

CITY OF
MANZANITA



COUNCIL PACKET

CITY OF MANZANITA
April 30th, 2021
SPECIAL CITY COUNCIL MEETING

CALL MEETING TO ORDER: The meeting was called to order at 2:00 pm via zoom by Mayor Scott.

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

AUDIENCE INTRODUCTION: There were 45 people in attendance.

NEW CITY HALL:

- A. Update on new City Hall (Workshop):** Councilors Kozlowski and Spegman provided an overview of the Manzanita Listens process, discussing community visions and goals for the new City Hall. Project manager Carter MacNichol presented a preliminary budget framework for the project, discussing the need for a comprehensive budget that reflects all potential costs. Manzanita Listens member Brad Berman discussed the existing structure at Underhill Plaza and the need for a new build versus remodel.

NEW BUSINESS:

A. IGA for Police services with the City of Nehalem 2021-2024 – Interim City Manager John Kunkel presented the IGA for Police services with the City of Nehalem, stating that Police Chief Erik Harth is very supportive of continuing the agreement.

A motion was made by Nuttall, seconded by Tonjes, to approve the IGA for Police services with the City of Nehalem 2021-2024. Motion passed unanimously.

B. IGA for Police services with the City of Wheeler 2021-2021 – Interim City Manager John Kunkel presented the IGA for Police services with the City of Wheeler, stating that Police Chief Erik Harth is very supportive of continuing this agreement as well.

A motion was made by Nuttall, seconded by Kozlowski, to approve the IGA for Police services with the City of Wheeler 2021-2024, with the amendment that a 90-day termination clause be included in the agreement. Motion passed unanimously.

C. Independent contractor agreement for Visitor Center Coordinator 2021-22 – Interim City Manager John Kunkel presented the renewal Visitors Center coordinator Dan Haag's contract. Kunkel proposed an increase in salary to reflect the cost-of-living salary increase that staff received for the 20/21 fiscal year.

A motion was made by Tonjes, seconded by Kozlowski, to approve the independent contractor agreement for the Visitors Center Coordinator 2021-22. Motion passed unanimously.

Mayor Scott adjourned the meeting at 3:24 pm.

**MINUTES APPROVED THIS
9th Day of June, 2021**

Attest:

Michael Scott, Mayor

John Kunkel, Interim City Manager

CITY OF MANZANITA
May 5, 2021
CITY COUNCIL MEETING

CALL MEETING TO ORDER: The meeting was called to order May 5, 2021 at 7:00 p.m. via Zoom by Mayor Mike Scott.

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

AUDIENCE INTRODUCTION: There were 48 people in attendance

CONSENT AGENDA:

- A.** APPROVAL OF MINUTES – April 2, 2021 City Council Executive Session, April 7, 2021 City Council Workshop, April 7, 2021 City Council Meeting, and April 13, 2021 Special City Council Meeting
- B.** APPROVAL OF BILLS FOR PAYMENT

A motion was made by Tonjes, seconded by Kozlowski, to approve the consent that includes approval of the April 2, 2021 City Council Executive Session, April 7, 2021 City Council Workshop, April 7, 2021 City Council Meeting, and April 13, 2021 Special City Council Meeting; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager.

NEW CITY HALL:

- A. Update on new City hall project (Manzanita Listens) – Councilors Kozlowski & Spegman-** Councilor Kozlowski provided an update on the Manzanita Listens project. The group has recently added new members Brad Berman, Carter MacNichol, Jerry Spegman and Leila Aman. Councilor Spegman stated that he has used the raw data from recent focus groups to identify community goals and values for a new City Hall. He hopes to draft a Resolution to present at the June 9, 2021.

NEW BUSINESS:

A. Tillamook PUD Voltage Conversion Project – Tillamook PUD General Manager Todd Simmons presented the new Voltage Conversion Project. There will be planned outages throughout the County as they upgrade voltage. Information on date and location can be found on the PUD website.

B. Farmers Market Permit– Interim City Manager John Kunkel – Farmers Market

Manager Clyfford Young made changes to the Special Event Permit, adding additional conditions as discussed at the April 7, 2021 City Council Meeting.

A motion was made by Nuttall, seconded by Tonjes, to approve the Manzanita Farmers Market Special Event Permit. Motion passed unanimously.

C. Discussion on Old City Hall – Mayor Mike Scott – Mayor Scott provided an update on the Old City Hall building. Councilor Tonjes stated that he believes the building will hold a competitive value, and that it would be most appropriate to obtain a broker to list it should the City decide to proceed with selling it. Prior to a broker listing the property, Tonjes suggested that the City obtain an independent appraisal of the property.

