

CITY OF  
MANZANITA



COUNCIL PACKET



**CITY OF MANZANITA**  
**February 26, 2021**  
**SPECIAL COUNCIL WORKSHOP**

**CALL MEETING TO ORDER:** The meeting was called to order Friday, February 26, 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: Kristin Grasseth, Nina Aiello, and Dan Weitzel.

**February 26, 2021 SPECIAL COUNCIL WORKSHOP:**

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. 237 residents in Tillamook County were vaccinated last week, and 320 are projected to be vaccinated next week. The County is aiming to vaccinate at a rate of 320 per week moving forward. Beginning July 1, 2021 the general population will become eligible for the vaccine, contingent upon supply.

Assistant City Manager Kristin Grasseth, 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 vaccination clinics, the high surf warning forecasted for this weekend, and the status of the North County Food Bank's new facility. North Tillamook Public Health Information Group member Margaret Steele provided an update on vaccine eligibility and availability for the County.

**Mayor Scott adjourned the meeting at: 10:20 a.m.**

**MINUTES APPROVED THIS**  
**7<sup>th</sup> Day of April, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

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

**CALL MEETING TO ORDER:** The meeting was called to order March 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, Building Official Scott Gebhart, and Finance & Administrative Specialist Nina Aiello

**AUDIENCE INTRODUCTION:** There were 35 people in attendance

**CONSENT AGENDA:**

- A.** APPROVAL OF MINUTES – January 29, 2021 Special Council Workshop, February 3, 2021 City Council Workshop, February 3, 2021 City Council Meeting, February 5, 2021 Special Council Workshop, February 12, 2021 Special Council Workshop, and February 19, 2021 Special Council Workshop.
- B.** APPROVAL OF BILLS FOR PAYMENT
- C.** TEMPORARY FIREWORKS STAND - RINEHART

**A motion was made by Tonjes, seconded by Kozlowski, to approve the consent that includes approval of the January 29, 2021 Special Council Workshop, February 3, 2021 City Council Workshop, February 3, 2021 City Council Meeting, February 5, 2021 Special Council Workshop, February 12, 2021 Special Council Workshop, and February 19, 2021 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.**

**Council formed a consensus to remove the Temporary Fireworks Stand Application from the Consent agenda and consider it at a later date as requested by applicant.**

**NEW CITY HALL:**

- A. Update on new City hall project** – Councilor Kozlowski provided an update on the Manzanita Listens focus groups that are scheduled during the month of March. There will be a total of 4 groups, each with no more than 60 people per group. Post cards will be mailed to every Manzanita resident with instructions on how to register, and each resident may only register for one meeting. Kozlowski hopes to present the findings of the focus groups at the April 7, 2021 Council Meeting.

## **COMMITTEE REPORTS:**

**A. Update from the STR Ordinance Oversight Work Group:** Councilor Nuttall stated that the STR report can now be found on the City website. The STR Ordinance Oversight Workgroup will present the report to Council at a workshop scheduled for March 9, 2021 and encourages the community to participate.

**B. Update on Trail Master Plan:** Councilor Spegman stated that he and C2 Recreation consultant Christ Bernhardt met at the end of January and completed the first draft of a trail map for the City. The plan will be reviewed by Planning Consultant John Morgan and there will be a public meeting to review.

## **NEW BUSINESS:**

**A. Public Hearing – New Application Retail Liquor Permit (Big Wave)** – Assistant City Manager Kristin Grasseth presented the application for Retail Liquor Permit for the Big Wave, scheduled to open mid-March. Grasseth stated that Police Chief Harth had reviewed the application and supported its approval.

**A motion was made by Kozlowski, seconded by Tonjes, to approve the New Application Retail Liquor Permit on behalf of The Big Wave Café. Motion passed unanimously.**

**B. 2019/2020 Audit** – Accuity representative Kori Sarrett presented the annual 19/20 Audit on behalf of the City.

**C. Contract extension for Interim City Manager John Kunkel** – Interim City Manager John Kunkel removed this item from New Business from the agenda. Kunkel stated that the City attorney will need to review the contract extension prior to Council voting on it, so it will be discussed at a later meeting.

**D. Beach Safety and Accessibility Project** – Interim City Manager John Kunkel removed this item of New Business from the agenda. Visitors Center Coordinator Dan Haag was unable to attend the meeting, so it will be discussed at a later date.

**OLD BUSINESS:** None

**CITY MANAGER'S REPORT:** None

## **Miscellaneous:**

1. The City of Manzanita will hold Municipal Court on March 19, 2021 at 1:30 pm. Due to COVID-19 restrictions court continues to remain closed to the public.
2. The Planning Commission has cancelled its meeting for the month of March.

