



CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 368-5343 | Fax (503) 368-4145 | TTY Dial 711
ci.manzanita.or.us

COUNCIL REGULAR SESSION

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

AGENDA

September 7, 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 or by joining the Zoom webinar:

<https://us02web.zoom.us/j/89450106433>

Call in number:

+1 253 215 8782

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. AUDIENCE PARTICIPATION (6:01 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), or in person to city staff**

3. CONSENT AGENDA (6:15)

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. July 15, 2022 Special City Council Meeting
- b. July 19, 2022 Special City Council Meeting
- c. July 26, 2022 Budget Committee Work Session
- d. August 3, 2022 Work Session
- e. August 3, 2022 Regular Session

B. Approval of Bills

4. PROCLAMATION (6:10)

- A.** Emergency Preparedness Month
Kris Campbell, EVCNB

5. NEW BUSINESS (6:25)

- A.** Interviews of Applicants for Open Council Position and Appointment
- B.** Oath of Office New Council Position
Leila Aman, City Manager
- C.** Nehalem Bay Health District Update
Marc Johnson, Chair, Nehalem Bay Health District

6. OLD BUSINESS (7:20)

- A.** Dorcas Construction Project Update
Dan Weitzel, Public Works Director
- B.** STR Committee Mission Statement
Leila Aman, City Manager
Jerry Spegman, Councilor
- C.** STR Committee Selection Criteria
Leila Aman, City Manager
Jerry Spegman, Councilor

7. COUNCL UPDATES (7:50)

8. CITY MANAGER REPORT (7:55)

9. ADJOURN (8:00)

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at cityhall@ci.manzanita.or.us or phone at 503-368-5343. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's youtube channel](#).

CITY OF
MANZANITA



COUNCIL PACKET

CITY OF MANZANITA
July 15, 2022
CITY COUNCIL SPECIAL SESSION

1. CALL TO ORDER: The meeting was called to order on July 15, 2022 at 11:00 am via Zoom by Mayor Mike Scott.

Roll: Council members present: Mayor Mike Scott, Steve Nuttall, Hans Tonjes and Jerry Spegman. Linda Kozlowski was absent and excused. Staff present: City Manager Leila Aman, Development Services Manager Scott Gebhart, and Accounting Manager Nina Aiello. Panelists present: Souvanny Miller.

AUDIENCE PARTICIPATION: There were 27 people in attendance.

2. DETERMINATION OF SCOPE OF LAND USE APPEAL – 698 DORCAS LANE:

City Attorney Souvanny Miller stated that the Planning Commission held three meetings to review applicant Vito Cerelli's planned unit development before denying the application on June 20, 2022. The application proposed a 34-unit hotel in the Special Residential/ Recreation Zone located at 698 Dorcas Lane. Cerelli filed an appeal July 7, 2022 and Miller provided an overview of the four different types of land use appeal hearings that are available to the City. The City must submit a written decision to the appeal by July 22, 2022.

A motion was made by Spegman, seconded by Nuttall, to hear Vito Cerelli's appeal of the Planning Commissions June 20, 2022 denial of the planned unit development at 698 Dorcas Lane using the *on the record* appeal format. Motion passed unanimously.

Mayor Scott adjourned the meeting at 11:11 AM.

**MINUTES APPROVED THIS
7th Day of September, 2022**

Michael Scott, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
July 19, 2022
CITY COUNCIL SPECIAL SESSION

1. CALL TO ORDER: The meeting was called to order on July 19, 2022 at 1:00 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, Development Services Manager Scott Gebhart, and Accounting Manager Nina Aiello. Panelists present: Walk Wendowski, Souvanny Miller, Mick Harris, and Vito Cerelli.

AUDIENCE PARTICIPATION: There were 46 people in attendance. There were twelve (12) public comments from Rick Nys, Brian Postle, Sandy Wood, Matthew Goodrich, Denise Lofman, Mary Ruef, Ben Rosenberg, Brad Mayerle, Debra Simmons, Donna Miller, Bryan Churchill, and Corinne Beuchet.

2. LAND USE HEARING – APPEAL OF 698 DORCAS LANE:

The City Council conducted an *on the record* review of the applicant's appeal. The applicant raised an objection, stating that the City committed a procedural error by not giving sufficient notice of the appeal hearing, thereby not providing the applicant adequate time to prepare. City Council elected to proceed with the appeal review.

City Attorney Souvanny Miller provided an overview of the application and the appeal process. City Planner Walt Wendowski provided an overview of the Planning Commission's findings and conclusions in their order dated June 24, 2022, denying the application for a Planned Unit Development at 698 Dorcas Lane. City Council gave the applicant an opportunity to rebut the arguments presented by the other parties.

A motion was made by Kozlowski, seconded by Spegman, to uphold the Planning Commission's decision, denying the Planned Unit Development, and adopting the findings and conclusions in the Planning Commission Order. Motion passed unanimously.

Mayor Scott adjourned the meeting at 2:54 PM.

**MINUTES APPROVED THIS
7th Day of September, 2022**

Michael Scott, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
July 26, 2022
BUDGET COMMITTEE WORK SESSION

1. CALL MEETING TO ORDER: The meeting was called to order on July 26, 2022, at 10:00 am via Zoom by Mayor Mike Scott.

ROLL: Members present: Mike Scott, Linda Kozlowski, Steve Nuttall, Hans Tonjes, Jerry Spegman, Dave Dillon, Jim Hickey, Jim Dopp, Kathryn Stock, and Chip Greening. Staff present: City Manager Leila Aman, Development Services Manager Scott Gebhart, and Accounting Manager Nina Aiello. Panelists present: None

2. REVIEW AND APPROVE 2022-23 BUDGET CALENDAR: Accounting Manager Nina Aiello presented a proposal for the 2022-23 quarterly budget committee calendar. Aiello stated that the meetings will be used as an opportunity to discuss the financial standing of the City, as well as to discuss issues related to the budget.

A motion was made by Hickey, seconded by Kozlowski, to approve the 2022-23 Budget Committee calendar. Motion passed unanimously.

3. FY 2021/22 FINANCIAL REVIEW: Accounting Manager Aiello presented a financial summary of fiscal year 21/22, providing an end of year overview of key revenues and expenditures. The financial summary will be reviewed at each quarterly Budget Committee meeting. Council and the Budget Committee provided feedback on edits they would like to see for future reports.

4. INDIRECT COST ALLOCATION DISCUSSION: City Manager Aman discussed the indirect cost method used in the 22/23 budget, and asked Council and the Budget Committee for feedback on the use of this method. Council and the Budget Committee agreed that the indirect cost method may be overly complex for a City of our size, and discussed alternative approaches. Budget Committee member Chip Greening stated that he has done extensive research, and recommended the City use an approach similar to the City of Warrenton. City Manager Aman and Accounting Manager Aiello will review that approach and discuss at the October 25, 2022 Budget Committee Workshop.

3. ADJOURN: Mayor Scott adjourned the meeting at 4:45 pm.

MINUTES APPROVED THIS
7TH Day of September, 2022

Mike Scott, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
August 3, 2022
CITY COUNCIL WORK SESSION

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

ROLL: Members present: Mike Scott, Linda Kozlowski, Steve Nuttall, and Jerry Spegman. Staff present: City Manager Leila Aman, and Development Services Manager Scott Gebhart. Panelist Present: None

2. AFFORDABLE HOUSING TAX ABATEMENT ORDINANCE REVIEW: City Manager Aman provided an overview of the Tillamook County Workforce House Tax Exemption Ordinance, designed to leverage workforce housing by providing a tax incentive. The program is currently in place in all unincorporated areas of Tillamook County; however, cities must adopt an Ordinance locally in order to apply the abatement program within city boundaries. Aman recommends that Council adopt a local Ordinance that reflects the county's program, and that the city advocate at the state level to change the definition to include all housing types. Council formed a consensus for Aman to draft an Ordinance for its first reading at the October 5, 2022 City Council meeting.

3. LEAGUE OF OREGON CITIES – LEGISLATIVE PRIORITIES: City Manager Aman stated that each year the League of Oregon Cities asks each city to identify a list of the top five issues that the city would like to see LOC focus on during the 2023 legislative session. Council independently reviewed the list and unanimously agreed on property tax reform, lodging tax flexibility, and infrastructure funding to support needed housing. Aman presented the other priorities identified and provided an overview of each. Council formed a consensus to select full funding and alignment for state land use initiative, and infrastructure financing resilience as the additional two priorities.

4. SHORT TERM RENTAL COMMITTEE POLICY DISCUSSION: City Manager Aman stated that the Short-Term Rental Committee will be having its first meeting on August 4, 2022. Aman requested feedback from Council on what issues they would like to see the committee focus on. Council discussed issues related to density, removal of STR licenses after three complaints within five years, and issues surrounding emergency preparedness. Council also discussed providing the committee with a history of the work done by the short-term rental work group, as well as completing a nationwide study on issues related to short term rentals.

Aman stated that Council will need to determine a strategy for filling the additional two at-large committee seats that still remain open. Council formed a consensus to use the appointment process being voted on at the August 3, 2022 City Council meeting, and select from the existing candidates.

5. **ADJOURN:** Mayor Scott adjourned the meeting at 4:58 pm.

**MINUTES APPROVED THIS
7TH Day of SEPTEMBER, 2022**

Mike Scott, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
August 3, 2022
CITY COUNCIL REGULAR SESSION

1. CALL TO ORDER: The meeting was called to order on August 3, 2022 at 6:00 pm via Zoom by Mayor Mike Scott.

Roll: Council members present: Mayor Mike Scott, Linda Kozlowski, Steve Nuttall, and Jerry Spegman. Staff present: City Manager Leila Aman, and Development Services Manager Scott Gebhart. Panelists present: Jessie Steiger, Kloth Group and Chris Keane, Bearing Architecture.

2. AUDIENCE PARTICIPATION: There were 28 people in attendance. There were (2) public comments regarding water conservation and the Manzanita lofts application.

3. CONSENT AGENDA:

A. APPROVAL OF MINUTES – June 15, 2022 Special City Council Meeting, July 6, 2022 City Council Work Session and July 6, 2022 City Council Regular Session

B. APPROVAL OF BILLS FOR PAYMENT

A motion was made by Nuttall, seconded by Kozlowski, to approve the consent agenda that includes approval of the June 15, 2022 Special City Council Meeting, July 6, 2022 City Council Work Session, and July 6, 2022 City Council Regular Session; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.

