



# CITY OF MANZANITA

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## COUNCIL REGULAR SESSION

Zoom Video Conference  
<https://ci.manzanita.or.us>

## AGENDA

June 8, 2022  
06:00 PM Pacific Time

**Video Meeting:** Council will hold this meeting through video conference. The public may watch live on the [City's Website: ci.manzanita.or.us/broadcast](https://ci.manzanita.or.us/broadcast) or by joining the Zoom webinar:

<https://us02web.zoom.us/j/82412368263>

Call in number:  
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**Please note that a passcode is not required to enter the webinar.**

**Note:** agenda item times are estimates and are subject to change

1. **CALL TO ORDER** (6:00 p.m.)
2. **SPECIAL ITEM – CITIZEN OF THE YEAR** (6:01pm)
3. **AUDIENCE PARTICIPATION** (6:15 p.m.)  
Comments must be limited to city business topics that are not on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed to the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. **Comments may also be submitted in writing before the meeting, by mail, e-mail (to [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us)), or in person to city staff**
4. **CONSENT AGENDA** (6:25)  
Consent items are not discussed during the meeting; they are approved in one motion and any Council member may remove an item for separate consideration.
  - A. Approval of Minutes
    - a. May 4, 2022 Work Session
    - b. May 4, 2022 Regular Session
  - B. Approval of Bills

**5. NEW BUSINESS (6:30)**

- A.** Recology Fee Update  
Dave Larmouth, Rate Analyst
- B.** Short Term Rental Committee - Resolution  
Mayor Mike Scott, Councilor Jerry Spegman
- C.** Short Term Rental Ordinance Violation Discussion  
Leila Aman, City Manager
- D.** Charter Franchise Agreement  
Leila Aman, City Manager

**6. CITY MANAGER REPORT (7:30)**

**7. INFORMATION AND ADJOURN (7:35)**

CITY OF  
MANZANITA



COUNCIL PACKET

**CITY OF MANZANITA**  
**May 4, 2022**  
**CITY COUNCIL WORK SESSION**

**CALL MEETING TO ORDER:** The meeting was called to order on May 4, 2022, at 3:00 pm via Zoom by Mayor Mike Scott.

**ROLL:** Members present: Mike Scott, Linda Kozlowski, Steve Nuttall, Hans Tonjes, and Jerry Spegman. Staff present: City Manager Leila Aman, Assistant City Recorder Ashley Myers, Accounting Manager Nina Aiello, Chief of Police Erik Harth and STR/TLT Program Manager Judy Wilson.

**1. SHORT TERM RENTAL COMMITTEE UPDATE & ENFORCEMENT DISCUSSION:**

The City received sixteen applications for the five positions of the upcoming Short Term Rental Committee. Councilor Jerry Spegman, City Manager Leila Aman and Mayor Mike Scott will review the applications and recommend committee appointments to Council at the June Council meeting.

City Manager Leila Aman and Chief of Police Erik Harth led a discussion with Council regarding our current internal process for short term rental code enforcement and additional processes that could better respond to short term rental ordinance violations and nuisances.

The discussion focused on the possible need for a more proactive and less reactive approach specifically around the idea of creating a position with a designated function as a city representative to both the community and the short-term rental properties. Topics for the position included: job description, job title, transportation, budgetary impacts, and how this position would interact with other city departments. More broad functions of the role were also discussed, including time in the field, public education, community resource and interaction, a visible presence, point of contact for a variety of short-term rental complaints.

City Manager Aman mentioned logistical concerns such as pay, vehicle and transportation costs, office space, job description, the timeline of the hiring process, onboarding new staff, and budgetary impacts on this fiscal year and next fiscal year's budget.

In addition to the idea of a new position, the Council discussed opportunities to strengthen the short-term rental ordinance with an emphasis on the property owner's responsibilities and consequences.

**2. LOCAL VOTER PAMPHLET:**

Councilor Jerry Spegman provided an update on two issues raised at the previous meeting including liability related to content management and the cost of creating such a document.

In response to the City's potential liability for any content in the pamphlet, Councilor Spegman provided examples of other cities who have already accomplished the task of creating their own local voter pamphlet and gave details of their processes. In those cities, candidates provide their own information and disclaimer language is used to remove any of the City's liability. Councilor Spegman highlighted the benefit of Tillamook County's current template to gather information from candidates.

