

CITY OF  
MANZANITA



COUNCIL PACKET

**CITY OF MANZANITA**  
**January 29, 2021**  
**SPECIAL COUNCIL WORKSHOP**

**CALL MEETING TO ORDER:** The meeting was called to order Friday, January 29, 2021 at 10:00 am via Zoom.

**ROLL:** Members present: Mike Scott, Linda Kozlowski, Steve Nuttall, Hans Tonjes and Jerry Spegman. Staff Present: John Kunkel, Kristin Grassetth, Nina Aiello, and Dan Weitzel.

**January 29, 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 moved down to the low-risk category, and restaurants are now open at 50% capacity. Vaccines are currently available for first responders, and 3.8 % of the County has received their first dose. The County has a hotline for citizens to find updated information about vaccine availability, and Mayor Scott would like to encourage everyone to utilize this helpful platform. More information can be found on the City website.

Interim City Manager John Kunkel, Assistant City Manager Kristin Grassetth, 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 public support for DOGAMI, changes to Short-Term Rental regulations with the downgrade in risk category, 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: 10:47 a.m.**

**MINUTES APPROVED THIS**  
**3<sup>rd</sup> Day of March, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

**CITY OF MANZANITA**  
**February 3<sup>rd</sup>, 2021**  
**CITY COUNCIL SPECIAL WORKSHOP**

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

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

**UPDATE ON ‘MANZANITA LISTENS’ SURVEY, COVID VACCINATIONS, AND TRAIL MASTER PLAN UPDATE:**

Councilor Kozlowski provided an update on the Manzanita Listens Survey. The results of the survey were presented at the January 6, 2021 Council meeting and can be found on the City website. The group will begin meeting on February 9, 2021 to start working on organizing the focus groups, which will consist of both resident voters as well as second homeowners. Topics they will address include funding options and a possible emergency operations space. The focus groups will begin meeting in March.

North Tillamook Public Health Information Group member Margaret Steele gave an update on COVID vaccines in our County. Several counties in Oregon have recently launched a website for vaccine availability information, and Tillamook County is working on doing this as well. Currently those 75 years and older will be eligible to receive the vaccine as of February 14, 2021 but availability remains limited. Councilor Kozlowski stated that Nehalem Bay Wastewater will begin testing for the presence of the COVID variant next week.

Councilor Spegman stated that he continues his work with Chris Bernhart on the Trail Master Plan. They have met and identified several community stakeholders to assist in the process. A draft of the Trail Master Plan will be presented to Council within a month.

**Mayor Scott adjourned the meeting at 3:44 pm**

**MINUTES APPROVED THIS**  
**3<sup>rd</sup> Day of February, 2021**

\_\_\_\_\_  
Michael Scott, Mayor

Attest:

\_\_\_\_\_  
John Kunkel, Interim City Manager

**CITY OF MANZANITA**  
**February 3, 2021**  
**CITY COUNCIL MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order February 3, 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, and Ordinance Specialist Judy Wilson.

**AUDIENCE INTRODUCTION:** There were 27 people in attendance

**CONSENT AGENDA:**

- A. APPROVAL OF MINUTES – December 18, 2020 Special Council Workshop, January 6, 2021 City Council Special Workshop, January 6, 2021 City Council Meeting, January 8, 2021 Special Council Workshop, January 14, 2021 City Council Meeting, January 15, 2021 Special Council Workshop, January 22, 2021 Special Council Workshop
- B. APPROVAL OF BILLS FOR PAYMENT
- C. APPROVAL OF THE MAYOR APPOINTMENT TO THE BUDGET COMMITTEE

**A motion was made by Tonjes, seconded by Kozlowski, to approve the consent that includes approval of the December 18, 2021 Special Council Workshop, January 6, 2021 City Council Special Workshop, January 6, 2021 City Council Meeting, January 8, 2021 Special Council Workshop, January 14, 2021 City Council Meeting, January 15, 2021 Special Council Workshop, and January 22, 2021 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 Mayor’s re-appointment of Dave Dillion to the Budget Committee; Councilor Spegman elected to not vote on the December 18, 2021 Special Council Workshop.**

**NEW CITY HALL:**

- A. **Update on new City hall project** – Councilor Kozlowski provided an update on the Manzanita Listens survey. Focus groups are being formed and meetings will begin in March. There will be three focus group meetings, followed by several public meetings. The focus groups will address issues such as funding and emergency preparedness. Kozlowski will present the findings to Council at the April 7, 2021 Council Meeting.

**COMMITTEE REPORTS:**

City Council Meeting  
February 3, 2021

**Update from the STR Ordinance Oversight Work Group:** Councilor Nuttall stated that the committee report will be submitted to Council on February 15, 2021, and in March Council will hold a special workshop to discuss the findings. There are a total of 20 recommendations that the workgroup is suggesting, and they are broken down into three categories of immediate action, short-term recommendations, and long-term recommendations.

