



CITY OF MANZANITA

167 5th Street – Manzanita Oregon 97130

P.O. Box 129, Manzanita, OR, 97130-0129

Phone: (503) 812-2514 | Fax: (503) 812-2514 | TTY Dial 711

ci.manzanita.or.us

COUNCIL REGULAR SESSION

Pine Grove Community Center

<https://ci.manzanita.or.us>

AGENDA **UPDATED**

April 9, 2025

06:00 PM Pacific Time

Council will hold this meeting at the Pine Grove Community Center

Video Information: The public may watch live on the

[City's Website: ci.manzanita.or.us/broadcast](https://ci.manzanita.or.us/broadcast)

or by joining via Zoom:

<https://us02web.zoom.us/j/88238973909?pwd=RGt6b1kFTfLYh5xwEfoYnsajSQta8Y.1>

Meeting ID: 882 3897 3909 Passcode: 144458

Call in number: +1 253 215 8782

If you would like to submit written testimony to the City Council on items included on the agenda, please send your comments to cityhall@ci.manzanita.or.us and indicate the agenda item and date of meeting.

Note: Agenda item times are estimates and are subject to change

1. CALL TO ORDER (6:00 p.m.)

2. AUDIENCE PARTICIPATION

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

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. March 05, 2024, Regular Session
- b. March 12, 2024, Work Session
- c. March 18, 2024, Special Session

B. Approval of Bills

4. INFORMATION

- A. City Manager Report**
Leila Aman, City Manager

5. NEW BUSINESS

- A. Transient Lodging Tax (TLT) Ballot Measure**
Mary Faith Bell, Tillamook County Commissioner
- B. Supplemental Budget**
Leila Aman, City Manager
- C. City Manager Contract**
Linda Kozlowski, Council President
- D. Short-Term Rental Policy Recommendation**
Kathryn Stock, Mayor
- E. Farmers Market Memorandum of Understanding (MOU)**
Leila Aman, City Manager

6. INFORMATION

- A. Neah Kah Nie School District Bond**
Tyler Reed, School Superintendent
- B. Emergency Volunteer Corp of Nehalem Bay (EVCNB) Shelters,
Medical Reserve Corps (MRC) Information**
Jo Cooper and Velda Handler, EVCNB MRC
- C. Fourth of July Fireworks Prevention**
Mike Sims, Police Sergeant

7. COUNCIL UPDATES

8. 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 503-812-2514. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the ci.manzanita.or.us/broadcast.



CITY OF MANZANITA

167 5th Street – Manzanita Oregon 97130

P.O. Box 129, Manzanita, OR, 97130-0129

Phone: (503) 812-2514 | Fax: (503) 812-2514 | TTY Dial 711

ci.manzanita.or.us

MEMORANDUM

To: City Council

Date Written: April 3, 2025

From: Leila Aman, City Manager

Subject: **April 9, 2025, City Council Regular Session**

5. NEW BUSINESS

A. Supplemental Budget

See Staff Report

B. City Manager Contract

Council will discuss the City Managers performance evaluation and any proposed contract adjustments.

C. Short-Term Rental Policy Recommendation

Council will discuss and adopt an updated STR policy recommendation for further review by the City Attorney and for staff to assess next steps.

D. Farmers Market Memorandum of Understanding (MOU)

The Manzanita Farmers Market requests an event permit every year for the purpose of holding the Manzanita Farmers Market on Underhill Plaza. Last year when the permit was approved the Market Manager and City Manager recommended that the City and the Market establish a Memorandum of Understanding for a period of 5 years that includes all the terms required in an event permit. The City Council at that time agreed with the recommendation and directed staff to prepare an MOU with the Market. The purpose of the MOU is to establish an ongoing commitment of both parties, clarifies the roles and responsibilities of each party and reduces the need for a permit application on an annual basis. The City Manager drafted the MOU and Farmers Market Board has reviewed the MOU and both parties recommend City Council authorize the City Manager to execute the Agreement as drafted.

6. INFORMATION

E. Neah Kah Nie School District Bond

Tyler Reed, School Superintendent will provide an overview of a proposed Bond Measure for Neah Kah Nie School District.