A motion was made by Tonjes, seconded by Nuttall, to authorize the City Manager to obtain a commercial appraisal on the Old City Hall building. Motion passed unanimously.

D. Ordinance 21-05 An Ordinance Establishing a Short-Term Rental Operator Fee – Interim City Manager, John Kunkel – Interim City Manager John Kunkel stated that this new Ordinance would require Short-Term Rental owners to pay an annual fee based upon the revenue they receive during the calendar year. Kunkel stated that the funds received can be put into a special account within the general fund and used as Council approves. It is estimated that should this fee be put into place, it would generate an estimated \$120,000 in revenue for the City.

Council formed consensus to move the first reading of Ordinance 21-05 An Ordinance establishing a Short-Term Rental Operator Fee to the June 9, 2021 City Council Meeting in order to allow for more participation from Short-Term Rental owners.

OLD BUSINESS:

A. Discussion on Fourth of July Parade – Mayor Mike Scott – Mayor Scott stated several neighboring Cities have already cancelled their Fourth of July festivities due to the continued COVID-19 pandemic. Scott suggested to Council that Manzanita do the same as social distancing cannot be adequately maintained.

A motion was made by Nuttall, seconded by Kozlowski, to cancel the 2021 Manzanita Fourth of July Parade, and to work on alternate ideas for virtual celebration.

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 (for its second and final reading) – Interim City Manager John Kunkel – Interim City Manager John stated that Ordinance 21-04 Amending Ordinance 10-03 was amended after the first reading based on comments received by Council. Section 4 (f) related to the Go Bags, section 4 (i) the words “as feasible and appropriate and section 4 (j), “naming the City of Manzanita as additionally insured”.

A motion was made by Kozlowski, seconded by Nuttall, to approve 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, with the amendment of the reference to 50 DBA to be changed to 55 DBA, for its second and final reading. Motion passed unanimously.

CITY MANAGER’S REPORT –

A. Interim City Manager John Kunkel – Interim City Manager John Kunkel stated that the City has become eligible for a COVID-19 grant through the American Rescue Plan. He plans to attend a conference to learn more details.

Miscellaneous:

1. The City of Manzanita will hold Municipal Court on May 14, 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 May 17, 2021 at 4:00 PM via zoom.
3. There will be a Budget Committee Meeting May 10, 2021 at 4:00 PM, May 18, 2021 at 4:00, and May 19, 2021 at 7:00 via zoom.
4. There will be a Short-Term Rental Ordinance Oversight Workgroup Meeting May 17, 2021 at 2:00 viz zoom.
5. There will be no COVID Special Council Workshops in the month of May.

PUBLIC COMMENTS & COMMUNICATIONS: None

Mayor Scott adjourned the meeting at 8:47 p.m.

**MINUTES APPROVED THIS
9th Day of June, 2021**

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

City Council Meeting
May 5, 2021

CITY OF MANZANITA
May 5, 2021
CITY COUNCIL SPECIAL WORKSHOP

CALL MEETING TO ORDER: The meeting was called to order by Mayor Scott at 3:00 pm May 5, 2021 via Zoom.

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

UPDATE ON MANZANITA LISTENS AND TRAIL MASTER PLAN:

Councilor Kozlowski provided an update on the Manzanita Listens project. Brad Berman has joined the Manzanita Listens group, and he discussed the existing structure at Underhill Plaza. Councilor Spegman provided an update on the Manzanita Listens focus group results, and next steps were discussed. The group will now focus on a budget framework and moving forward with an Architect Request for Proposal.

C2 Recreation consultant Chris Bernhardt presented the first draft of the Manzanita Trail Master Plan. He discussed trail objectives, the purpose of the plan, and presented a map detailing where the trail would be located throughout the City. Councilor Spegman stated that the Trail Master Plan should be ready to be adopted at the June 9, 2021 City Council Meeting.

Bernhardt recommends that a trails committee be formed, with at least five citizens from the community appointed by the Mayor. The committee would be given a scope of work aimed at driving the development trails and prioritizing projects.

Council formed a Consensus to direct the City Manager to begin working on the development of a Trail Committee.