**NEW BUSINESS:**

**A. COVID Update:** Mayor Scott stated that this is the City's 12<sup>th</sup> month operating under a State of Emergency. City Hall is still closed to the public except by appointment, and staff continues to work from home as much as possible. Mayor Scott would like to encourage everyone to be patient as we wait for the vaccine and continue to wear masks and remain socially distant.

**B. Staff Vacation Accrual –** Interim City Manager John Kunkel stated that there are currently 7 employees who have exceeded the cap of 100 vacation hours. Due to the current workload staff has been unable to utilize this accrued time, and Kunkel would like to recommend Council increase the cap to 200 hours not to exceed 24 months.

**A motion was made by Nuttall, seconded by Tonjes, to raise the vacation cap to 200 hours for a period not to exceed 24 months. Motion passed unanimously.**

**OLD BUSINESS:**

**A. Geo Tech Report on Emergency Well –** Public Work's Director Dan Weitzel discussed The recent Geo Tech Report. The hydraulic study was done on the emergency well located behind the water treatment plant, and was done as part of a grant the City received. This study is part of a project that will move well water through the water treatment plant in the event of an emergency.

**B. Disinfection Feasibility Study -** Public Work's Director Dan Weitzel stated that the next phase of the Emergency Well Project is to replace the disinfection system at the well, and then obtain a Disinfection Feasibility Study. Professional services for the study are covered under the grant that the City received, and are required by state law before any well site may be used to distribute drinking water.

**C. HDR Contract & OEM Grant for Resiliency Study –** Public Work's Director Dan Weitzel presented the HDR and OEM contracts for the reservoir study. The study is a \$100,000 project which determines cost, basic design, site conditions, and 10% of engineering. \$75,000 is paid by OEM and \$25,000 is budgeted in the water budget.

**A motion was made by Nuttall, seconded by Tonjes, to approve Short form agreement between the City of Manzanita and HDR and HDR Engineering, Inc. for professional services in connection with the project known as Manzanita Water Storage Feasibility**

**Study Project and authorize the Mayor to sign it on behalf of the City. Motion passed unanimously.**

**A motion was made by Kozlowski, seconded by Nuttall, to approve the agreement with Oregon Military Department, Office of Emergency Management as part of the hazard mitigation grant program for the water storage tank storage feasibility study and authorize the Mayor to sign on behalf of the City.**

**CITY MANAGER’S REPORT:**

**A. Interim City Manager** – Interim City Manager John Kunkel stated that there will be a public meeting before the Budget Committee has its first meeting in May. The purpose of this meeting is to educate the community on how Municipal Government works and the process for preparing the budget and allocating revenues and expenses. Kunkel also stated that the City Manager recruitment closes on February 26, 2021 and so far, 55 people have downloaded the hiring packet from the website.

**Miscellaneous:**

1. The City of Manzanita will hold Municipal Court on February 19, 2021 at 1:30 pm. Due to COVID-19 restrictions court continues to remain closed to the public.
2. The Planning Commission will meet February 16, 2021 at 4:00 pm. via Zoom.
3. There will be a COVID-19 Special Council Workshop on February 5, 2021 at 10:00 via zoom. The Special Council Workshops are scheduled to continue throughout the month of February.
4. Councilor Nuttall stated that he has completed the grant application for the Path Program.

**PUBLIC COMMENTS & COMMUNICATIONS:** None

**Mayor Scott adjourned the meeting at 8:13 p.m.**

**MINUTES APPROVED THIS  
3<sup>rd</sup> Day of March, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

City Council Meeting  
February 3, 2021

**CITY OF MANZANITA**  
**February 5, 2021**  
**SPECIAL COUNCIL WORKSHOP**

**CALL MEETING TO ORDER:** The meeting was called to order Friday, February 5, 2021 at 10:00 am via Zoom.

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

**February 5, 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 low-risk category throughout the next period. The Rinehart Clinic has begun vaccinating teachers, and beginning February 8, 2021 citizens 85 years and older will become eligible to receive the vaccine. There will be a link on the County Community Health website for people to sign up.

Interim City Manager John Kunkel, Assistant City Manager Kristin Grassetth, 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 how to assist those 85 and older with signing up for the vaccine, the Visitors Center reopening to the public, and food insecurity in our community.

**Mayor Scott adjourned the meeting at: 10:32 a.m.**

**MINUTES APPROVED THIS**  
**3<sup>rd</sup> Day of March, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

**CITY OF MANZANITA**  
**February 12, 2021**  
**SPECIAL COUNCIL WORKSHOP**

**CALL MEETING TO ORDER:** The meeting was called to order Friday, February 12, 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: John Kunkel, Kristin Grassetth, Nina Aiello, and Dan Weitzel.

**February 12, 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 low-risk category until February 25, 2021. There has been a total of 2,056 vaccines distributed throughout the County, accounting for 8% of the population.

