

CITY OF
MANZANITA



COUNCIL PACKET

CITY OF MANZANITA
January 6, 2021
CITY COUNCIL MEETING

Councilors Hans Tonjes and Jerry Spegman were sworn in to office at 6:55 pm by Mayor Mike Scott

CALL MEETING TO ORDER: The meeting was called to order January 6, 2021 at 7:00 p.m. via Zoom by Mayor Mike Scott.

ROLL: Members present were: Mayor Mike Scott, Steve Nuttall, Jerry Spegman, Hans Tonjes, and Linda Kozlowski. Staff present: Interim City Manager John Kunkel, Assistant City Manager Kristin Grasseeth, Public Works Director Dan Weitzel, Finance & Administrative Specialist Nina Aiello, Officer Mike Sims, Building Official Scott Gebhart, and Ordinance Specialist Judy Wilson.

AUDIENCE INTRODUCTION: There were 41 people in attendance

CONSENT AGENDA:

- A.** APPROVAL OF MINUTES – November 16, 2020 Special Council Workshop, November 20, 2020 Special Council Workshop, December 4, 2020 Special Council Workshop, December 9, 2020 City Council Special Workshop, December 9, 2020 City Council Meeting, December 11, 2020 Special Council Workshop
- B.** APPROVAL OF BILLS FOR PAYMENT
- C.** APPROVE THE PURCHASE OF UTILITY/ELECTRONIC READER SIGN TRAILER
- D.** APPROVE NEW CITY SEAL

A motion was made by Tonjes, seconded by Kozlowski, to approve the consent that includes approval of the November 16, 2020 Special Council Workshop, November 20, 2020 Special Council Workshop, December 4, 2020 Special Council Workshop, December 9, 2020 City Council Special Workshop, December 9, 2020 City Council Meeting, December 11, 2020 Special Council Workshop; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; approve the purchase of Utility/Electronic reader sign trailer; approve the new City seal. Council Spegman elected to not vote.

NEW CITY HALL:

- A. Update on new City hall project** – Councilor Spegman presented an update to the Manzanita Listens survey. Survey responses are still being interpreted by research group

Tom Cocklin, Mary Marken, and Jenny Greenleaf, all of whom presented the preliminary results. Once the results of the survey have been completely analyzed, focus groups will be formed, followed by several community meetings.

COMMITTEE REPORTS:

Update from the STR Ordinance Oversight Work Group: Councilor Nuttall presented an update on the STR Ordinance Oversight Work Group. The group is currently working on an Ordinance change submittal request which will include 20 recommended changes. They are also working on the final report to present to Council, which will include a description of what processes the group followed, an outline of the recommendations, and the survey results and interpretation.

NEW BUSINESS:

A. Staff COLAS – Interim City Manager John Kunkel presented his recommendation of a 2.8% COLA increase for staff, retroactive to July 1, 2020. Council originally voted to delay issuing COLAS due to financial uncertainties from COVID at the beginning of the fiscal year, but a review of the City finances shows the City has so far exceeded projected revenues.

A motion was made by Kozlowski, seconded by Tonjes, to approve a 2.8% COLA to all employees, with the exception of the City Manager, effective January 1, 2021. Motion passed unanimously.

B. Resolution 21-01 Declaring supporting Oregon Department of Geology and Mineral Industries (DOGAMI) – Councilor Kozlowski presented a report on DOGAMI and how they impact the City and our community.

A motion was made by Tonjes, seconded by Nuttall, to approve Resolution 21-01 a Resolution declaring supporting Oregon Department of Geology and Mineral Industries (DOGAMI) as essential to resilience efforts in Tillamook County and specifically the City of Manzanita Oregon January 4, 2021.

C. Letter of Support for ODOT Trail Grant Application – Interim City Manager John Kunkel presented a letter of Council support for the application of the ODOT Trail grant. The letter fulfills a needed requirement on behalf of the City as the grant application is prepared and submitted by February 1, 2021.

A motion was made by Kozlowski, seconded by Nuttall, to approve a letter of support for the ODOT Pathway project and allow the Mayor to sign the letter on behalf of the City and Council. Motion passed unanimously.
proposals from hiring firms.

OLD BUSINESS:

A. Storm Water Drainage – Public Works Director Dan Weitzel presented an update on Storm Water Drainage Master Plan. Full design of the storm system has been placed on hold as the City continues to look at options for addressing the drainage issues related to Classic and Dorcas. The master plan can be found on the City website.

B. Reservoir Study Update – Public Works Director Dan Weitzel presented an update on Reservoir Study. The contract has been reviewed by the City attorney and has been sent to Oregon Emergency Management for approval.

