: 10:56 a.m.

MINUTES APPROVED THIS
6th Day of January, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

BILLS FOR APPROVAL OF PAYMENT

From (11/26/2020 - 12/28/2020)

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 (11/26/2020 - 12/28/2020)

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