Councilor Spegman provided examples of other approaches beyond a more costly printed mailer such as creating an online document, or utilizing the quarterly water bill for promotion, and charging candidates a fee to participate.

Council discussed how the project could move forward in way that would require the least amount of staff time and production cost, while still providing voters the candidate information. Councilor Spegman and City Manager Aman will continue to explore the possibilities.

### **3. ADJOURN:**

**Mayor Scott adjourned the meeting at 4:41 pm.**

**MINUTES APPROVED THIS  
8th Day of June, 2022**

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Michael Scott, Mayor

Attest:

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Leila Aman, City Manager

CITY OF MANZANITA  
MAY 4, 2022  
CITY COUNCIL REGULAR SESSION

**1. CALL TO ORDER:** The meeting was called to order on May 4, 2022 at 6:00 pm via Zoom by Mayor Mike Scott.

**Roll:** Council members present: Mayor Mike Scott, Linda Kozlowski, Steve Nuttall, Hans Tonjes and Jerry Spegman. Staff present: City Manager Leila Aman, Accounting Manager Nina Aiello, Assistant City Recorder Ashley Myers, Public Works Director Dan Weitzel and Chief of Police Erik Harth. Panelists present: Meghan Ruona, Judy Lee, Lee Hiltenbrand, Jim Pentz and Rick Hinkes.

**2. AUDIENCE PARTICIPATION:** There were 21 people in attendance. There was one (1) public comment regarding the safety of Manzanita's water.

**3. CONSENT AGENDA:**

- A. APPROVAL OF MINUTES – April 6, 2022 City Council Work Session and April 6, 2022 City Council Regular Session
- B. APPROVAL OF BILLS FOR PAYMENT

**A motion was made by Tonjes, seconded by Kozlowski, to approve the consent agenda that includes approval of the April 6, 2022 City Council Work Session and April 6, 2022 City Council Regular Session as amended; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.**

**4. ORDINANCE – 2<sup>ND</sup> READING:**

**A. Ordinance 22-01 Annexing and Zoning Property Following Consent Filed with the City Council by Landowners in Said Area Pursuant to ORS 222.120 And ORS 222.170; Pine Grove Properties, Inc. – Ordinance – 2<sup>ND</sup> READING**

**A motion was made by Kozlowski, seconded by Nuttall, to approve the second reading of Ordinance 22-01 An Ordinance of the City of Manzanita, Oregon, annexing and zoning property following consent filed with the City Council by landowners in said area pursuant to ORS 222.120 and ORS 222.170; Pine Grove Properties, Inc.; Motion passed 3-0 with Tonjes recusing himself and Spegman abstaining.**

**5. NEW BUSINESS:**

**A. Salary Schedule – Resolution – City Manager Leila Aman – City Manager Aman presented Resolution 22-06 setting salaries for City employees for fiscal year 2022-2023.**

**A motion was made by Tonjes, seconded by Kozlowski, to approve the Resolution 22-06 A Resolution of the City Council of the City of Manzanita, Oregon, Setting Salaries for City Employees for Fiscal Year 2022-2023; Motion passed unanimously.**

**B. Heart of Cartm – Resolution** – Cartm Board Chair Kelley Roy provided an overview of the evolution of Cartm, its partnerships and its three-to-five year plan to rebuild, as well as information about the upcoming Trash Bash Art Festival. Roy presented Resolution 22-07 in Support of Leading Our Community Towards Zero Waste.

**A motion was made by Kozlowski, seconded by Spegman, to approve the Resolution 22-07 A resolution of the City Council of the City of Manzanita, Oregon, in Support of Leading Our Community Towards Zero Waste; Motion passed unanimously.**

**C. TCVA Proposal for Continuing Services for the Visitor Center – City Manager Leila Aman** – City Manager Aman introduced Nan Devlin and Carolyn Greenwood and their continued management of the Manzanita Visitor Center. Devlin submitted two proposals on behalf of the Tillamook Coast Visitors Association. Both proposals were structured to retain Greenwood throughout the year, manage the website and social media, update the facility and purchase visitor gifts. The second proposal included an option for TCVA to manage a grant program. Greenwood oversees the day-to-day operation of the visitor center, recruiting volunteers, visitor activities and website maintenance. Council discussed the destination management plan, local workshops, a committee of community members, a weekly newsletter, and a quarterly report. Council gave direction to City Manager Aman to move forward with the proposal option that did not include the grant program at this time, with an option to pursue that grant program later.