4. NEW BUSINESS:

A. Appointment Process for Open City Council Position – City Manager Leila Aman – Aman stated that Councilor Tonjes resigned from City Council, effective August 1, 2022. The City posted notice of the vacancy as well as applications for the position on August 1, 2022 as required. Aman presented an overview of the appointment process, stating that the position will close August 31, 2022, and the appointed Councilor will serve the remainder of the term, which will expire December 31, 2024.

B. City Manager Contract Amendment – Council President Linda Kozlowski – Council President Kozlowski stated that City Manager Aman received her annual review in July, 2022 and stated that she had more than exceeded Council expectations. Kozlowski presented the amended contract, and stated that Aman would receive a salary increase, retro-active to her anniversary date of June 1, 2022.

A motion was made by Nuttall, seconded by Spegman, to approve the City Manager contract, retroactive to June 1, 2022. Motion passed unanimously.

C. City Hall Outreach and Project Update – Chris Keane, Bearing Architecture – Chris Keane with Bearing Architecture presented a city hall project update, discussing community outreach and next steps. Keane is working closely with Kloth project manager Jesse Steiger, and once the CM/GC has been selected the team will work towards completing a 30% schematic design; at which time Council will need to decide on financing before the project can move forward. Keane stated that the City will hold its first public workshop on August 29, 2022 for community input on the project.

D. Homeless Pilot Project IGA – City Manager Leila Aman – Aman presented an Intergovernmental Agreement authorizing the City to work with Tillamook County on the Homeless Pilot Project. The Pilot project, funded by a one million dollar grant from the state, aims to form a strategic plan to address homelessness in the County. As part of the IGA, the City will participate in five hours of collaborative meetings a month. Police Chief Harth will also be included in the collaboration in order to bring a law enforcement perspective.

A motion was made by Nuttall, seconded by Kozlowski, to approve the Homeless Pilot Project Intergovernmental Agreement between the City of Manzanita and Tillamook County. Motion passed unanimously.

E. Town Hall Update – City Manager Leila Aman – City Manager Aman presented an overview of the July 13, 2022 and July 20, 2022 Town Hall meetings and online survey. Aman stated that several community members attended the Town Hall meetings, and 74 people completed the online survey. Aman will hold an additional Town Hall September 9, 2022 to present the findings.

F. Voters Pamphlet – City Councilor Jerry Spegman – Councilor Spegman presented his recommendation that the City publish an electronic voters pamphlet on the City website. Spegman modeled his recommendation after the City of Roseburg, which lists all candidates in an online voter's pamphlet using information from the candidates form SEL 101. The pamphlet follows the states tradition of providing the public with information about candidate's background, as well as allowing the candidate an opportunity to issue a statement. The candidates must pay the City a \$25.00 fee, and have a limit of 325 words for their statement. Spegman stated that the Headlight Herald will also run a voters pamphlet publication, which will run a single time and contain information about all the candidates within Tillamook County.

A motion was made by Spegman, seconded by Nuttall, to authorize the City Manager to publish a voter's pamphlet electronically on the City website. Motion passed unanimously.

G. League of Oregon Cities Legislative Priorities Ballot – City Manager Leila Aman – City

Manager Aman stated that each year the League of Oregon Cities asks each city to identify a list of the top five issues that the city would like to see LOC focus on during the 2023 legislative session. Council agreed that the top five priorities of the City are property tax reform, lodging tax flexibility, infrastructure funding to support needed housing, full funding and alignment for state and land use initiatives, and infrastructure financing resilience.

A motion was made by Kozlowski, seconded by Spegman, to give the City manager authority to submit the five identified priorities to the League of Oregon City ballot. Motion passed unanimously.

5. OLD BUSINESS

A. Short Term Rental Committee Policy Direction – City Manager Leila Aman – City Manager Aman stated that the Short-Term Rental Committee will have its first meeting on August 4, 2022. Council discussed the issues they would like the Committee to focus on and directed the City Manager to prepare a charge for the committee to share with Council at the next City Council Meeting in September.

B. Committee Selection Process – City Manager Leila Aman – City Manager Aman presented her proposal for amending chapter 8 of the Council Rules of Procedure. Aman stated that currently, the mayor has sole discretion to add or remove committee and/or commission members. Aman recommends moving to a more inclusive process, wherein the mayor appoints a member of Council to lead a three-person committee selection process. Selection criteria will be determined either by creating new criteria or revising existing criteria for city council approval. The application will remain open for three weeks, after which time each member of the selection committee will review the applications independently before collaborating to select applicants to interview. A formal recommendation will then be brought to the Mayor for approval. Council discussed revisions to the proposal, such as removing item G and adding language to state that where possible, the third member of the selection committee will be an existing member of the committee seeking an applicant.

A motion was made by Kozlowski, seconded by Nuttall, to approve the amendments to Chapter 8 of the Council Rules of Procedure as revised by Council. Motion passed unanimously.

5. CITY MANAGER REPORT: City Manager Aman stated that Nancy Jones was hired as the Assistant City Recorder and will be starting August 22, 2022. Public Works has an opening for a part-time and full-time Utility Worker. The CM/GC request for proposal has been posted, and the deadline to run for City Council is August 31, 2022. Aman stated that Councilor updates will begin at the September 7, 2022 City Council Meeting.

6. INFORMATION AND ADJOURN:

1. Manzanita Municipal Court will be cancelled for the month of August.

2. The August 22, 2022 Planning Commission Meeting has been cancelled.

Mayor Scott adjourned the meeting at 7:56 PM.

**MINUTES APPROVED THIS
7th Day of September, 2022**

Michael Scott, Mayor

Attest:

Leila Aman, City Manager

BILLS FOR APPROVAL OF PAYMENT

From 08/01/2022 - 08/31/2022

[illegible]

BILLS FOR APPROVAL OF PAYMENT

From 08/01/2022 - 08/31/2022

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH Expansion	ROADS	Visitors Center	WATER
ONE ELEVEN (IT SERVICES)	\$3,400.00	\$3,275.00					\$125.00			
ONE ELEVEN (EQUIPMENT)	\$132.00	\$132.00								
PACIFIC ALARM (ALARM SERVICE)	\$696.00									\$696.00
PACIFIC OFFICE (COPY SERVICE)	\$1,165.43	\$661.59	\$434.84							\$69.00
RHYNO NETWORKS (IT SERVICES)	\$387.00	\$231.00	\$66.00							\$90.00
RTI (PHONE SERVICE)	\$508.26	\$95.60	\$99.64							\$313.02
SHELDON OIL CO. (FUEL)	\$2,099.98		\$1,136.94	\$81.79		\$44.06		\$220.31		\$616.88
STAPLES (OFFICE SUPPLIES)	\$648.32	\$197.31		\$451.01						
STATE SURPLUS (EQUIPMENT & SUPPLIES)	\$23,400.00	\$5,000.00		\$4,000.00						\$14,400.00
STEP FORWARD (EQUIPMENT & SUPPLIES)	\$2,453.37								\$2,453.37	
SWEET SEPTIC (PORTABLE TOILETS)	\$460.00								\$460.00	
TILLAMOOK PUD (ELECTRIC SERVICE)	\$3,538.10	\$88.65	\$127.28			\$79.18	\$45.76	\$609.00	\$59.17	\$2,529.06
TILLAMOOK TIRE (VEHICLE MAINTENANCE)	\$1,100.00							\$550.00		\$550.00
US BANK (CITY VISA)	\$4,889.68	\$1,303.20				\$649.24		\$663.78		\$2,273.46
VALVOLINE (VEHICLE MAINTENANCE)	\$92.98		\$92.98							

BILLS FOR APPROVAL OF PAYMENT

From 08/01/2022 - 08/31/2022

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH Expansion	ROADS	Visitors Center	WATER
VERIZON (TELEPHONE)	\$1,165.26	\$298.92	\$344.36	\$114.98					\$64.99	\$342.01
WASHINGTON FED. (UNDERHILL LOAN)	\$77,666.22						\$77,666.22			
TOTALS	\$175,802.53	\$34,161.41	\$5,544.02	\$4,728.78	\$400.00	\$1,136.98	\$86,826.88	\$2,043.09	\$3,147.50	\$37,813.87



City of Manzanita

PROCLAMATION

WHEREAS, Emergency Preparedness Month 2022 provides an opportunity for residents of the City of Manzanita to be prepared for any type of emergency where they live, work, and play; and

WHEREAS, the Emergency Volunteer Corps of Nehalem Bay was created to promote a culture of preparedness for all the residents of the City of Manzanita and the Nehalem Bay Area; and

WHEREAS, taking steps toward personal preparedness and ensuring households, businesses, schools, and community organizations are prepared for disaster can reduce fatalities and economic devastation following a major crisis, and speed up recovery; and

WHEREAS, continuing efforts to enhance preparedness in the Nehalem Bay Region have proven invaluable to the area's response to previously unexpected crises – including tornados and a pandemic – by remaining flexible and acting appropriately on an individual and community-wide basis, and avoiding significant disruption to our way of life; and

WHEREAS, participating in the Preparedness Month 2022 will increase the number of residents who understand which disasters could happen in our community; and

WHEREAS emergency preparedness is the responsibility of every resident, and all residents are urged to make preparedness a priority and work together to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type.

NOW, THEREFORE, I, Mike Scott, Mayor of the City of Manzanita, a municipal corporation in the County of Tillamook, in the State of Oregon, do hereby proclaim September 2022 as Emergency Preparedness Month in Manzanita and call upon all residents, homeowners, and businesses to support efforts to be prepared for the next emergency that comes our way.

IN WITNESS, WHEREOF, and with the consent of the City Council of the City of Manzanita, I have hereunto set my hand on this 7th day of September 2022.

Mike Scott, Mayor

ATTEST:

Leila Aman, City Manager / Recorder



APPLICATION FOR COUNCIL APPOINTMENT

This application must be completed and returned to City Hall or via email to cityhall@ci.manzanita.or.us **no later than Wednesday, August 31, 2022.**

Applicants must be registered voters who have resided in the city for at least one year prior to the appointment.

