

CITY OF
MANZANITA



COUNCIL PACKET

**CITY OF MANZANITA
APRIL 2, 2021
CITY COUNCIL EXECUTIVE MEETING**

CALL MEETING TO ORDER: The meeting was called to order at 1:30 p.m. by Mayor Mike Scott outside at City Plaza.

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

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

Mayor Scott adjourned the meeting at 3:25 p.m.

**MINUTES APPROVED THIS
5TH DAY OF MAY 2021**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
April 7, 2021
CITY COUNCIL MEETING

CALL MEETING TO ORDER: The meeting was called to order April 7, 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, Public Works Director Dan Weitzel, and Finance & Administrative Specialist Nina Aiello

AUDIENCE INTRODUCTION: There were 67 people in attendance

CONSENT AGENDA:

- A. APPROVAL OF MINUTES – February 26, 2021 Special Council Workshop, March 3, 2021 City Council Workshop, March 3, 2021 City Council Meeting, March 3, 2021 City Council Executive Meeting, March 9, 2021 Special City Council STR Workshop, March 11 & 12, 2021 City Council Executive Meeting, March 12, 2021 Special Council Workshop, March 25, 2021 City Council Executive Meeting, March 26, 2021 Special City Council Meeting, and March 26, 2021 Special Council Workshop.
- B. APPROVAL OF BILLS FOR PAYMENT
- C. APPROVAL OF OLCC RENEWALS

A motion was made by Tonjes, seconded by Kozlowski, to approve the consent that includes approval of the February 26, 2021 Special Council Workshop, March 3, 2021 City Council Workshop, March 3, 2021 City Council Meeting, March 3, 2021 City Council Executive Meeting, March 9, 2021 Special City Council STR Workshop, March 11 & 12, 2021 City Council Executive Meeting, March 12, 2021 Special Council Workshop, March 25, 2021 City Council Executive Meeting, March 26, 2021 Special City Council Meeting, and March 26, 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 yearly renewal of all liquor licenses for the listed businesses within the City of Manzanita. Motion passed unanimously.

NEW CITY HALL:

- A. **Update on new City hall project (Manzanita Listens) – Councilors Kozlowski & Spegman-** Councilor Kozlowski stated that Manzanita Listens held four public meetings during the month of March, and member Margaret Banyan presented the results of the focus groups. The full report can be found on the City website. Interim City Manager John Kunkel

reviewed possible financing options for the project, and Project Manager Carter MacNichol reviewed the Architect Request for Proposal process and a timeline for completion.

COMMITTEE REPORTS:

A. Update from the STR Ordinance Oversight Work Group: Councilor Nuttall discussed Ordinance 21-04 that will be presented under New Business.

NEW BUSINESS:

A. Beach Safety – Visitor Center Coordinator, Dan Haag – Item has been pulled from the agenda. Dan Haag will be sending a written request to Council.

B. Farmers Market – Market Manager, Clyfford Young – Young presented the Farmers Market COVID-19 proposed safety protocols for the 2021 season, developed from the Oregon Farmers Market Association guidelines. The Market would like to return to Manzanita for the upcoming season, and discussions centered around an appropriate location to hold the market.

A motion was made by Kozlowski, seconded by Tonjes, to approve the Farmer’s Market to return to the City of Manzanita for the 2021 season at the Underhill Plaza site. The City will support the market by advertising using City reader boards and readying the site for operation. Motion passed unanimously.

C. Ordinance 21-03 – Franchise agreement between the City of Manzanita and Recology Western Oregon Inc. – Interim City Manager John Kunkel – Interim City Manager John Kunkel stated that the 10-year agreement between the City and Recology has expired. The City attorney has reviewed the contract renewal and all suggested changes have been incorporated into Ordinance 21-03. A new item added to this agreement is a yearly community clean up event. Time and location TBD.

Mayor Mike Scott opened the Public Hearing at 8:35 PM.

There were no public comments.

Public Hearing was closed at 8:36 PM.

A motion was made by Tonjes, seconded by Nuttall, to approve Ordinance 21-03 Franchise agreement between the City of Manzanita and Recology Western Oregon Inc. for its first reading, and to tentatively enter into the agreement as proposed. Motion passed unanimously.

D. Ordinance 21-04 – Amending Ordinance 10-03 (as amended by Ordinance 16-05 12/7/16) an Ordinance establishing rules and regulations relating to Short-Term Rentals – interim City Manager, John Kunkel – Interim City Manager John Kunkel stated that the Short-Term Rental Ordinance Oversight Workgroup has been working on revisions to the City of Manzanita’s Short-Term Rental Ordinance 10-03. The group presented

their proposed changes at the March 9, 2021 Special Council Meeting and made many changes to their recommendations based on public feedback. City staff will review the issues of noise and lighting as a possible City-wide Ordinance and present their findings to Council at a later date. The “Go-Bag” section will be further refined by the STR Workgroup and also presented to Council at a later date.