City Council Meeting  
March 3, 2021

3. There will be a COVID-19 Special Council Workshop on March 12, 2021 and March 26, 2021 at 10:00 via zoom.
4. There will be a Special Council STR Workshop on March 9, 2021 at 10:00 viz zoom. The results from the STR report will be presented.

**PUBLIC COMMENTS & COMMUNICATIONS:** None

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

**MINUTES APPROVED THIS  
7<sup>th</sup> Day of April, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

**CITY OF MANZANITA**  
**March 3, 2021**  
**CITY COUNCIL SPECIAL WORKSHOP**

**CALL MEETING TO ORDER:** The meeting was called to order by Mayor Scott at 3:00 pm March 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:**

Councilor Kozlowski provided an update on the Manzanita Listens project. The group is focused on transparency and determining what the community wants to see in a new City Hall. Focus groups are scheduled to meet four times during the month of March. Each meeting will consist of no more than 60 participants, which will form 6 small groups with 10 participants in each group. Post cards will be mailed to all Manzanita residents with information on how to register for a meeting, and each participant can only register for one meeting. No council members will be present at the meetings in order to create a relaxed environment where participants feel comfortable speaking freely. The leaders of the focus groups will be Manzanita Listens members Mary Marken and Patricia Johnson, and the subjects of consideration will center around building concepts, financing options, and amenities of the building. Manzanita Listens will present the results of the focus groups at the April 7, 2021 Council Meeting. The group hopes that Council will be able to make a decision about financing at this meeting, and then they plan to move on to the issue of architecture.

**Mayor Scott adjourned the meeting at 3:53 pm**

**MINUTES APPROVED THIS**  
**7<sup>th</sup> Day of April, 2021**

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

Attest:

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John Kunkel, Interim City Manager

**CITY OF MANZANITA  
MARCH 3, 2021  
CITY COUNCIL EXECUTIVE MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order at 3:54 p.m. by Mayor Mike Scott.

**ROLL:** Present were: Mayor Mike Scott, Councilors Steve Nuttall, Linda Kozlowski, Hans Tonjes and Jerry Spegman; Interim City Manager John Kunkel; and Assistant City Manager Kristin Grasseth.

The Council went into executive session at 3:54 a.m.

No final actions were taken by the Council at the executive session.

**Mayor Scott adjourned the meeting at 4:35 p.m.**

**MINUTES APPROVED THIS  
7<sup>TH</sup> DAY OF APRIL 2021**

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Michael Scott, Mayor

Attest:

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John, City Manager/Recorder

**CITY OF MANZANITA**  
**March 9, 2021**  
**SPECIAL CITY COUNCIL STR WORKSHOP**

**CALL MEETING TO ORDER:** The meeting was called to order by Mayor Scott at 10:00 am March 9, 2021 via Zoom.

**ROLL:** Members present were: Mike Scott, Steve Nuttall, Linda Kozlowski and Jerry Spegman. Hand Tonjes was absent and excused. Staff present: Kristin Grasseeth, Nina Aiello and Judy Wilson.

**SHORT-TERM RENTAL ORDINANCE OVERSIGHT WORKGROUP PRESENTATION:**

STR Workgroup members Steve Nuttall, Jo Newhouse, Lee Hiltenbrand, Danielle Johnson, Amy VanDyke, Judy Wilson, and Cindy Kenne presented the STR report which can be found on the City website. The group provided 20 recommendations which were broken down into immediate strategies, short-range recommendations, and long-range recommendations. Topics the group focused on were STR signage, inspection requirements, parking recommendations, noise and lighting issues, owner responsibilities, garbage, and emergency equipment. The group also presented their recommendation for changes to City Ordinance 10-03. The first reading of this Ordinance change will be presented to Council at the April 7, 2021 Council Meeting.

Councilor Nuttall would like to recommend that the STR Workgroup become a standing committee, which Council will vote on at a later date.

**Mayor Scott adjourned the meeting at: 11:53**

**MINUTES APPROVED THIS**  
**7<sup>th</sup> Day of April, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager



**CITY OF MANZANITA  
MARCH 11, 2021  
CITY COUNCIL EXECUTIVE MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order at 12:00 p.m. by Mayor Mike Scott.

**ROLL:** Present were: Mayor Mike Scott, Councilors Steve Nuttall, Linda Kozlowski, Hans Tonjes and Jerry Spegman; Interim City Manager John Kunkel and Assistant City Manager Kristin Grasseth.

The Council went into executive session at 12:00 p.m. recessed at 4:02 p.m.  
Reconvened March 12<sup>th</sup> at 2:25 pm.

No final actions were taken by the Council at the executive session.