All applications will be posted with the Council Packet on September 2, 2022. Applicants are required to attend the City Council Meeting on September 7, 2022, via Zoom to participate in an interview per City Charter Section 33 (see below).

Section 33. Filling of Vacancies. Vacancies in elective offices of the City shall be filled by appointment by a majority of the entire membership of the Council. Notice of permanent position vacancies shall be posted for a period of thirty days in advance of appointment at City Hall and three other public places, and application forms for said position shall be made available at City Hall. All applicants shall be invited to attend a regular Council meeting at which time they will be interviewed by the Council. At the conclusion of the Council's interview, the Council shall conduct a ballot to fill the vacant elective position. The appointee's term of office shall begin immediately upon his appointment and shall continue through the unexpired term of his predecessor.

Please provide the following information:

Name: Jenna Edginton

Street Address: 585 North Ave, Manzanita

Mailing Address: PO Box 1321, Manzanita, OR 97130

Email Address: jenna.edginton@gmail.com

Length of Fulltime Residency: 5+ years

Occupation: Real Estate

Previous Governmental Experience: Manzanita Planning Commission

Are you available to meet (Y/N): Days: ^Y_____ Evenings: ^Y_____

Please state in your own words why you wish to serve in this position.

Manzanita is my home and I have never felt a closer sense of community. I believe that the vast majority of our citizens want the same things and we need non-polarizing leadership to bring our collective goals to fruition. I am a person that can see both sides of an issue and work hard, through research and one-on-one conversations, to find solutions that will reflect the desires of our community.

As a member of the Manzanita Planning Commission, one of my primary goals is to revise our primary planning documents; zoning codes and the Comprehensive Plan. Our city looks different than when our building ordinances were last revised. Even in the last 5 years since I have been a full time resident, and certainly since COVID, the development has exceeded all growth predictions. Recent development has brought this to the forefront of everyone's attention. A council member should be a citizens advocate to make sure the City follows through on revising our primary land use documents. I believe my experience as part of the Planning Commission puts me in a position to be an effective advocate.

Community development is also a top priority. I am excited to be part of the new City Hall and other developments that can be part of the Underhill property. I am also very interested in broader issues such as workforce housing and native gardens and reforestation. We can be an example to other coastal communities for implementation.

I am committed to serving my community in Manzanita. I want to be part of the progress that will shape the future of our town that I plan to call home for many years to come. Change is inevitable, but we are at a critical juncture where we can make impactful choices to better guide our town moving forward. Thank you Council and Mayor for your appointment consideration and for all the hard work and dedication you have given to this community already.



APPLICATION FOR COUNCIL APPOINTMENT

This application must be completed and returned to City Hall or via email to cityhall@ci.manzanita.or.us **no later than Wednesday, August 31, 2022.**

Applicants must be registered voters who have resided in the city for at least one year prior to the appointment.

All applications will be posted with the Council Packet on September 2, 2022. Applicants are required to attend the City Council Meeting on September 7, 2022, via Zoom to participate in an interview per City Charter Section 33 (see below).

Section 33. Filling of Vacancies. Vacancies in elective offices of the City shall be filled by appointment by a majority of the entire membership of the Council. Notice of permanent position vacancies shall be posted for a period of thirty days in advance of appointment at City Hall and three other public places, and application forms for said position shall be made available at City Hall. All applicants shall be invited to attend a regular Council meeting at which time they will be interviewed by the Council. At the conclusion of the Council's interview, the Council shall conduct a ballot to fill the vacant elective position. The appointee's term of office shall begin immediately upon his appointment and shall continue through the unexpired term of his predecessor.

Please provide the following information:

Name: Brad Hart

Street Address: 93 Portland Avenue, Manzanita

Mailing Address: PO Box 1436, Manzanita

Email Address: bradhartmobile@gmail.com

Length of Residency: 2018

Occupation: Independent Consultant

Previous Governmental Experience: No

Are you available to meet (Y/N): Days: Y Evenings: Y

Please state in your own words why you wish to serve in this position.

Brad Hart
93 Portland Avenue
PO Box 1436
Manzanita, OR 97130

August 27, 2022

City of Manzanita
167 S 5th Street
Manzanita, OR 97130

To Mayor Scott and Councilors Kozlowski, Nuttall and Spegman:

Thank you for your time and consideration of my interest in joining the City Council. Please accept this as my formal letter of intent regarding the application.

First, I would like to give some background on my experience living in Manzanita. In 2018, my husband Christopher and I purchased our home. We quickly realized what a tight knit and caring community we now belonged to. During the first few months in Manzanita, we met many neighbors, both full and part-time. By supporting our local businesses, we were able to meet and get to know the shop owners. Our first reaction was this is an incredibly special place to live.

After realizing how much we loved this community, we decided to make it our full-time residence. Early in 2020, we put our house in Portland on the market. At that time, we made Manzanita our full-time home.

After becoming part of the Manzanita community, I became involved and am currently active in several volunteer positions.

- Manzanita Beach Cluster, Leadership
 - Responsible for Water, Sanitation and Hygiene (WaSH)
- EVCNB (Emergency Volunteer Corps of Nehalem Bay)
 - Communication & Outreach, Leadership
 - Social network marketing
 - Website maintenance and publication of events
 - Yellow Radio Leadership
 - Received Community Emergency Response Team (CERT) certification
 - CERT Leadership
 - Fire Rehab Team
 - Activation Team, Leadership
 - Responsible for activation application requirements, testing, training, release notes and documentation.
 - Activating volunteers in the case of a drill or actual emergency
 - WaSH task force
 - Part of the team revamping the WaSH class curriculum

I am deeply committed to the EVCNB organization and helping them achieve their goals. We also support the Hoffman Center for the Arts, North County Food Bank and the NCRD. Volunteering allowed me to meet more of my neighbors and the people who volunteer their time to lead these groups. It has given me a sense of helping and being prepared, not only for my family's benefit, but also helping my fellow community members. I love to learn and have learned so much by being involved.

My interest in serving as a city councilperson started after regularly attending zoom meetings. Attendance included City Council workshops, City Council meetings, Budget Committee meetings and Planning Commission meetings. I like seeing the innerworkings of the city and the various teams making things happen. Watching city processes piqued my interest in the challenges facing Manzanita, especially during this time of tremendous growth. Because of my participation, I understand many of the existing city processes and will be able to quickly step up and contribute as a city councilperson. I believe my skills are transferrable and will help the City Council to continue being successful.

The experience I have acquired in my corporate work and personal life has prepared me for a position as a city councilperson. I have spent a lifetime in the corporate travel industry working my way up from the beginning as a travel agent to key management positions. Some of my most rewarding accomplishments professionally were developing staff training and setting the stage for their career growth.

My background of gathering data, getting input from qualified experts, and making decisions based on facts, not just opinions, is key to the City Councilperson's role. I approach decision making in a positive manner. Processes and strategic planning should be based not only on input, but observations. We all have needs, wishes, and goals. It is important that all sides partner to produce collaborative solutions to meet collective goals. This would apply to decisions made by the City Council as well.

I loved working in the corporate travel industry. Through many years of experience, I have a gift to see things in a way others could not. Even in high stress situations, I could get to the root cause of issues, get the correct people involved, and get my customers back on track. This resulted in me being called into many situations where we were in jeopardy of losing a customer. I was known as the turnaround guy.

I am a team player, an independent thinker, and carry a positive approach and attitude. Working in a team atmosphere is second nature to me.

Honesty is key to gaining trust from constituents. I do not just say yes or no to make a person or group happy. I can cross the divide of various people who have different ideas and opinions. I have the self-confidence and ability to address issues because of my experience with difficult and demanding corporate clients.

My own measurement of success is being able to accomplish a project from beginning to end. The bigger picture and being part of that strategic goal drives my enthusiasm for working hard. There are many projects and challenges ahead of the City Council: comprehensive plan, city facilities construction, short term rental rules, alternative funding sources, work force housing, maintaining our police force and public works department, travel and tourism and the impacts on our community to name a few. These are all projects I am looking forward to working on and completing with the rest of the City Council and the community.

I am sensitive to the livability and community everyone in Manzanita wants and have enough experience to be productive and give back to my community immediately. As part of the next generation, I bring in thoughts, ideas and concepts that were not previously part of the City Council. I will be looking out for the future of the next generation, future generations, and long-term livability we all deserve in our community.

My extensive experience together with listening, understanding my customers, and solving their problems is directly beneficial to the City Council team. I can listen to individuals and groups in our community and communicate those needs in a language that everyone understands. Communication is an essential element of any successful organization. Additional skills such as working with budgets, finance, keeping commitments and tourism will be beneficial to Manzanita in my role as a City Councilperson.

To further my knowledge of city government, I have taken trainings available on the League of Oregon Cities website. The importance of understanding roles, authority, legal requirements for public meetings, ethics, and public record regulations will further my immediate contributions to the City Council if appointed.

I look forward, with great excitement, to your consideration of my appointment to the vacant City Council position. My abbreviated resume is included so you may see my professional experience in more detail. Personal and professional references are available if requested.

Thank you again for your valuable time. If you are looking for someone with a solid commitment to work, accomplishing goals and proven skills that Manzanita needs, I would be honored to be appointed to the City Council.

I am ready to serve everyone in my community.

Regards,

Brad Hart
Future City Council Member and Manzanita Citizen

93 PORTLAND AVE
PO BOX 1436
MANZANITA, OR 97130
PHONE (503) 308-0302
E-MAIL BRADHARTMOBILE@GMAIL.COM

BRAD HART

OPERATIONS – CUSTOMER SERVICE – STRATEGIC PLANNING – FINANCE – BUDGETING FRONTLINE AND LEADERSHIP TRAINING

An accomplished, results-driven leader and service professional with over 35 years of experience focused on the travel industry, training, technology, operations, strategic planning, finance, budgeting, and eCommerce. Proven ability to work with all levels to ensure product solutions *exceed* customer expectations. Exceptional communicator and listener with demonstrated success building relationships with internal and external customers. Strong problem solving, analytical, project management, strategic planning, finance, budgeting, and organizational skills.