Mayor Mike Scott opened the Public Hearing at 8:39 PM.

Public comment was made.

Public Hearing closed at 9:10 PM.

A motion was made by Nuttall, seconded by Kozlowski, to approve the first reading of the Ordinance 21-04 Amendments to Ordinance 10-03 as recommended by the Short-Term Rental Ordinance Oversight Workgroup, with the exception of the “Go-Bag” section which will be discussed further at a later date. Motion passed unanimously.

A motion was made at 9:15 PM by Nuttall, seconded by Kozlowski, to extend the City Council meeting to 10:00 PM. Motion passed unanimously.

OLD BUSINESS: None

CITY MANAGER’S REPORT: None

Miscellaneous:

1. The City of Manzanita will hold Municipal Court on April 9, 2021 at 1:30 pm. Due to COVID-19 restrictions court continues to remain closed to the public.
2. There will be a Planning Commission meeting April 19, 2021 at 4:00 PM via zoom.
3. There will be no COVID Special Council Workshops in the month of April.

PUBLIC COMMENTS & COMMUNICATIONS: None

Mayor Scott adjourned the meeting at 9:25 p.m.

**MINUTES APPROVED THIS
5th Day of May 2021**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

City Council Meeting
April 7, 2021

CITY OF MANZANITA
April 7, 2021
CITY COUNCIL SPECIAL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order by Mayor Scott at 3:00 pm April 7, 2021 via Zoom.

ROLL: Members present were: Linda Kozlowski, Steve Nuttall, Jerry Spegman, and Hans Tonjes. Mike Scott was absent and excused. 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 facilitated four public meetings during the month of March, and member Margaret Banyan presented the results. The full report and survey results can be found on the City website. The group hopes to present Council with enough information to decide about how the new City Hall will be financed, which will then allow them to move forward with the design phase.

Interim City Manager John Kunkel gave a brief overview of potential financing options the City can utilize to fund the new City Hall. Possible options included borrowing from a bank or City Capital Fund, selling City property, increasing Short-Term Rental taxes, and applying for grants.

Project Manager Carter MacNichol presented information on the Architect Request for Proposal process. He will be developing the RFP over the next month as financing questions are addressed. MacNichol will also appoint an Architect Review Committee who will review the written responses to the RFP, interview candidates, and select the top 3-4 candidates for Council to make a selection.

Mayor Scott adjourned the meeting at 5:05 pm

MINUTES APPROVED THIS
5th Day of May, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

CITY OF MANZANITA
April 13, 2021
SPECIAL CITY COUNCIL MEETING

CALL MEETING TO ORDER: The meeting was called to order April 13, 2021 at 2:00 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, Finance & Administrative Specialist Nina Aiello, and Ordinance Specialist Judy Wilson.

AUDIENCE INTRODUCTION: There were 13 people in attendance

NEW BUSINESS:

A. Contract Agreement with new City Manager– Interim City Manager John Kunkel stated that Council had negotiated a contract with Leila Aman for the position of Manzanita City Manager. The contract agreement has been approved by the City Attorney and sent to the Mayor and Council.

A motion was made by Kozlowski, seconded by Tonjes, to approve the contract for new City Manager. Motion passed unanimously.

B. Discussion regarding Fourth of July parade – Interim City Manager John Kunkel and Council began discussions about the Fourth of July Parade for 2021. It was decided that more information was needed before Council could make a decision about holding the parade. This will be added to the May 5, 2021 City Council meeting for continued discussion.

OLD BUSINESS:

A. Ordinance 21-03 Franchise agreement between City of Manzanita and Recology Western Oregon Inc. (Second and final reading)

Mayor Mike Scott opened the Public Hearing at 2:30 PM.

There were no comments.

Public Hearing was closed at 2:31 PM.

A motion was made by Kozlowski, seconded by Spegman, to move to read “AN ORDINANCE FRANCHISE AGREEMENT BETWEEN CITY OF MANZANITA AND RECOLOGY WESTERN OREGON INC.” by title only for its second and final reading and to adopt said Ordinance as of its second and final reading. Motion passed unanimously.

B. ORDINANCE 21-04 – Amending Ordinance 10-03 (as amended by Ordinance 16-05 12/7/16) an Ordinance establishing rules and regulations relating to Short-Term Rentals (second and final reading) – Item has been pulled from the agenda and will be discussed at a later date.