**D. 470 North – Abatement Update and Discussion – Police Chief Erik Harth** – Chief Harth provided a review and update on the 470 North Ave abatement. A certified letter was sent to the property management company in March, stating the abatement process had begun. Within two weeks, the management company had scheduled regular yard maintenance and moved all items into the residence, except the vehicle. They will not move the vehicle. Council formed consensus to move forward with the abatement, giving direction to Chief Harth to contact a local tow company to inquire if they would tow a vehicle without a title and at what cost.

**A motion made by Tonjes, seconded by Kozlowski, authorizing the continued abatement and towing of the vehicle at 470 North Avenue, as the law allows; Motion passed unanimously.**

**D. Special Event Permit – Muttzanita** – Meghan Ruona presented the Special Event Permit, which will allow Muttzanita to hold Muttzanita Festival 2022 on September 10, 2022 from 10:00 am to 3:00 pm. The event will include a parade, live music, food vendors and more. The event anticipates 100 participants.



**A motion was made by Kozlowski, seconded by Spegman, to approve the Muttzanita Special Event Permit; Motion passed unanimously.**

**F. Special Event Permit – Little Apple Fireworks Stand** – Judy Lee had technical difficulties. The Council moved to the next agenda items until the difficulties could be resolved.

**G. Special Event Permit – EVCNB** – Lee Hiltenbrand presented the Special Event Permit, which will allow Emergency Volunteer Corps of Nehalem Bay the recurring use of Underhill Plaza from May 5, 2022 to December 31, 2022, from 8:00 am to 7:00 pm, with the understanding that scheduling must be requested to the Public Works Director Dan Weitzel at least one week in advance of each event. Most of the events anticipate 20 participants. However, the events on June 14, 15 and 16, 2022 anticipate up to 300 participants.

**A motion was made by Kozlowski, seconded by Tonjes, to approve the EVCNB Special Event Permit; Motion passed unanimously.**

## **6. CITY MANAGER REPORT:**

**A. City Manager Leila Aman** – City Manager Aman gave several updates. The budget has been posted on the city website. The racoon and cat trapping program has been discontinued. Historically, the city has lent a humane trap to residents but will no longer do so. Citizen of the Year nominations are due May 20, 2022. Tillamook PUD has agreed to the City's terms in the franchise agreement to consult with the City prior to removing trees 6 inches or wider. Information regarding the budget diversification committee will be coming soon. Aman will provide an architectural contract update during the June Council meeting. The Tillamook County ballot box has been moved to the bus stop on 5<sup>th</sup> Street.

## **5. NEW BUSINESS:**

**F. Special Event Permit – Little Apple Fireworks Stand** – Judy Lee had technical difficulties and was unable to speak during the meeting. Lee provided the Council a letter of explanation with her permit application. The Special Event Permit would allow S.A.F.E. Class of 2023 to hold a fireworks booth fundraiser from June 23, 2022, to July 4, 2022, from 10:00 am to 6:00 pm. Councilor Nuttall spoke to the errors in the application that he request be correct in the final permit. Nuttall also requested the final permit to include language regarding the fireworks to abide by State law.

**A motion was made by Tonjes, seconded by Kozlowski, to approve the Little Apple Fireworks Stand Special Event Permit as amended; Motion passed unanimously.**

## **7. INFORMATION AND ADJOURN:**

1. Manzanita Municipal Court will be held on May 13, 2022, at 1:30 pm and continues to remain closed to the public.



2. Planning Commission will be held May 16, 2022, at 4:00 pm through video conference. The meeting agenda, materials and link can be found on the city website.

3. Budget Committee Meetings will be held May 9 and 10, 2022 at 4:00 pm and May 18, 2022, at 6:00 pm through video conference. The meeting agenda, materials and link can be found on the city website.

**Mayor Scott adjourned the meeting at 7:30PM.**

**MINUTES APPROVED THIS  
8th Day of June, 2022**

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Michael Scott, Mayor

Attest:

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Leila Aman, City Manager