QUALIFICATION HIGHLIGHTS

Proactive Team Leadership
Strategic Planning & Consulting
Technology Implementation

Contract Negotiation
Budget/Forecast Planning
Service & Call Center Operations

Product Life Cycle
Attentive Listener
Project Management

PROFESSIONAL EXPERIENCE

Independent Consultant

October 2016 – Present

Principal Consultant

- Available for consulting engagements primarily within the travel industry. Focus on helping companies optimize their business performance through customer satisfaction, automated technology, and revenue optimization.

BCD Travel

August 1997 – October 2016

BCD Travel, a BCD Group company, provides corporate travel management services. They operate in 109 countries worldwide, employ more than 14,000 people and have an annual sales revenue of \$27.5 billion.

Director, Performance Solutions, EMEA, Amsterdam, The Netherlands

- Received the Circle of Distinction Award in 2013. The award recognizes the top one percent of outstanding performers within the entire employee population of 14,000.
- Created decision-making documents that give a clear picture of business needs to executive decision makers in a concise manner including all details necessary to make educated and strategic decisions
- Proven success with customers in “red” status to evaluate issues, consult on proposed solutions and implement defined processes to maintain global relationships and account retention

Other positions held at BCD Travel

Director, Strategic Operations, Atlanta, GA

- Responsible for all aspects of the small to mid-market business unit, including product lifecycle, operations, account management, budgets, financials, revenue forecasting and customer service.

Director, Technical Implementations, Atlanta, GA

- Extensive project management experience for implementation coordination and companywide initiatives across multiple divisions, internal departments, vendors, and clients.

American Airlines, Sabre
February 1990 – August 1997

Sabre is the technology division of American Airlines. It is the largest global distribution system provider for booking travel reservations that powers the global travel industry. Sabre employs 10,000 people and has an annual net income of \$163 million.

Account Executive, National Accounts Sales and Service, Atlanta, GA

- Responsible for increasing travel agency revenue and productivity, as well as new account acquisition and implementation in Southeast territory with more than 135 locations.
- Experience with governmental agencies as well as for profit businesses

Other positions held at American Airlines, Sabre

Field Training Representative, Atlanta, GA

- Provided training and implementation of all SABRE products

Hickory Beeline Travel
August 1989 – February 1990

Accounting Manager, Raleigh, NC

- Supervised and directed accounting functions for a corporate travel agency with annual sales of more than \$10 million.



COUNCIL STAFF REPORT

To: Mayor and City Council
Leila Aman, City Manager

Date Written: **Updated**
September 5,
2022

Reviewed: Leila Aman, City Manager

From: Dan Weitzel, Public Works Director

Subject: **Dorcas Lane Reconstruction Project Update**

ACTION REQUESTED

Listen to an update from staff on the status of the Dorcas Lane Reconstruction Project.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[October 7, 2020](#) – City Council approved a Contract with OTAK for the design, overview and construction administration for the Dorcas Lane Reconstruction Project.

[July 7, 2021](#) – Council reviewed a draft proposal and contract to transfer the design, overview and construction administration of the Dorcas Lane Reconstruction Project from OTAK to North Coast Civil Design. Council instructed staff to revise the proposed contract and have the City Attorney review the final contract for approval.

[September 8, 2021](#) – Council approved a contract with North Coast Civil Design (NCCD) to finalize the design, overview, and provide construction administration services for the Dorcas Lane Reconstruction Project.

ANALYSIS

Final design and engineering has been completed for the Dorcas Lane Reconstruction Project. The project will include replacement of an existing 4" asbestos watermain with a new 8 inch water main. All new water mains will be High Density Polyethylene (HDPE). HDPE is a very resilient to seismic movement, leaks, and wear. The project will also include the replacement of 43 water service liens, and 5 new hydrants. A storm line will be installed from the existing storm system on South Third street to the intersection of Dorcas land and Classic Lane. This will also include the reconstruction of the road surface and base.

Bid documents including the project contract are being reviewed by the City Attorney. Staff anticipate that the project will go to bid in early October. Once approved by City Council, staff anticipate that the construction will commence during the last quarter of the year. The project is expected to take approximately six months with final paving occurring the spring.

Public outreach will include contacting homeowners in the impacted area, outreach through the city's website and social media and email list serve. Staff will also place construction information signs throughout the project area.

BUDGET IMPACT

Dorcas Ln Reconstruction Project is fully funded in the 2021-2022 budget from the Storm Water Fund (\$194,400), Water Construction Fund (\$751,359), and the Road Fund (\$614,611). Total resources included in the FY 2022-2023 budget is \$1,560,370. The project estimate included in Attachment 2 is within this budgeted amount.

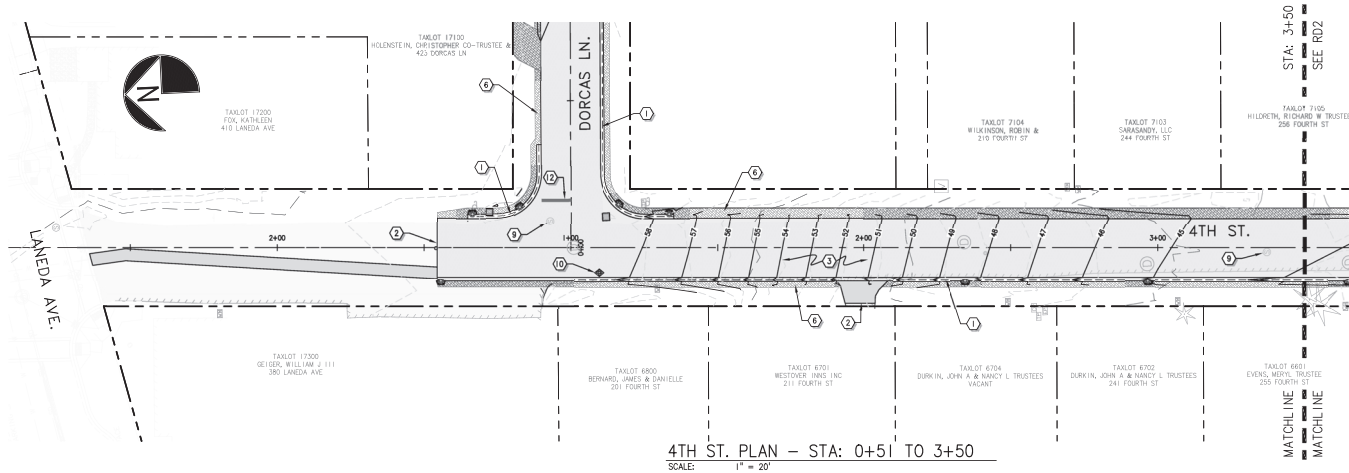
WORKLOAD IMPACT

The Public Works Director will manage the contract and oversee the design and construction of the improvements. The City Manager will, at a minimum provide oversight of the Public Works Director to ensure compliance with all public contracting rules including facilitating legal review and finalizing of all contracts and bid documents; review and approve all project invoices and payments including the review of all change orders and other issues that arise during construction; participate in project briefings; engage with the Public Works Director to provide updates to City Council; secure and organize support services (including Information Technology) to ensure community outreach and project information is available to the public. The Accounting Manager will be responsible for reviewing and processing all project payments and ensuring compliance with the project contract and public contracting rules.

ATTACHMENTS

1. Road Construction Drawings
2. Cost Estimate

N:\Shanes\Projects_City of Manzanita\21004Man_Dorcas Lane & 4th Reconstruction\CAD\RD01.dwg Plotdate: Aug 31, 2022 - 1:36pm By: Leif_Xyooj

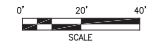
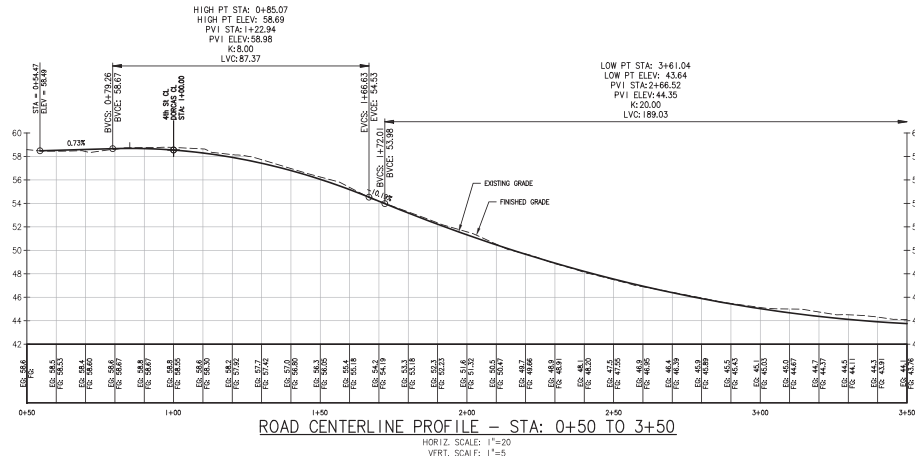


LEGEND

- ASPHALT
- CRUSHED ROCK DRIVEWAY OR SHOULDER
- ASPHALT PAVING TRANSITION
- LANDSCAPE AREA

ROADWAY

- CONSTRUCT VALLEY GUTTER AS PER DETAIL 3, SHEET 03.
- MATCH EXISTING ASPHALT GRADE, END PAVING LIMITS.
- REMOVE EXISTING ASPHALT AND ROAD MATERIAL TO SUBGRADE, COMPACT SUB-BASE AND INSTALL ROAD FABRIC, NEW BASE, ROAD COURSE AND ASPHALT AS PER DETAILS 1, 2, 3, SHEET 03, AND AS SHOWN ON FINISHED GRADE PROFILE.
- ADJUST ROADWAY OR DRIVEWAY TO GRADE WITH COMPACTED 3/4"-0" CRUSHED ROCK TO LIMITS SHOWN.
- CONSTRUCT 3" ASPHALT DRIVEWAY APRON OVER 4" LEVELING COURSE, CONNECT TO EXISTING CONCRETE OR ASPHALT DRIVEWAY.
- GRADE SHOULDER WITH CRUSHED ROCK TO LIMITS SHOWN ON PLANS.
- EXISTING STREET OR INFORMATION SIGN TO BE RELOCATED BY CITY.
- SAWOUT EXISTING CONCRETE GUTTER, DEMO CONCRETE ONLY AS NECESSARY TO TIE INTO NEW GUTTER. CONTRACTOR SHALL DRILL & EPOXY (2) #4 DOWELS TO CONNECT TO NEW CONCRETE GUTTER.
- ADJUST MANHOLES TO FINISHED GRADE AS NECESSARY, FRAME AND/OR CONE MODIFICATION MAY BE REQUIRED. CONTRACTOR TO COORDINATE ADJUSTING OF SANITARY SEWER MANHOLES WITH NEHALEM BAY WASTEWATER AGENCY DURING AND STORM MANHOLES WITH CITY P.W.
- CONSTRUCT CONCRETE COLLAR AROUND WATER VALVE AS PER DETAIL 3, SHEET 02, COLLARS WITHIN PAVED SURFACE SHALL BE SAWCUT AND CONSTRUCTED AFTER FINAL LIFT OF PAVING HAS BEEN PLACED. CONSTRUCT 3" THICK ASPHALT TRANSITION FROM THE END OF NEW PAVING TO MATCH INTO EXISTING ASPHALT.
- TRANSITION SHALL BE CONSTRUCTED TO ALLOW FOR POSITIVE DRAINAGE AND MATCH CROSS-SLOPE OF THE EXISTING ROADWAY.
- CONSTRUCT WHITE 12" WIDE THERMOPLASTIC STOP BAR AS PER DETAIL 6, SHEET 03.