C. City Manager Recruitment – Interim City Manager John Kunkel presented his recommendation for the recruitment of a new City manager. Kunkel has received four proposals from recruitment companies, and Council will hold a meeting to discuss further.

Council formed consensus for Interim City Manager John Kunkel to continue his work on the recruitment of a new City Manager.

D. Cherry Street Trail – Interim City Manager John Kunkel presented his timeline and cost for the possible construction of the Cherry St. Trail. The trail continues to be used by citizens and is causing damage to a property owner on the trail, and it has been requested that the City place no trespassing signs at the entrance and exit of the trail. Council will hold a separate meeting to discuss further.

CITY MANAGER'S REPORT:

A. Public Works – Public Works Director Dan Weitzel provided an update for his department. Additional details and updates can be found on the weekly Tidbits posted on the City website.

Miscellaneous:

1. The City of Manzanita will hold Municipal Court on January 15, 2020 at 1:30 pm. Due to COVID-19 restrictions court continues to remain closed to the public.
2. The Planning Commission will meet January 19, 2021 at 4:00 pm.
3. The Short-Term Rental Ordinance Oversight Workgroup will meet January 12, 2021 at 1:00 pm, January 19, 2021 at 10:00 am, and January 26, 2021 at 1:00 via Zoom.
4. There will be a COVID-19 Special Council Workshop on January 8, 2021 at 10:00 via zoom. The Special Council Workshops are scheduled to continue throughout the month of January.

PUBLIC COMMENTS & COMMUNICATIONS: None

Mayor Scott adjourned the meeting at 8:58 p.m.

**MINUTES APPROVED THIS
3rd Day of February, 2021**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
January 6th, 2021
CITY COUNCIL SPECIAL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order by Mayor Scott at 3:00 pm January 6th, 2021 via Zoom.

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

UPDATE ON ‘MANZANITA LISTENS’ SURVEY, CITY MANAGER RECRUITMENT AND CHERRY ST. TRAIL:

Councilor Kozlowski provided an update on the Manzanita Listens Survey. There have been 516 responses, 190 of which were manzanita residents, and 152 of which were second homeowners. The results are still being interpreted and the data will be used to help form the focus groups. Jenny Greenleaf, Mary Marken and Tom Cocklin from the survey committee presented the preliminary survey results and discussed respondent concerns and visions of a new City Hall.

Interim City Manager John Kunkel stated that he has received four proposals from recruitment companies. It is his recommendation that Council review each proposal and select their top two choices. Kunkel will then have both firms present their proposal to Council for review, and they will either select a firm or elect to process the recruitment internally.

Interim City Manager John Kunkel stated that he will be presenting a preliminary plan and cost estimate for the Cherry St. Trail to Council at the upcoming meeting. The City has just completed a contract with C2 Recreation to begin work on the Trail Master Plan, and Council discussed if the Cherry St. Trail should be a part of that.

Mayor Scott adjourned the meeting at 4:35 pm

MINUTES APPROVED THIS
3rd Day of February, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
January 8, 2021
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, January 8, 2021 at 10:00 am via Zoom.

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

January 8, 2021 SPECIAL COUNCIL WORKSHOP:

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. The County has reported two COVID related deaths and 337 cases. Tillamook County remains in the extreme risk category, and a vaccine planning group has been established.

Interim City Manager John Kunkel, Assistant City Manager Kristin Grasseth, Public Works Director Dan Weitzel, and each member of Council gave an update on their department/area of interest. Discussions centered on the recruitment of a new City manager, the hazardous surf expected for the weekend, and mask compliance. North Tillamook Public Health Information Group members Victoria Holt and Margaret Steele gave a presentation on COVID statistics for the County.

Mayor Scott adjourned the meeting at: 10:52 a.m.

MINUTES APPROVED THIS
3rd Day of February, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
January 14, 2021
CITY COUNCIL MEETING

CALL MEETING TO ORDER: The meeting was called to order January 14, 2021 at 11:00 a.m. via Zoom by Mayor Mike Scott.

ROLL: Members present were: Mayor Mike Scott, Steve Nuttall, Jerry Spegman, Hans Tonjes, and Linda Kozlowski. Staff present: Interim City Manager John Kunkel, Finance & Administrative Specialist Nina Aiello, Building Official Scott Gebhart, and Ordinance Specialist Judy Wilson.