F. Emergency Volunteer Corp of Nehalem Bay (EVCNB) Shelters, Medical Reserve Corps (MRC) Information

Jo Cooper and Velda Handler, EVCNB MRC

G. Fourth of July Fireworks Prevention

Mike Sims, Police Sergeant will discuss the city's approach to managing and preventing illegal fireworks this fourth of July.

CITY OF MANZANITA
MARCH 5, 2025
CITY COUNCIL REGULAR SESSION

1. CALL TO ORDER: The meeting was called to order on March 5, 2025, at 6:01pm at the Pine Grove Community Center by Mayor Kathryn Stock.

Roll: Council members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart. Council members present via Zoom: Tom Campbell. Staff present: City Manager Leila Aman, Police Sergeant Mike Sims, Police Officer John Garcia, and Assistant City Recorder Nancy Jones. Staff Present via Zoom: Accounting Manager Nina Crist, Development Services Manager Scott Gebhart, and Project Manager Cody Aucoin. Panelist's present: Miller Nash City Attorney James Walker, Miller Nash Souvanny Miller, and EVCNB Lee Hildenbrand. Panelist's present via Zoom: Windsor Engineers Travis Tormanen, and Windsor Engineers David Tormanen.

2. AUDIENCE PARTICIPATION: There were 13 people in attendance, 9 attended via zoom, 16 attended via website. There were three public comments.

3. CONSENT AGENDA:

- A. APPROVAL OF MINUTES –
 - a. February 05, 2025, Regular Session
 - b. February 12, 2025, Work Session

- B. APPROVAL OF BILLS FOR PAYMENT

A motion was made by Kozlowski, seconded by Hart, to approve the consent agenda that included approval of the February 05, 2025, Regular Session Minutes; February 12, 2025, Work Session Minutes; Approved payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.

4. INFORMATION:

A. City Manager Report - City Manager Leila Aman

-City Manager Leila Aman provided an update on the Nehalem Bay State Park project and said that the project is slightly behind schedule due to bad weather. She reported that the project is still progressing and is expected to re-open at the end of July 2025.

-Aman provided an update to the City Hall project. She said that most of the interior sheetrock has been completed and construction of the drop ceiling in the police station has started. She specified that once painting has been completed, next will be the finishes and cabinetry work. The project remains on schedule and on budget.

- Planning Commission is scheduled for March 10, 2025, at 4pm. This meeting will be reviewing the housing code amendments of the Comprehensive Plan.
- Court is scheduled for March 14, 2025, at 1:30pm.

B. Vehicle Access to Manzanita Beach Update – Councilor Jerry Spegman

Councilor Jerry Spegman provided an update on the process of restricting vehicle access to the beach and announced that the Oregon State Parks and Recreation Commission was presented with Manzanita's Resolution 25-01 on February 25, 2025. He reported that the commission agreed to open a rulemaking regarding Manzanita's beach access issue and declared that the public comment period is now open and will close on April 7, 2025. Spegman announced that a virtual hearing is scheduled for March 24th at 5:30pm. If you would like to testify at the virtual hearing, you will need to register prior to the meeting. For more information, please see the Manzanita Minute Special Edition on the city's website.

C. Update Regarding Stone, Kugler, and Swanson v. City of Manzanita – Miller Nash City Attorney James Walker, and Miller Nash Souvanny Miller

Miller Nash City Attorney James Walker spoke about the public records lawsuit against the city and provided an overview and timeline of what occurred in 2023. He said that in May of that year, his office received an internal city employee complaint against Mayor Deb Simmons and the matter was brought before the city council. Miller Nash was authorized by the city council to conduct a privileged investigation. He stated that prior to the start of independent investigation, it was decided to keep the results privileged and that any specific findings or information would not be disclosed.

Miller Nash City Attorney Souvanny Miller provided an overview and timeline of what occurred in 2024. She said that in February of that year, the city received a records request for the results of the investigation and denied the request under the records request exemption law. She explained the exception to the public records law and said that the plaintiffs appealed the decision and petitioned the Tillamook District Attorney. She reported that the Tillamook District Attorney upheld the city's decision to withhold the record, and then the Plaintiffs filed a lawsuit in Tillamook County Circuit court against the city of Manzanita. She announced that in January of 2025, Manzanita was granted summary judgement and the plaintiff's case was dismissed.