CITY OF MANZANITA
DORCAS LN. AND 4TH ST. CONSTRUCTION
ROAD CONSTRUCTION DRAWINGS
4TH ST. - STA 0+51 TO 3+50 PLAN & PROFILE VIEW
TILLAMOOK COUNTY, OR

NO.	DATE	BY	REVISION COMMENTS

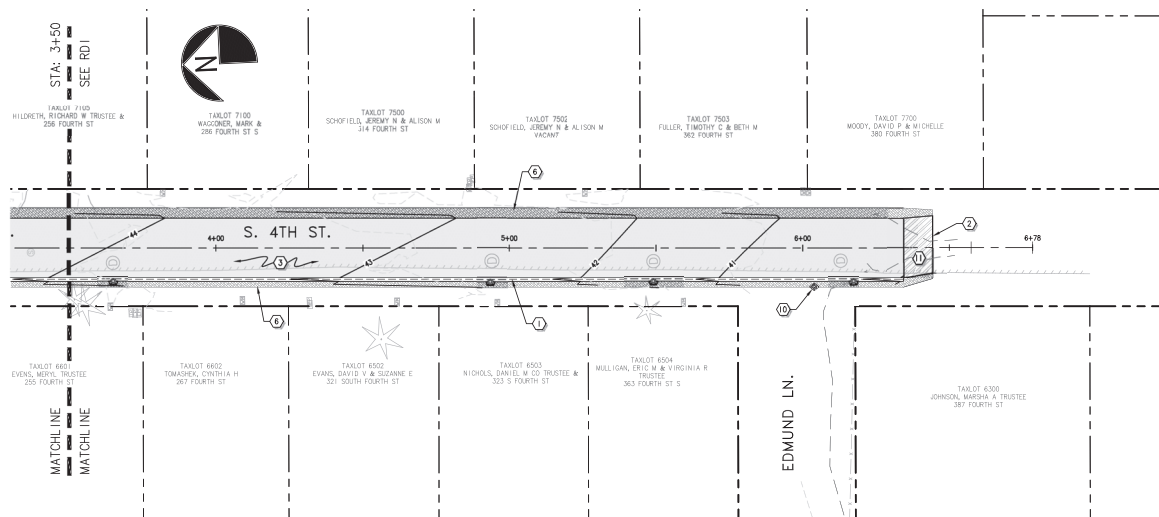
Project No. 21004 Drawing No. RD01.DWG

RD1

Sheet No.

Copyright 2022 ©

CITY REVIEW SET

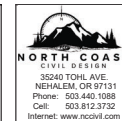
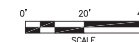
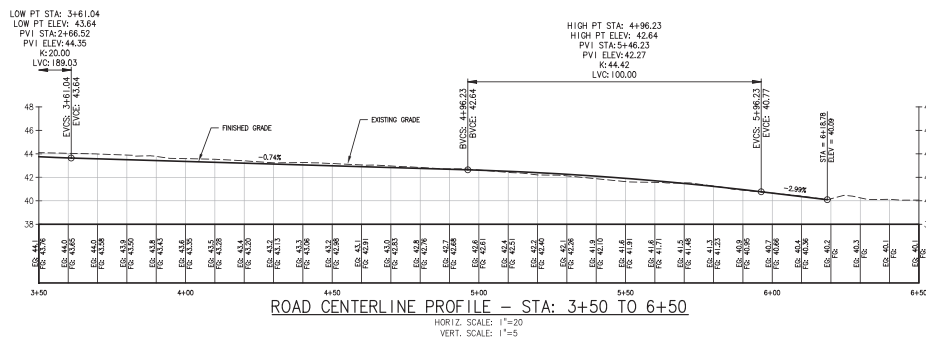


LEGEND

-  ASPHALT
 CRUSHED ROCK DRIVEWAY OR SHOULDER
 ASPHALT PAVING TRANSITION
 LANDSCAPE AREA

ROADWAY

- | | | | |
|----|--|----|---|
| 1 | MATCH EXISTING VULF CUTTER AS PER DETAIL 3, SHEET D3. | 11 | TRANSITION SHALL BE CONSTRUCTED TO ALLOW FOR POSITIVE DRAINAGE AND MATCH CROSS-SLOPE OF THE EXISTING ROADWAY. |
| 2 | CONTRACT EXISTING ASPHALT GRADE, DEMO PAVING LIMITS. | 12 | CONSTRUCT WHITE 12" WIDE THERMOPLASTIC STOP BAR AS PER DETAIL 6, SHEET D3. |
| 3 | REMOVE EXISTING ASPHALT AND ROAD MATERIAL TO SUBGRADE, COMPACT SUB-BASE AND INSTALL ROAD FABRIC, FINISH GRADE, LEVELING COURSE AND ASPHALT AS PER DETAILS 1, & 2, SHEET D3, AND AS SHOWN ON FINISHED GRADE PROFILE. | | |
| 4 | ADJUST ROADWAY OR DRIVEWAY TO GRADE WITH COMPACTED 10"-0" CRUSHED ROCK TO LIMITS SHOWN. | | |
| 5 | CONSTRUCT 6" ASPHALT DRIVEWAY APRON OVER 4" LEVELING COURSE, CONNECT TO EXISTING CONCRETE OR ASPHALT DRIVEWAY. | | |
| 6 | GRADE SHOULDER WITH CRUSHED ROCK TO LIMITS SHOWN ON PLANS. | | |
| 7 | EXISTING STREET OR INFORMATION SIGN TO BE RELOCATED BY CITY. | | |
| 8 | SAW CUT EXISTING CONCRETE CUTTER, DEMO CONCRETE ONLY AS NECESSARY TO TIE IN NEW CUTTER. CONTRACTOR SHALL DRILL & EPOXY (2) #4 BOWELS TO CONNECT TO NEW CONCRETE CUTTER. | | |
| 9 | ADJUST MANHOLES TO FINISHED GRADE AS NECESSARY, FRAME AND/OR CURB MODIFICATION MAY BE REQUIRED. CONTRACTOR TO COORDINATE ADJUST OF SANITARY SEWER MANHOLES WITH NEHALVAR BAY WASTEWATER AGENCY (NEWA) AND STORM MANHOLES WITH CITY PW. | | |
| 10 | CONSTRUCT CONCRETE COLLAR AROUND WATER VALVE AS PER DETAIL 3, SHEET D3. COLLARS WITH FINISHED SURFACE SHALL BE SAW CUT AND CONSTRUCTED AFTER FINAL LIFT OF NEW PAVING TO MATCH INTO EXISTING ASPHALT. CONSTRUCT 6" THICK ASPHALT TRANSITION FROM THE END OF NEW PAVING TO MATCH INTO EXISTING ASPHALT. | | |



CITY OF MANZANITA
DORCAS LN. AND 4TH ST. CONSTRUCTION
ROAD CONSTRUCTION DRAWINGS
4TH ST. - STA: 3+50 TO 6+34.32 PLAN & PROFILE VIEW
TILLAMOOK COUNTY, OR

[illegible]