Mayor Scott adjourned the meeting at 2:33 p.m.

**MINUTES APPROVED THIS
5th Day of May, 2021**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

BILLS FOR APPROVAL OF PAYMENT

From 04/01/2021 - 04/30/2021

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
FEDERAL SURPLUS (MAINTENANCE & SUPPLIES)	\$580.00	\$480.00							\$100.00
FERGUSON (PLUMBING SUPPLIES)	\$4,128.48								\$4,128.48
JIFFY CONSTRUCTION (CONSTRUCTION SERVICES)	\$500.00						\$500.00		
HEADLIGHT HERALD (ADVERTISING)	\$69.30	\$69.30							
JONATHON LONGFELLOW CONST. (CONSTRUCTION SERVICE)	\$480.00						\$280.00		\$200.00
LANE COUNCIL OF GVTS (EPERMITTING SERVICES)	\$328.83			\$328.83					
LARRY BLAKE (JUDICIAL SERVICES)	\$400.00				\$400.00				
LEHR (POLICE VEHICLE ADD ON)	\$285.00		\$285.00						
MANZANITA LUMBER (BUILDING MATERIALS)	\$264.60		\$27.98						\$236.62
MARGARET BANNING (MANZ LISTENS CONSULTANT)	\$4,450.00	\$4,450.00							

BILLS FOR APPROVAL OF PAYMENT

From 04/01/2021 - 04/30/2021

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
MILLER / NASH GRAHAM & DUNN (CITY ATTORNEY)	\$7,182.00	\$7,182.00							
MUNI REVS (STR CENSUS MONITORING & SETUP/GO LIVE)	\$1,165.00	\$1,165.00							
NEHALEM BAY READY MIX (MATERIALS)	\$560.00								\$560.00
NEHALEM LUMBER (BUILDING SUPPLIES)	\$56.60								\$56.60
ONE CALL CONCEPTS (STATE LOCATE FEE'S)	\$86.76								\$86.76
ONE ELEVEN (IT SERVICES)	\$4,750.00	\$2,899.25						\$743.75	\$1,107.00
OR DEPT OF REV PAYABLE (POLICE CITATION REMITTANCE)	\$665.00				\$665.00				
OTAK (ENGINEERING SERVICES)	\$6,059.25						\$6,059.25		
PACIFIC OFFICE AUTOMATION (COPY SERVICE)	\$146.86	\$146.86							
RHYNO NETWORKS (IT SERVICES)	\$374.60	\$216.00	\$66.00						\$92.60
RTI (PHONE SERVICE)	\$483.08	\$64.04	\$102.23	\$19.73	\$14.78				\$282.30

BILLS FOR APPROVAL OF PAYMENT

From 04/01/2021 - 04/30/2021

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
SCOVELS (AUTO REPAIR)	\$120.00		\$120.00						
SHELDON OIL CO. (FUEL)	\$1,110.79		\$531.06	\$33.84		\$27.29	\$136.47		\$382.13
SHIELS / OBLETTS / JOHNSON (PROFESSIONAL SERVICES)	\$1,181.25	\$1,181.25							
STATE OF OREGON (BUILDING SURCHARGE REMITTANCE 1ST QTR)	\$5,761.48			\$5,761.48					
STATE OF OREGON (SECRETARY OF STATE)	\$250.00	\$250.00							
STAPLES (OFFICE SUPPLIES)	\$481.86	\$481.86							
STEP FORWARD ACTIVITIES (DOGGIE STATION BAGS)	\$2,121.59					\$2,121.59			
TILLAMOOK CO PAYABLE (POLICE CITATION REMITTANCE)	\$176.00				\$176.00				
TILLAMOOK PUD (ELECTRIC SERVICE)	\$3,628.44	\$241.57	\$323.03	\$15.86	\$11.32	\$78.88	\$609.00	\$116.99	\$2,231.79
US BANK (CITY VISA)	\$2,489.53	\$14.99	\$87.80						\$2,386.74
VERIZON (CELL & DESK PHONE SERVICE)	\$1,477.92	\$499.55	\$331.58	\$89.99				\$64.99	\$491.81

BILLS FOR APPROVAL OF PAYMENT

From 04/01/2021 - 04/30/2021

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
WALTER NELSON (RESTROOM SUPPLIES)	\$1,362.13					\$1,362.13			
WASHINGTON FEDERAL (VISITORS CENTER BOND PAYMENT)	\$25,433.76							\$25,433.76	
TOTALS	\$87,959.94	\$19,932.75	\$1,989.66	\$6,249.73	\$3,787.60	\$3,589.89	\$8,228.22	\$29,964.46	\$14,217.63