Interim City Manager John Kunkel, Assistant City Manager Kristin Grassetth, 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 vaccine distributions, increased activity in the building and planning department, and the recent water line extension on North Avenue. 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: 10:26 a.m.**

**MINUTES APPROVED THIS**  
**3<sup>rd</sup> Day of March, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

**CITY OF MANZANITA**  
**February 19, 2021**  
**SPECIAL COUNCIL WORKSHOP**

**CALL MEETING TO ORDER:** The meeting was called to order Friday, February 19, 2021 at 10:00 am via Zoom.

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

**February 19, 2021 SPECIAL COUNCIL WORKSHOP:**

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. The County remains in the low-risk category and is vaccinating at a rate of 300 recipients per week. Tillamook Pharmacy as well as Safeway are currently accepting appointments for vaccinations. Currently 12.7% of the population in Tillamook County has received their vaccination, and beginning February 22, 2021 those 70 and older will be eligible to make an appointment.

Interim City Manager John Kunkel, 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 refreshing mask signage throughout the City, preparing for an influx of visitors during spring break, and the new 'Shake Alert' warning system.

**Mayor Scott adjourned the meeting at: 10:26 a.m.**

**MINUTES APPROVED THIS**  
**3<sup>rd</sup> Day of March, 2021**

\_\_\_\_\_  
Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

## BILLS FOR APPROVAL OF PAYMENT

From (1/28/2021 - 2/26/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
ALEXIN ANALYTICAL (WATER TESTING SERVICE)	\$758.00								\$758.00
C2 RECREATION (TRAIL CONSULTING)	\$4,710.55						\$4,710.55		
CASELLE (WATER BILLING SOFTWARE)	\$522.00								\$522.00
CHARTER (INTERNET SERVICE)	\$219.95		\$114.98					\$104.97	
DAN HAAG (VISITORS CNTR COORDINATOR)	\$3,500.00							\$3,500.00	
EC ELECTRIC (ELECTRIC SERVICES)	\$295.00								\$295.00
ECONOMIC DEVELOPMENT COUNCIL (MEMBERSHIP FEES)	\$550.00	\$550.00							
FASTENAL (HARDWARE)	\$25.37								\$25.37
FERGUSON (PLUMBING SUPPLIES)	\$8,935.46								\$8,935.46
GILLESPIE GRAPHICS (SUPPLIES - POLICE)	\$765.00		\$765.00						
JONATHON LONGFELLOW CONST. (CONSTRUCTION SERVICE)	\$6,343.20								\$6,343.20
KRP DATA SYSTEMS (MUNI COURT SOFTWARE)	\$240.00				\$240.00				

## BILLS FOR APPROVAL OF PAYMENT

From (1/28/2021 - 2/26/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
LARRY BLAKE (JUDICIAL SERVICES)	\$400.00				\$400.00				
LES SCHWAB (TIRE SERVICE)	\$1,680.87						\$1,680.87		
MANZANITA LUMBER (BUILDING MATERIALS)	\$208.75								\$208.75
MILLER NASH/GRAHAM & DUNN (CITY ATTORNEY)	\$7,486.00	\$7,486.00							
MUNI REVS (STR CENSUS MONITORING)	\$395.00	\$395.00							
NEHALEM BAY WASTE WATER (WASTEWATER SERVICE)	\$850.50	\$105.00	\$162.00	\$33.00	\$24.00	\$364.50			\$162.00
NEHALEM LUMBER (BUILDING SUPPLIES)	\$243.30								\$243.30
OR MAYORS ASSOCIATION (MAYORAL ASSOC MEMBERSHIP)	\$71.00	\$71.00							
OTAK (ENGINEERING SERVICES)	\$798.00						\$798.00		
PACIFIC OFFICE AUTOMATION (COPY SERVICE)	\$137.00	\$137.00							
RHYNO NETWORKS (IT SERVICES)	\$421.92	\$263.32	\$66.00						\$92.60
RTI (PHONE SERVICE)	\$545.12	\$63.66	\$108.87	\$19.67	\$14.66				\$338.26

## BILLS FOR APPROVAL OF PAYMENT

From (1/28/2021 - 2/26/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
SHELDON OIL CO. (FUEL)	\$777.98		\$483.43	\$40.72		\$12.69	\$63.46		\$177.68
SHIELS / OBLETTS / JOHNSON (PROFESSIONAL SERVICES)	\$450.00	\$450.00							
TILLAMOOK PUD (ELECTRIC SERVICE)	\$3,484.51	\$250.89	\$326.09	\$16.50	\$11.79	\$82.90	\$609.00	\$106.99	\$2,080.35
TILLAMOOK CO TREASURER (COMMERICAL INSPECTIONS)	\$1,194.95			\$1,194.95					
US BANK (CITY VISA)	\$3,803.47	\$614.52	\$100.00						\$3,088.95
VERIZON (CELL & DESK PHONE SERVICE)	\$1,275.43	\$490.31	\$326.84	\$74.99				\$64.99	\$318.30
WALTER NELSON (SUPPLIES)	\$160.97					\$160.97			
<b>TOTALS</b>	<b>\$52,048.30</b>	<b>\$10,876.70</b>	<b>\$2,453.21</b>	<b>\$1,379.83</b>	<b>\$690.45</b>	<b>\$621.06</b>	<b>\$7,861.88</b>	<b>\$3,776.95</b>	<b>\$24,388.22</b>