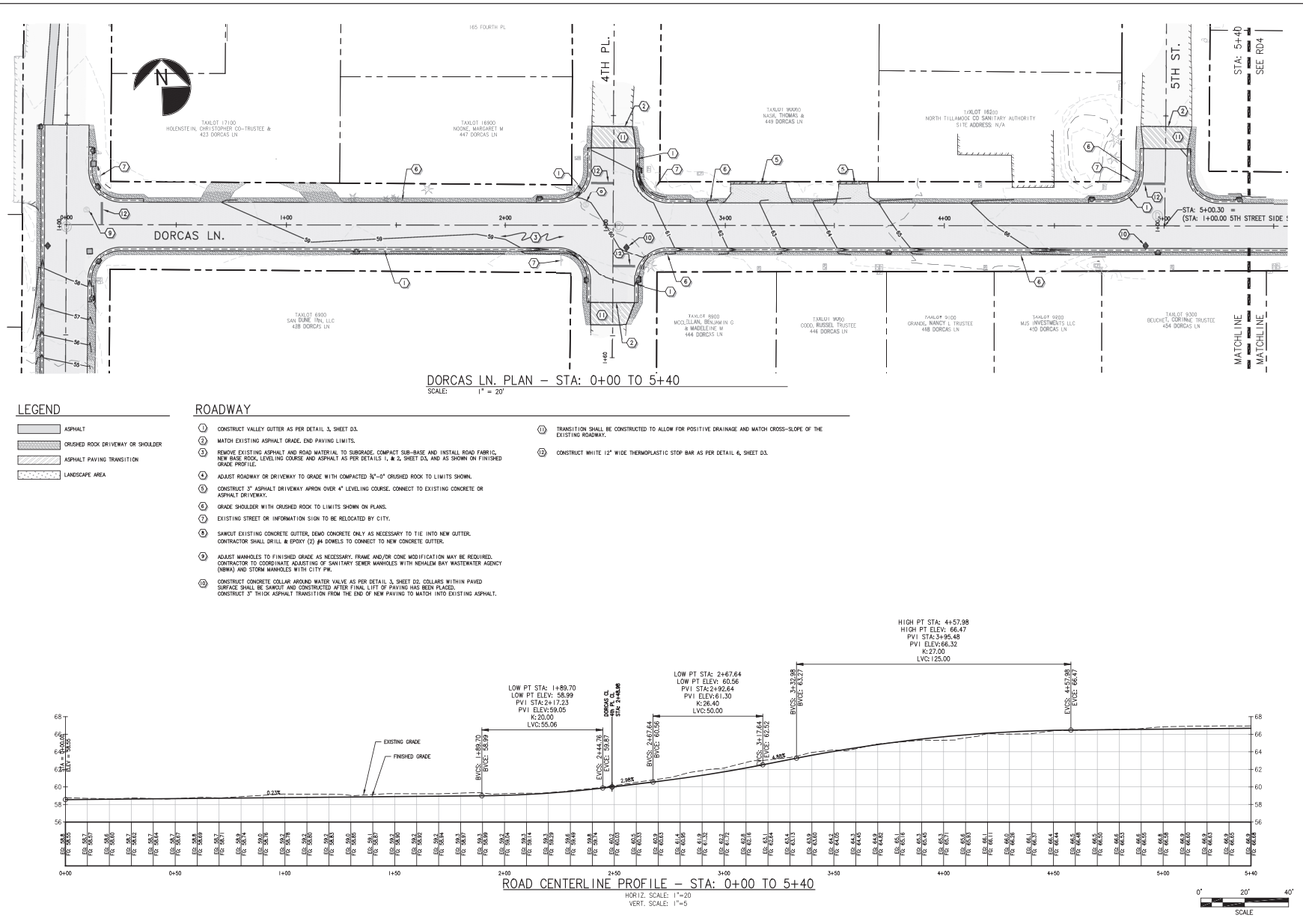
Project No.	Drawing
21004	RD01 DW

RD2

Sheet No.

Copyright 2022 ©

N:\Shanes\Projects_City of Manzanita\21004Man_Dorcas Lane & 4th Reconstruction\CAD\RD01.dwg Plotted: Aug 31, 2022 - 1:37pm By: Leif_Xyooj



NORTH COAST CIVIL DESIGN
35340 TONIL AVE
NEHALEM, OR 97131
Phone: 503.440.1088
Cell: 503.812.3752
Internet: www.nccivil.com

CITY OF MANZANITA
DORCAS LN. AND 4TH ST. CONSTRUCTION
ROAD CONSTRUCTION DRAWINGS
DORCAS LN. STA 0+00 TO 5+40 PLAN & PROFILE VIEW
TILLAMOOK COUNTY, OR

NO.	DATE	BY	REVISION COMMENTS

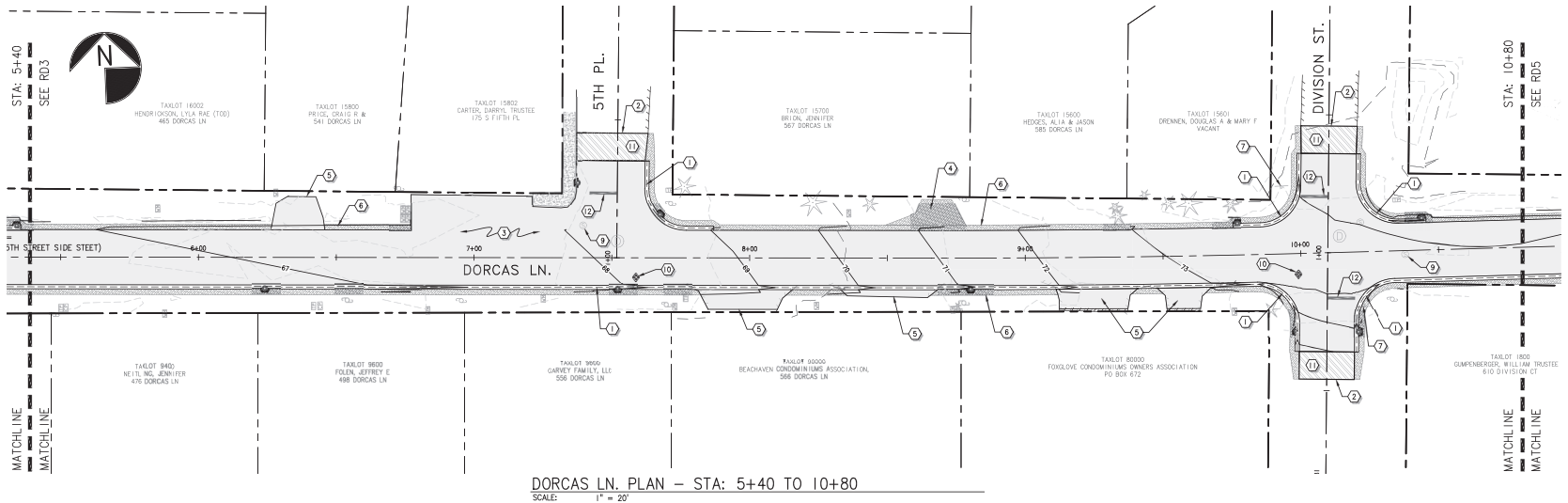
Project No. 21004 Drawing No. RD01.DWG

RD3

Sheet No. _____

Copyright 2022 ©

N:\Shanes\Projects_City of Manzanita\21004Man_Dorcas Lane & 4th Reconstruction\CAD\RD01.dwg Plotdate: Aug 31, 2022 - 1:37pm By: Leni_Xyosj



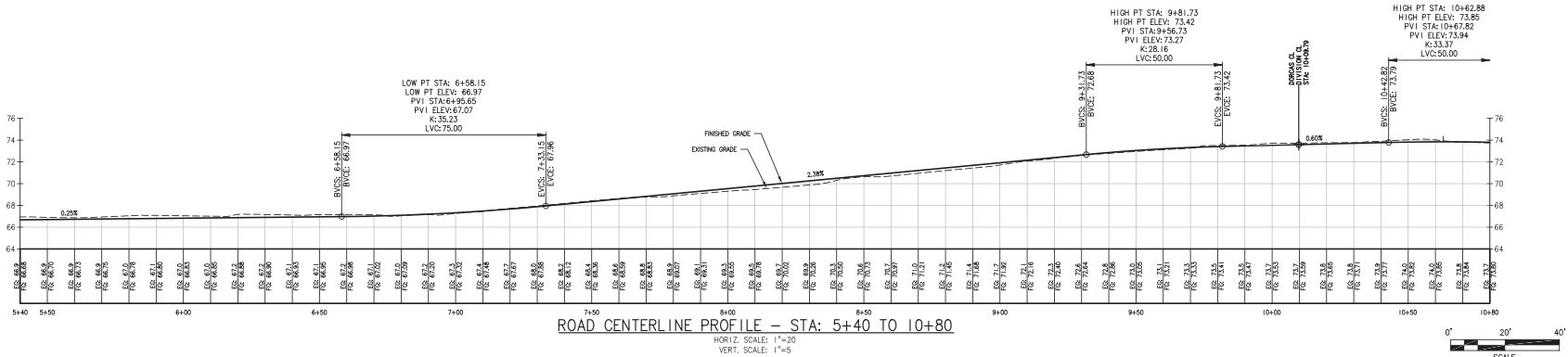
DORCAS LN. PLAN - STA: 5+40 TO 10+80
SCALE: 1" = 20'

LEGEND

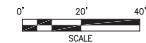
- ASPHALT
- CRUSHED ROCK DRIVEWAY OR SHOULDER
- ASPHALT PAVING TRANSITION
- LANDSCAPE AREA

ROADWAY

- CONSTRUCT VALLEY GUTTER AS PER DETAIL 3, SHEET D3.
- MATCH EXISTING ASPHALT GRADE, END PAVING LIMITS.
- REMOVE EXISTING ASPHALT AND ROAD MATERIAL TO SUBGRADE, COMPACT SUB-BASE AND INSTALL ROAD FABRIC, NEW BASE, ROCK, LEVELING COURSE AND ASPHALT AS PER DETAILS 1, & 2, SHEET D3, AND AS SHOWN ON FINISHED GRADE PROFILE.
- ADJUST ROADWAY OR DRIVEWAY TO GRADE WITH COMPACTED 3"-0" CRUSHED ROCK TO LIMITS SHOWN.
- CONSTRUCT 3" ASPHALT DRIVEWAY APRON OVER 4" LEVELING COURSE, CONNECT TO EXISTING CONCRETE OR ASPHALT DRIVEWAY.
- GRADE SHOULDER WITH CRUSHED ROCK TO LIMITS SHOWN ON PLANS.
- EXISTING STREET OR INFORMATION SIGN TO BE RELOCATED BY CITY..
- SAWOUT EXISTING CONCRETE GUTTER, DEMO CONCRETE ONLY AS NECESSARY TO TIE INTO NEW GUTTER. CONTRACTOR SHALL DRILL & EPOXY (2) #4 BOWELS TO CONNECT TO NEW CONCRETE GUTTER.
- ADJUST MANHOLES TO FINISHED GRADE AS NECESSARY. FRAME AND/OR CONE MODIFICATION MAY BE REQUIRED. CONTRACTOR TO COORDINATE ADJUSTING OF SANITARY SEWER MANHOLES WITH NEHALEM BAY WASTEWATER AGENCY (SRING) AND STORM MANHOLES WITH CITY PW.
- CONSTRUCT CONCRETE COLLAR AROUND WATER VALVE AS PER DETAIL 3, SHEET D2. COLLARS WITHIN PAVED SURFACE SHALL BE SAWOUT AND CONSTRUCTED AFTER FINAL LIFT OF PAVING HAS BEEN PLACED. CONSTRUCT 3" THICK ASPHALT TRANSITION FROM THE END OF NEW PAVING TO MATCH INTO EXISTING ASPHALT.
- TRANSITION SHALL BE CONSTRUCTED TO ALLOW FOR POSITIVE DRAINAGE AND MATCH CROSS-SLOPE OF THE EXISTING ROADWAY.
- CONSTRUCT WHITE 12" WIDE THERMOPLASTIC STOP BAR AS PER DETAIL 6, SHEET D3.