**Mayor Scott adjourned the meeting at 3:46 p.m.**

**MINUTES APPROVED THIS  
7<sup>TH</sup> DAY OF APRIL 2021**

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Michael Scott, Mayor

Attest:

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John, City Manager/Recorder

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

**CALL MEETING TO ORDER:** The meeting was called to order Friday, March 12, 2021 at 10:00 am via Zoom.

**ROLL:** Members present: Mike Scott, Hans Tonjes and Jerry Spegman. Linda Kozlowski and Steve Nuttall were absent and excused. Staff Present: John Kunkel, Kristin Grasseth, and Nina Aiello.

**March 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 be moving back up to moderate risk beginning March 25, 2021. There will be a vaccination clinic for veterans at Camp Rilea this weekend and anyone who is registered with the VA will be eligible. 10% of the national population has been vaccinated as of March 12, 2021.

Interim City Manager John Kunkel, Assistant City Manager Kristin Grasseth, 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, notifying visitors of the change in risk level for our County, and the new shake alert which became effective as of March 11, 2021. North Tillamook Public Health Information Group member Margaret Steele gave a presentation on COVID statistics for the County.

**Mayor Scott adjourned the meeting at: 10:25 a.m.**

**MINUTES APPROVED THIS**  
**7<sup>th</sup> Day of April, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

**CITY OF MANZANITA  
MARCH 25, 2021  
CITY COUNCIL EXECUTIVE MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order at 3:30 p.m. by Mayor Mike Scott.

**ROLL:** Present were: Mayor Mike Scott, Councilors Steve Nuttall, Linda Kozlowski, Hans Tonjes and Jerry Spegman; and Assistant City Manager Kristin Grasseeth.

The Council went into executive session at 3:30 p.m.

No final actions were taken by the Council at the executive session.

**Mayor Scott adjourned the meeting at 4:12 p.m.**

**MINUTES APPROVED THIS  
7<sup>TH</sup> DAY OF APRIL 2021**

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Michael Scott, Mayor

Attest:

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John, City Manager/Recorder



**CITY OF MANZANITA**  
**March 26, 2021**  
**SPECIAL CITY COUNCIL MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order Friday, March 26, 2021 at 10:45 am via zoom by Mayor Scott.

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

**DISCUSSION ON THE CONTRACT EXTENSION OF INTERIM CITY MANAGER JOHN KUNKEL:**

The City of Manzanita's contract with Interim City Manager John Kunkel is scheduled to expire March 31, 2021. Mayor Mike Scott recommended to Council that they appoint Kunkel as the City Manager for two months to comply with the City Charter, as the City has not yet retained a permanent City Manager.

**A motion was made by Nuttall, seconded by Kozlowski, to appoint John Kunkel as Manzanita City Manager for a term not to exceed May 31, 2021. Motion passed unanimously.**

**Mayor Scott adjourned the meeting at 10:49 a.m.**

**MINUTES APPROVED THIS**  
**7<sup>th</sup> DAY OF April, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

**CITY OF MANZANITA**  
**March 26, 2021**  
**SPECIAL COUNCIL WORKSHOP**

**CALL MEETING TO ORDER:** The meeting was called to order Friday, March 26, 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 Grasseth, and Dan Weitzel

**March 26, 2021 SPECIAL COUNCIL WORKSHOP:**

Mayor Scott gave an update from his weekly Tillamook County Leadership call, providing information on COVID-19 statistics. Vaccines will soon be available in the County for the 45–60-year-old demographic and those with underlying health issues. The County is vaccinating at an average of 700 residents per week, and we will remain in the moderate risk level until at least April 9, 2021. There will be no more scheduled COVID Special Council Workshops moving forward.

Interim City Manager John Kunkel, Assistant City Manager Kristin Grasseth, 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 mask signage for the reader boards, the Visitors Center updated hours (expanding to 5 days a week), and vaccine availability for North County Food Bank volunteers. Councilor Spegman stated that there will be another virtual fundraising performance from the River Band Players titled ‘Dog Logs’, scheduled the weekend of April 10, 2021.

**Mayor Scott adjourned the meeting at: 10:14 a.m.**

**MINUTES APPROVED THIS**  
**7<sup>th</sup> Day of April, 2021**

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Michael Scott, Mayor

Attest:

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John Kunkel, Interim City Manager