Mayor Scott adjourned the meeting at 4:32 pm

MINUTES APPROVED THIS
9th Day of June, 2021

Michael Scott, Mayor

Attest:

John Kunkel, Interim City Manager

BILLS FOR APPROVAL OF PAYMENT

From 05/01/2021 - 05/31/2021

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
ANDERSON PERRY (GIS MAPPING)	\$5,430.00								\$5,430.00
C2 RECREATION (TRAIL CONSULTING)	\$243.75						\$243.75		
CASCADIA (ENVIRONMENTAL STUDIY)	\$3,200.00						\$3,200.00		
CASELLE (WATER BILLING SOFTWARE)	\$522.00								\$522.00
CHARTER (INTERNET SERVICE)	\$559.91	\$339.96	\$114.98					\$104.97	
CITY OF NEHALEM (POLICE CITATION REMITTANCE)	\$953.00				\$953.00				
CITY OF WHEELER (POLICE CITATION REMITTANCE)	\$2,337.00				\$2,337.00				
COAST PRINTING (STATIONARY & SUPPLIES)	\$87.00								\$87.00
DAN HAAG (VISITORS CNTR COORDINATOR)	\$3,750.00							\$3,750.00	
ERICKSON EXCAVATING (EXCAVATION SERVICES)	\$3,500.00						\$3,500.00		
FERGUSON (PLUMBING SUPPLIES)	\$701.54								\$701.54
GALL-S (POLICE UNIFORM)	\$194.49		\$194.49						
INDUSTRIAL SOFTWARE SOLUTIONS (WATER SYSTEM SOFTWARE)	\$2,876.50								\$2,876.50
JONATHON LONGFELLOW CONST. (CONSTRUCTION SERVICE)	\$1,446.00								\$1,446.00
LARRY BLAKE (JUDICIAL SERVICES)	\$400.00				\$400.00				

BILLS FOR APPROVAL OF PAYMENT

From 05/01/2021 - 05/31/2021

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
LASER PRINTING (PRINTING SERVICES)	\$58.00							\$58.00	
MANZANITA LUMBER (BUILDING MATERIALS)	\$228.53								\$228.53
MUNI REVS (STR CENSUS MONITORING & SETUP/GO LIVE)	\$1,165.00	\$1,165.00							
NEHALEM BAY READY MIX (GRAVEL)	\$987.66						\$987.66		
NEHALEM BAY WASTEWATER (UTILITY)	\$567.00	\$105.30	\$162.00	\$32.40	\$24.30	\$162.00			\$81.00
ONE ELEVEN (IT SERVICES)	\$7,319.82	\$4,619.82						\$650.00	\$2,050.00
OR DEPT OF REV PAYABLE (POLICE CITATION REMITTANCE)	\$1,080.00				\$1,080.00				
OR HEALTH AUTHORITY (WATER SYSTEM FEE)	\$1,200.00								\$1,200.00
OTAK (ENGINEERING SERVICES)	\$5,383.00						\$5,383.00		
PACIFIC OFFICE AUTOMATION (COPY SERVICE)	\$2,567.84	\$2,567.84							
RHYNO NETWORKS (IT SERVICES)	\$374.60	\$216.00	\$66.00						\$92.60
RTI (PHONE SERVICE)	\$686.06	\$64.31	\$104.39	\$19.80	\$14.84	\$202.50			\$280.22
SHELDON OIL CO. (FUEL)	\$1,931.32		\$1,163.63	\$110.11		\$32.88	\$164.39		\$460.31
SHIELS / OBLETTS / JOHNSON (PROFESSIONAL SERVICES)	\$8,887.50	\$8,887.50							
TILLAMOOK CO PAYABLE (POLICE CITATION REMITTANCE)	\$330.70				\$330.70				

BILLS FOR APPROVAL OF PAYMENT

From 05/01/2021 - 05/31/2021

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Cnt	WATER
TILLAMOOK PUD (ELECTRIC SERVICE)	\$3,488.99	\$181.66	\$270.29	\$14.45	\$10.34	\$78.95	\$609.00	\$93.34	\$2,230.96
TMG SERVICES (CHLORINE INJECTION SYSTEM WELLS)	\$11,764.00								\$11,764.00
US BANK (CITY VISA)	\$9,384.62	\$74.24				\$7,479.97	\$295.00		\$1,535.41
VERIZON (CELL & DESK PHONE SERVICE)	\$1,418.77	\$450.76	\$335.30	\$89.99				\$64.99	\$477.73
TOTALS	\$85,024.60	\$18,672.39	\$2,411.08	\$266.75	\$5,150.18	\$7,956.30	\$14,382.80	\$4,721.30	\$31,463.80