ROAD CENTERLINE PROFILE - STA: 5+40 TO 10+80
HORIZ. SCALE: 1"=20'
VERT. SCALE: 1"=5'



CITY OF MANZANITA
DORCAS LN. AND 4TH ST. CONSTRUCTION
ROAD CONSTRUCTION DRAWINGS
DORCAS LN. STA 5+40 TO 10+80 PLAN & PROFILE VIEW
TILLAMOOK COUNTY, OR

NO.	DATE	BY	REVISION COMMENTS

Design Drawn/checked/initial issue Date:
KCA LJ KCA Wednesday, August 31, 2022

Project No. 21004 Drawing No. RD01.DWG

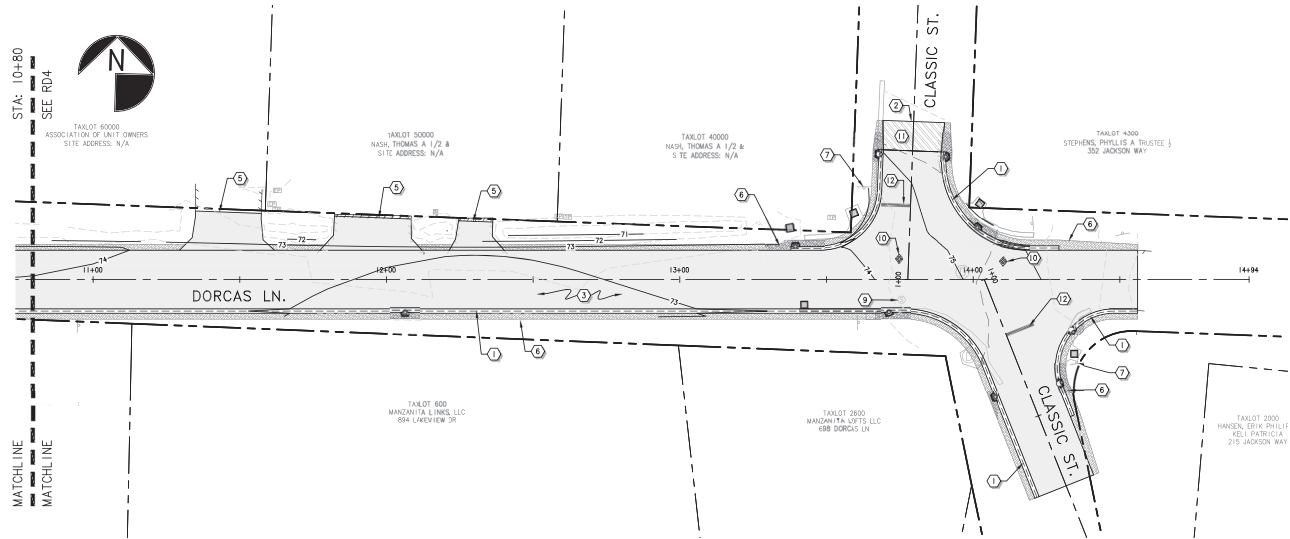
RD4

Sheet No.

Copyright 2022 ©

CITY REVIEW SET

N:\Shanes\Projects\City of Manzanita\21004Man_Dorcas Lane & 4th Reconstruction\CAD\RD01.dwg Plotdate: Aug 31, 2022 - 1:37pm By: Leel_Xyosj



DORCAS LN. PLAN - STA: 10+80 TO 14+56.06

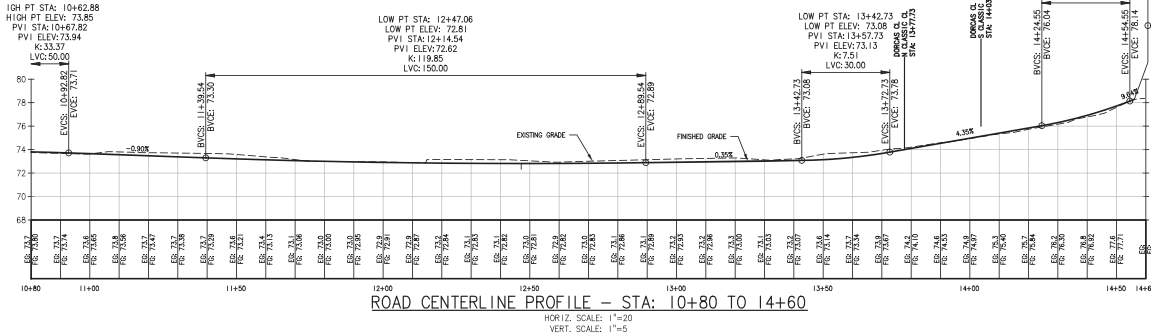
SCALE: 1" = 20'

LEGEND

- ASPHALT
- CRUSHED ROCK DRIVEWAY OR SHOULDER
- ASPHALT PAVING TRANSITION
- LANDSCAPE AREA

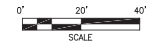
ROADWAY

- CONSTRUCT VALLEY GUTTER AS PER DETAIL 3, SHEET D3.
- MATCH EXISTING ASPHALT GRADE, END PAVING LIMITS.
- REMOVE EXISTING ASPHALT AND ROAD MATERIAL TO SUBGRADE, COMPACT SUB-BASE AND INSTALL ROAD FABRIC, NEW BASE, ROCK, LEVELING COURSE AND ASPHALT AS PER DETAILS 1, & 2, SHEET D3, AND AS SHOWN ON FINISHED GRADE PROFILE.
- ADJUST ROADWAY OR DRIVEWAY TO GRADE WITH COMPACTED 3"-4" CRUSHED ROCK TO LIMITS SHOWN.
- CONSTRUCT 3" ASPHALT DRIVEWAY APRON OVER 4" LEVELING COURSE, CONNECT TO EXISTING CONCRETE OR ASPHALT DRIVEWAY.
- GRADE SHOULDER WITH CRUSHED ROCK TO LIMITS SHOWN ON PLANS.
- EXISTING STREET OR INFORMATION SIGN TO BE RELOCATED BY CITY.
- SAWOUT EXISTING CONCRETE GUTTER, DEMO CONCRETE ONLY AS NECESSARY TO TIE INTO NEW GUTTER. CONTRACTOR SHALL DRILL & EPOXY (2) #4 CONCRETE TO CONNECT TO NEW CONCRETE GUTTER.
- ADJUST MANHOLES TO FINISHED GRADE AS NECESSARY. FRAME AND/OR CONE MODIFICATION MAY BE REQUIRED. CONTRACTOR TO COORDINATE ADJUSTING OF SANITARY SEWER MANHOLES WITH NEHALEM BAY WASTEWATER AGENCY (NEBWA) AND STORM MANHOLES WITH CITY PW.
- CONSTRUCT CONCRETE COLLAR AROUND WATER VALVE AS PER DETAIL 3, SHEET D2. COLLARS WITHIN PAVED SURFACE SHALL BE SAWOUT AND CONSTRUCTED AFTER FINAL LIFT OF PAVING HAS BEEN PLACED. CONSTRUCT 3" THICK ASPHALT TRANSITION FROM THE END OF NEW PAVING TO MATCH INTO EXISTING ASPHALT.
- TRANSITION SHALL BE CONSTRUCTED TO ALLOW FOR POSITIVE DRAINAGE AND MATCH CROSS-SLOPE OF THE EXISTING ROADWAY.
- CONSTRUCT WHITE 12" WIDE THERMOPLASTIC STOP BAR AS PER DETAIL 6, SHEET D3.



ROAD CENTERLINE PROFILE - STA: 10+80 TO 14+60

HORIZ. SCALE: 1"=30'
VERT. SCALE: 1"=5'



CITY OF MANZANITA
DORCAS LN. AND 4TH ST. CONSTRUCTION
ROAD CONSTRUCTION DRAWINGS
DORCAS LN. - STA 10+80 TO 14+40 PLAN & PROFILE VIEW
TILLAMOOK COUNTY, OR

NO.	DATE	BY	REVISION COMMENTS

Project No.	Drawing No.
21004	RD01.DWG
RD5	
Sheet No.	