AUDIENCE INTRODUCTION: There were 14 people in attendance

CONSENT AGENDA: None

NEW CITY HALL: None

COMMITTEE REPORTS: None

NEW BUSINESS:

A. Council Reorganization -Election of Council President – It is the recommendation of Council that Linda Kozlowski be reelected as Council President.

A motion was made by Tonjes, seconded by Spegman, to reelect Linda Kozlowski as Council president. Motion passed unanimously.

OLD BUSINESS:

A. City Manager Recruitment – Interim City Manager John Kunkel presented his proposal for the recruitment of a new City Manager. It is his recommendation that the City do the hiring internally, and if no successful candidates apply then the City use a recruitment firm. The position will be posted in Oregon, Washington and California, and will remain open for a period of 30 days. Kunkel and Council will screen the applicants and begin the interview process via Zoom. It is estimated that a selection will be made by mid-April.

A motion was made by Spegman, seconded by Tonjes, to immediately start the recruitment process for a new City Manager internally. Motion passed unanimously.

B. Cherry Street Trail – Interim City Manager John Kunkel stated it is his recommendation that the City post no trespassing signs at the trail site to protect the City from liability. The trail continues to be used despite signs that have already been placed there by property owners, and it is causing damage. Police Chief Erik Harth will monitor the trail and if it is still being used despite the additional signage then barricades will be placed. Cherry Trail will

be addressed as the City begins its work on the Trail Master Plan. The City will continue to work with the trail committee in developing a timeline and plan of action for the proposed trail.

A motion was made by Kozlowski, seconded by Nuttall, to allow the City to post no trespassing signs at the trail entrance and exit. Motion passed unanimously.

CITY MANAGER’S REPORT: None

Miscellaneous: None

PUBLIC COMMENTS & COMMUNICATIONS: None

Mayor Scott adjourned the meeting at 11:51 a.m.

**MINUTES APPROVED THIS
3rd Day of February, 2021**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
January 15, 2021
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, January 15, 2021 at 10:00 am via Zoom.

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

January 15, 2021 SPECIAL COUNCIL WORKSHOP:

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. The County will remain in the extreme risk category until at least January 29, 2021. 362 cases have been reported, with an additional 70 potential cases being monitored. 564 people in Tillamook County have received the vaccination and there will be a news conference January 15, 2021 to explain how the vaccines will be expanded as more doses become available.

Assistant City Manager Kristin Grasseeth, Public Works Director Dan Weitzel, Visitors Center Coordinator Dan Haag, and each member of Council gave an update on their department/area of interest. Discussions centered on food security and affordable housing in our community.

Mayor Scott adjourned the meeting at: 10:13 a.m.

MINUTES APPROVED THIS
3rd Day of February, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
January 22, 2021
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, January 22, 2021 at 10:00 am via Zoom.

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

January 22, 2021 SPECIAL COUNCIL WORKSHOP:

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. The County may be moving down to moderate risk in the next week. Tillamook County has 380 cases with 69 occurring since January 1, 2021.

Public Works Director Dan Weitzel, Visitors Center Coordinator Dan Haag, and each member of Council gave an update on their department/area of interest. Discussions centered on the messaging placed on the electronic reader boards throughout the City, and the potential of increased crowds during spring break. North Tillamook Public Health Information Group members Victoria Holt and Margaret Steele gave a presentation on COVID statistics for the County.

Mayor Scott adjourned the meeting at: 10:53 a.m.

MINUTES APPROVED THIS
3rd Day of February, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
December 18th, 2020
SPECIAL COUNCIL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order Friday, December 18, 2020 at 10:00 am via Zoom.

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

December 18, 2020 SPECIAL COUNCIL WORKSHOP:

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. The County has moved into the extreme risk category, and the state of Oregon has extended the State of Emergency to March 3, 2021. There will be no weekly Special Council Workshop until January 8, 2021 due to the holidays.

Assistant City Manager Kristin Grasseth, Public Works Director Dan Weitzel, License Ordinance Specialist Judy Wilson, Visitors Center coordinator Dan Haag, and each member of Council gave an update on their department/area of interest. Discussions centered on mask signage throughout the City, short-term rental compliance with COVID restrictions, and food security in the community. North Tillamook Public Health Information Group members Victoria Holt and Margaret Steele gave a presentation on COVID statistics for the County.