## BILLS FOR APPROVAL OF PAYMENT

From 02/27/2021 - 03/31/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
ACCUTY (CITY AUDITORS)	\$4,500.00	\$4,500.00							
ADVENTIST HEALTH (NEW HIRE SCREENING)	\$171.00								\$171.00
ANDERSON PERRY & ASSOC (GIS WORK)	\$5,050.00								\$5,050.00
BACKFLOW MANAGEMENT (WATER CERT TRAINING)	\$750.00								\$750.00
BAYVIEW ASPHALT (ASPHALT SERVICES)	\$419.25								\$419.25
C2 RECREATION (TRAIL CONSULTING)	\$1,200.00						\$1,200.00		
CASELLE (WATER BILLING SOFTWARE)	\$522.00								\$522.00
CHARTER (INTERNET SERVICE)	\$666.61	\$329.96	\$116.70					\$104.97	\$114.98
CITY OF WHEELER (POLICE SERVICES REMITTANCE)	\$791.00				\$791.00				
CVE TECHNOLOGIES (POLICE TECHNOLOGY)	\$1,324.47		\$1,324.47						
DAN HAAG (VISITORS CNTR COORDINATOR)	\$3,500.00							\$3,500.00	
DATA CENTER (MANZ LISTENS POSTCARDS)	\$739.35	\$739.35							



## BILLS FOR APPROVAL OF PAYMENT

From 02/27/2021 - 03/31/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
EVERGREEN AUTO (MECHANIC)	\$40.00								\$40.00
FASTENAL (HARDWARE)	\$963.16								\$963.16
FEDERAL SURPLUS (MAINTENANCE & SUPPLIES)	\$625.00								\$625.00
FERGUSON (PLUMBING SUPPLIES)	\$10,638.97								\$10,638.97
JONATHON LONGFELLOW CONST. (CONSTRUCTION SERVICE)	\$8,976.20								\$8,976.20
LANDMARK FORD (POLICE VEHICLE)	\$33,334.79		\$33,334.79						
LARRY BLAKE (JUDICIAL SERVICES)	\$400.00				\$400.00				
LEAGUE OF OR CITIES (SPRING SYMPOSIUM)	\$15.00	\$15.00							
LEHR (POLICE VEHICLE ADD ON)	\$10,798.44		\$10,798.44						
MANZANITA LUMBER (BUILDING MATERIALS)	\$388.06								\$388.06
MARY MARKEN (MANZ LISTENS CONSULTANT)	\$598.00	\$598.00							

## BILLS FOR APPROVAL OF PAYMENT

From 02/27/2021 - 03/31/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
MORGAN CPS GROUP (PLANNING CONSULTANT)	\$765.00	\$765.00							
MUNI REVS (STR CENSUS MONITORING & SETUP/GO LIVE)	\$2,849.70	\$2,849.70							
NAPA AUTO PARTS (AUTO SUPPLIES)	\$548.61								\$548.61
NEHALEM BAY READY MIX (MATERIALS)	\$158.68						\$158.68		
NEHALEM BAY WASTE WATER (WASTEWATER SERVICE)	\$243.00					\$81.00			\$162.00
NEHALEM LUMBER (BUILDING SUPPLIES)	\$16.66						\$16.66		
ONE ELEVEN (IT SERVICES)	\$6,324.00	\$2,426.25		\$1,657.75				\$745.00	\$1,495.00
OR ASSOC OF WATER UTILITIES (MEMBERSHIP DUES)	\$781.60								\$781.60
OTAK (ENGINEERING SERVICES)	\$10,526.00						\$9,518.00		\$1,008.00
PACIFIC OFFICE AUTOMATION (COPY SERVICE)	\$300.49	\$119.84	\$43.65						\$137.00
RHYNO NETWORKS (IT SERVICES)	\$647.12	\$494.52	\$60.00						\$92.60

## BILLS FOR APPROVAL OF PAYMENT

From 02/27/2021 - 03/31/2021)

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
RTI (PHONE SERVICE)	\$441.00	\$98.43	\$101.83						\$240.74
SHELDON OIL CO. (FUEL)	\$1,181.58		\$55.19				\$74.44		\$1,051.95
SHIELS / OBLETTS / JOHNSON (PROFESSIONAL SERVICES)	\$2,250.00	\$2,250.00							
STAPLES (OFFICE SUPPLIES)	\$839.59	\$839.59							
TILLAMOOK PUD (ELECTRIC SERVICE)	\$3,019.31	\$321.17	\$386.67			\$83.06		\$93.41	\$2,135.00
TILLAMOOK CO TAX COLLECTOR (GIS LISTING)	\$35.00	\$35.00							
US BANK (CITY VISA)	\$3,497.45	\$216.93					\$1,194.57		\$2,085.95
VERIZON (CELL & DESK PHONE SERVICE)	\$1,350.64	\$494.66	\$331.25	\$69.99				\$64.99	\$389.75
WASHINGTON FEDERAL (UNDERHILL BOND PAYMENT)	\$77,666.22	\$77,666.22							
<b>TOTALS</b>	<b>\$199,852.95</b>	<b>\$94,759.62</b>	<b>\$46,552.99</b>	<b>\$1,727.74</b>	<b>\$1,191.00</b>	<b>\$164.06</b>	<b>\$12,162.35</b>	<b>\$4,508.37</b>	<b>\$38,786.82</b>