Copyright 2022 ©

CITY REVIEW SET

CITY OF MANZANITA - DORCAS LANE & 4TH ST RECONSTRUCTION PROJECT -
CONSTRUCTION ESTIMATE



Item	Description	Units	Quantity	Unit Cost	Total for Item
1	Mobilization, Traffic Control & Flagging (5%)	LS	1	\$ 67,000	\$ 67,000
2	Erosion Control, Stormwater Management & Dewatering	LS	1	\$ 7,500	\$ 7,500
3	Asphalt Sawcut	LF	450	\$ 3	\$ 1,350
4	Asphalt Pavement & Concrete Demolition (In Place Quantities)	SY	6400	\$ 5	\$ 32,000
5	General Excavation & General Fill (In Place Quantities) est	CY	200	\$ 20	\$ 4,000
6	Over-Excavation & Base Stabilization, Including Excavation, Haul-Off, Fabric and Pit-Run Rock (As Directed - In Place, Compacted Quantities) est	CY	200	\$ 50	\$ 10,000
7	3/4"-0" Aggregate Leveling Course & Shoulder Rock (In Place, Compacted Quantities)	CY	2900	\$ 65	\$ 188,500
8	CDF Backfill (As Directed By Engineer) est	CY	100	\$ 250	\$ 25,000
9	Asphalt Paving (4" Thick Road Section-2 lifts, 3" Thick Transition Section & 2" Thick Driveway Section)	Ton	1500	\$ 200	\$ 300,000
10	Construct New 18" Concrete Valley Gutter est	LF	2500	\$ 35	\$ 87,500
11	Construction Fabric est	SY	850	\$ 6	\$ 5,100
12	12" White Striping, Thermoplastic	LF	70	\$ 25	\$ 1,750
13	Adjust Existing Surface Structures, est	EA	15	\$ 250	\$ 3,750
14	Raise/Lower Existing Franchise Utility to Allow For New Water & Storm Main Construction (Per Plan & As Directed By Engineer)	EA	4	\$ 300	\$ 1,200
15	Reconstruct 4" diam. ASTM D-3034 Sewer Service Lateral at New Grade If Conflict Exists (As Directed By Engineer)	EA	2	\$ 1,500	\$ 3,000
Water Main Construction					
16	Water Service Assembly (including 2" Fire SVC-1 Per Plans)	EA	43	\$ 1,800	\$ 77,400
17	Asbestos Pipe Demolition	LF	50	\$ 50	\$ 2,500
18	F&I 6" AWWA C-900 PVC DR14 Water Main Pipe Including Trench Excavation, Select Bedding, Native Backfill, Disinfection and Testing	LF	200	\$ 50	\$ 10,000
19	F&I 8" AWWA C DR14 Water Main Pipe Including Trench Excavation, Select Bedding, Native Backfill, Disinfection and Testing	LF	1340	\$ 75	\$ 100,500
20	F&I 10" AWWA C-900 PVC DR14 Water Main Pipe Including Trench Excavation, Select Bedding, Native Backfill, Disinfection and Testing	LF	108	\$ 85	\$ 9,180
21	F&I 12" HDPE Water Main (4th St) connects to Laneda	LF	670	\$ 100	\$ 67,000
22	F&I Hydrant Assemblies, per plans	EA	5	\$ 5,500	\$ 27,500
23	F&I Air Release Assembly (If Directed by Engineer)	EA	2	\$ 1,500	\$ 3,000
24	F&I Water Connection-1: Edmund Ln/4th St, (Includes excavation, bedding/backfill, GVs, Bends, Couplings,required fittings, testing, disinfection per plans and specs)	EA	1	\$ 15,428	\$ 15,428
25	F&I Water Connection - Storm Crossing: (Includes, excavation, bedding/backfill, bends, required fittings, testing, disinfection per plans and specs)	EA	1	\$ 2,300	\$ 2,300
26	F&I Water Connection-2: Dorcas Ln/4th St: (Includes excavation, bedding/backfill, GVs, Bends, Couplings,required fittings, testing, disinfection, complete per plans and specs)	EA	1	\$ 10,907	\$ 10,907
27	F&I Water Connection-3: Dorcas Ln/4th PL, (Includes excavation, bedding/backfill, GVs, Bends, Couplings,required fittings, testing, disinfection, complete per plans and specs)	EA	1	\$ 9,446	\$ 9,446
28	F&I Water Connection-4: Dorcas Ln/5th St: (Includes excavation, bedding/backfill, GVs, Bends, Couplings,required fittings, testing, disinfection, complete per plans and specs)	EA	1	\$ 9,771	\$ 9,771
29	F&I Water Connection-5: Dorcas Ln/5th PL: (Includes, excavation, bedding/backfill, GVs, Bends, Couplings,required fittings, testing, disinfection per plans and specs)	EA	1	\$ 9,640	\$ 9,640
30	F&I Water Connection-6: Dorcas Ln/Division St: (Includes GVs, Bends, Couplings, required fittings, testing, disinfection, complete per plans and specs)	EA	1	\$ 18,937	\$ 18,937
31	F&I Water Connection-7: Dorcas Ln/Classic St N: (Includes excavation, bedding/backfill, GVs, Bends, Couplings,required fittings, testing, disinfection, complete per plans and specs)	EA	1	\$ 18,940	\$ 18,940
32	F&I Water Connection-8: Dorcas Ln/Classic St S: (Includes excavation, bedding/backfill, GVs, Bends, Couplings,required fittings, testing, disinfection, complete per plans and specs)	EA	1	\$ 13,610	\$ 13,610
Storm System Construction					
33	Connect New Storm Pipe to Existing Storm Manhole - 18" WT Connection est	EA	3	\$ 900	\$ 2,700
34	Construct 8" HDPE Pipe Including Trench Excavation, Select Bedding and Native Backfill, Flushing and Testing	LF	375	\$ 28	\$ 10,500
35	Construct 12" HDPE Pipe Including Trench Excavation, Select Bedding and Native Backfill, Flushing and Testing	LF	250	\$ 35	\$ 8,750
36	4th St: Construct 18" HDPE Pipe Including Trench Excavation, Select Bedding and Native Backfill, Flushing and Testing, Complete per plans est	LF	750	\$ 50	\$ 37,500
37	4th St: Construct 12" Laterals, includes Trench Excavation, Select Bedding and Native Backfill, Flushing and Testing est (extensions off main@sdmhs)	EA	11	\$ 300	\$ 3,300
38	DORCAS LN: Construct 18" HDPE Pipe Including Trench Excavation, Select Bedding and Native Backfill, Flushing and Testing, Complete per plans est	LF	1390	\$ 50	\$ 69,500
39	DORCAS LN: Construct 12" Laterals, includes Trench Excavation, Select Bedding and Native Backfill, Flushing and Testing est (extensions off main@sdmhs)	EA	12	\$ 300	\$ 3,600
40	Construct 12" HDPE WT Cap (including Concrete End of Main Block)	EA	1	\$ 600	\$ 600
41	F&I New concrete 48" Storm Manhole	EA	14	\$ 5,500	\$ 77,000
42	Construct New Nyloplast Catchbasin	EA	38	\$ 2,500	\$ 95,000

JGF/8-22-2022

DRAFT=> Subtotal: \$ 1,452,159

Low End Project Construction Estimate without Contingency \$ 1,452,159
5% Project Contingency \$ 73,000
High End Project Construction Estimate with Contingency \$ 1,525,159

From: [Randy Kugler](#)
To: [Leila Aman](#)
Cc: [David Dillon](#)
Subject: Dorcas Lane reconstruction project
Date: Monday, September 5, 2022 11:21:24 AM

Lelia,

The current City Budget allocates \$44,265 from the Water Construction Fund for 3 City Hall staff positions as overhead allocations for this project.

The Public Works Director confirms in his staff memo that he will "manage the contract and oversee the design and construction of the improvements". No mention is made of the apparent substantial project support roles of City Hall staff requiring \$44K for these staffers to assist the Public Works Director to administer the project this fiscal year.

The City has concluded that the FCS overhead allocation study is overly complex and will no longer be using its recommendations.

In light of these facts, I am assuming that the \$44K appropriation in the WCF will not now be spent and remain available for future construction projects. If that is not the case, a detailed explanation of the project responsibilities of the 3 staff members in question would be appropriate as a part of this project update on Wednesday.

Please include this memo as part of the record for this Agenda item and forward it to the Council.

Thank you.

Randy Kugler

From: [Randy Kugler](#)
To: [Leila Aman](#)
Cc: [David Dillon](#)
Subject: Dorcas Lane reconstruction project
Date: Monday, September 5, 2022 11:21:24 AM

Lelia,

The current City Budget allocates \$44,265 from the Water Construction Fund for 3 City Hall staff positions as overhead allocations for this project.

The Public Works Director confirms in his staff memo that he will "manage the contract and oversee the design and construction of the improvements". No mention is made of the apparent substantial project support roles of City Hall staff requiring \$44K for these staffers to assist the Public Works Director to administer the project this fiscal year.

The City has concluded that the FCS overhead allocation study is overly complex and will no longer be using its recommendations.

In light of these facts, I am assuming that the \$44K appropriation in the WCF will not now be spent and remain available for future construction projects. If that is not the case, a detailed explanation of the project responsibilities of the 3 staff members in question would be appropriate as a part of this project update on Wednesday.

Please include this memo as part of the record for this Agenda item and forward it to the Council.

Thank you.

Randy Kugler

From: [Randy Kugler](#)
To: [Leila Aman](#)
Cc: [David Dillon](#)
Subject: Re: Dorcas Lane reconstruction project
Date: Wednesday, September 7, 2022 9:36:47 AM

Lelia,

I noted your revised memo to Council regarding workload impact for City Hall staff to justify budgeted overhead allocations from the Water Construction Fund.

There was no mention of what the Assistant City Recorder's responsibilities were, yet this position has funding budgeted for this project.

North Coast Civil Design has been tasked with construction administration services. This generally means that as your project engineer, they act as project inspector, review and make recommendations on progress payments from the contractor, review and make recommendations for change order requests, review the contractor's payroll accounting to ensure compliance with appropriate public contracting rules for prevailing wages etc.

With the project engineer, Public Works Director and yourself insuring compliance with the approved contract and compliance with public contracting rules, why is our Accounting Manager also tasked with this oversight responsibility? Can you explain how the Accounting Manager has approximately 3 months of her annual salary budgeted for her time to perform the tasks that you have described in your memo?

Please include these observations and questions with the record of tonight's discussion.

Thank you

On Tue, Sep 6, 2022, 3:17 PM Leila Aman <laman@ci.manzanita.or.us> wrote:

Randy,

Thanks for pointing that out! You are totally right; Dan did not include the laundry list of responsibilities that the administration has with respect to the project. I updated the staff report with the list of things we will minimally have to do and will be sure to share those details at the meeting tomorrow. As per council rules and regulations I will also share your email with the council and include it in the updated packet.

Leila

From: Randy Kugler <rkinor@gmail.com>
Sent: Monday, September 5, 2022 11:21 AM
To: Leila Aman <laman@ci.manzanita.or.us>

Cc: David Dillon <dillond@nehalemtnet.net>

Subject: Dorcas Lane reconstruction project

Lelia,

The current City Budget allocates \$44,265 from the Water Construction Fund for 3 City Hall staff positions as overhead allocations for this project.

The Public Works Director confirms in his staff memo that he will "manage the contract and oversee the design and construction of the improvements". No mention is made of the apparent substantial project support roles of City Hall staff requiring \$44K for these staffers to assist the Public Works Director to administer the project this fiscal year.

The City has concluded that the FCS overhead allocation study is overly complex and will no longer be using its recommendations.

In light of these facts, I am assuming that the \$44K appropriation in the WCF will not now be spent and remain available for future construction projects. If that is not the case, a detailed explanation of the project responsibilities of the 3 staff members in question would be appropriate as a part of this project update on Wednesday.

Please include this memo as part of the record for this Agenda item and forward it to the Council.

Thank you.

Randy Kugler