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

MINUTES APPROVED THIS
3rd Day of February, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

From (12/29/2020 - 1/27/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
ABILA (FINANCIAL SOFTWARE)	\$1,381.31	\$1,381.31							
ADVANCED EXCAVATION (EXCAVATION)	\$2,493.75								\$2,493.75
ATLANTIS AUTO GLASS (GLASS REPAIR)	\$100.00						\$100.00		
C2 RECREATION (TRAIL CONSULTING)	\$131.25						\$131.25		
CASELLE (WATER BILLING SOFTWARE)	\$522.00								\$522.00
CHARTER (INTERNET SERVICE)	\$664.89	\$444.94						\$104.97	\$114.98
CITY OF TILLAMOOK (PUBLIC WORKS)	\$2,091.00								\$2,091.00
COAST PRINTING (PRINTING SERVICE)	\$346.60	\$346.60							
DAN HAAG (VISITORS CNTR COORDINATOR)	\$3,500.00							\$3,500.00	
DCBS FISCAL SERVICES (BUILDING SURCHARGE)	\$1,478.71			\$1,478.71					
FERGUSON (PLUMBING SUPPLIES)	\$699.80								\$699.80

BILLS FOR APPROVAL OF PAYMENT

From (12/29/2020 - 1/27/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
JONATHON LONGFELLOW CONST. (CONSTRUCTION SERVICE)	\$2,633.00								\$2,633.00
LARRY BLAKE (JUDICIAL SERVICES)	\$400.00				\$400.00				
LEAGUE OF OREGON CITIES (ADVERTISING)	\$40.00	\$20.00							\$20.00
LES SCHWAB (TIRE SERVICE)	\$274.99						\$274.99		
MARTEL ELECTRONIC (DIGITAL SERVICE)	\$3,265.00		\$3,265.00						
MANZANITA LUMBER (BUILDING MATERIALS)	\$43.68								\$43.68
MILLER NASH/GRAHAM & DUNN (CITY ATTORNEY)	\$532.00	\$532.00							
MUNI REVS (STR CENSUS MONITORING)	\$395.00	\$395.00							
NEHALEM BAY READY MIX (SUPPLIES)	\$771.93								\$771.93
NEHALEM BAY WASTE WATER (WASTEWATER SERVICE)	\$243.00	\$81.00							\$162.00
NEHALEM LUMBER (BUILDING SUPPLIES)	\$77.69								\$77.69

BILLS FOR APPROVAL OF PAYMENT

From (12/29/2020 - 1/27/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
ONE CALL CONCEPTS (LOCATE FEES)	\$38.22								\$38.22
ONE ELEVEN DESIGN (IT SERVICES & COMP SUPPLIES)	\$6,873.44	\$3,370.34	\$758.84						\$2,744.26
ONION OAK DESIGN (SURVEY SERVICE)	\$3,450.00						\$3,450.00		
OR BUILDING OFFICIALS ASSOC (BUILDERS ASSOC MEMBERSHIP)	\$225.00			\$225.00					
OR HEALTH AUTHORITY (STATE FEES)	\$200.00								\$200.00
OTAK (ENGINEERING SERVICES)	\$1,596.00						\$1,596.00		
PACIFIC ALARM SYSTEMS (ALARM SERVICES)	\$3,510.00								\$3,510.00
PACIFIC OFFICE AUTOMATION (COPY SERVICE)	\$219.33	\$219.33							
RHYNO NETWORKS (IT SERVICES)	\$753.25	\$207.00	\$60.00						\$486.25
RTI (PHONE SERVICE)	\$549.46	\$113.53	\$98.24						\$337.69
SHELDON OIL CO. (FUEL)	\$885.64		\$548.46				\$88.73		\$248.45
SUBURBAN PROPANE (FUEL)	\$55.00								\$55.00

BILLS FOR APPROVAL OF PAYMENT

From (12/29/2020 - 1/27/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
THE DATA CENTER (WATER BILLING SERVICE)	\$924.10								\$924.10
TILLAMOOK PUD (ELECTRIC SERVICE)	\$3,038.37	\$136.08	\$304.00	\$4.69	\$3.35		\$609.00	\$87.22	\$1,894.03
TILLAMOOK CO TREASURER (COMMERICAL INSPECTIONS)	\$2,162.00	\$136.08	\$304.01			\$46.41		\$102.29	\$1,573.21
US BANK (CITY VISA)	\$5,695.49	\$269.16	\$150.00						\$5,276.33
VANDYKE PLUMBING (PLUMBING SERVICE)	\$715.00								\$715.00
VERIZON (CELL & DESK PHONE SERVICE)	\$1,339.93	\$505.62	\$341.17	\$98.99				\$85.47	\$308.68
TOTALS	\$55,114.83	\$8,157.99	\$5,829.72	\$1,807.39	\$403.35	\$46.41	\$6,249.97	\$3,879.95	\$28,740.05