D. Classic Street Connection Project Update - Windsor Engineers Travis Tormanen and Windsor Engineers David Tormanen

Windsor Engineers Travis Tormanen spoke about the Classic Street connection project and said there was great input from the community at the open house that was held at Pine Grove Community Center last month. He shared the objectives and overview of the project and spoke about the timeline and the next steps. He announced that the final geotechnical report stated that the retaining wall would need to be buried deeper than originally expected. He communicated that because of the report, the design has been adjusted, and the buffer was narrowed in a few areas to offset the cost. He specified that they are working on the design finalization with the anticipation of opening the project bidding this month.

Windsor Engineering David Tormanen shared more specifics of the project. He shared the road concept, explained the pedestrian walkway and safety measures, provided an overview of the retaining wall construction, explained roadway improvements, and shared a landscaping plan.

E. Emergency Volunteer Corps of Nehalem Bay (EVCNB) Update – EVCNB Lee Hiltenbrand

EVCNB Lee Hiltenbrand spoke about hazard risk analysis and focused on duties and responsibilities of earthquake and tsunami preparedness. He said that in 2009, the Federal Emergency Management Agency (FEMA) mandated local authorities to ensure capacity building of their officers, and manage disasters to carry out relief, rehabilitation and reconstruction activities in disaster affected areas. He spoke about local government roles in disaster management. He spoke about possible disaster impacts, health security preparedness, displacement and communicated that several weeks after a major event would result in challenges like stress, mental health impacts, environmental hazards, and lack of medications. He explained that it could possibly be four to six weeks before substantial outside help would arrive following a disaster.

5. OLD BUSINESS:

A. Moratorium on Dune Grading – City Manager Leila Aman

City Manager Leila Aman spoke about previous council actions regarding the view grading moratorium. She asked the council to adopt findings supporting a continuation of the View Grading Moratorium for a period of 6 months, expiring September 2025. This extension allows the city to continue to make progress toward updating Goal 18 of the Comprehensive Plan. She communicated that the city plans to begin working on goal 17 and 18 of the Comprehensive Plan in April.

A motion was made by Hart to Approve the Findings as Presented and Extend the View Grading Moratorium for a period of 6 months, ending September 2025. Seconded by Kozlowski; Motion passed unanimously.

6. NEW BUSINESS:

A. Fiscal Year 2025/2026 Master Fee Schedule – City Manager Leila Aman

City Manager Leila Aman spoke about adjustments reflecting inflation for the 2025/2026 master fee schedule. She specified the current fees that will be adjusted: The water rate will be adjusted by 4.33 percent for inflation. The System Development Charge will be adjusted by 0.3 percent. Land use and Development is proposed to increase \$250 for annexations. She said that all fee adjustments will be effective July 1, 2025.

Development Services Manager Scott Gebhart spoke about the building fee adjustments and said the city plans to hire a permit technician soon. He announced that building fees will be increasing by 3 percent for new construction permits.

A motion was made by Kozlowski to accept Resolution 25-06 Repealing the 2024-2025 Master Fee Schedule and Adopting the 2025-2026 Master Fee Schedule. Seconded by Spegman; Motion passed unanimously

B. Fiscal Year 2025/2026 Salary Schedule – City Manager Leila Aman

City Manager Leila Aman spoke about the fiscal year 2025/2026 salary schedule and proposed a three percent cost of living adjustment for all staff. She said that the adjustments would be effective July 1, 2025.

A motion was made by Hart to accept Resolution 25-07 Setting Salaries for City Employees for Fiscal Year 2025-2026. Seconded by Kozlowski; Motion passed unanimously

C. Short-Term Rental Freeze Extension – City Manager Leila Aman

City Manager Leila Aman proposed an extension to the current freeze on short-term rental licenses and outlined the process of making changes to the rental policy. She said the current freeze ends April 6, 2025 and asked council to extend the date until March 4, 2026.

A motion was made by Kozlowski to accept Resolution 25-08 Extending the Suspension of the Processing and Issuance of New Short Term Rental License in the City until March 4, 2026. Seconded by Spegman; Motion passed unanimously.

D. Furniture Contract – City Manager Leila Aman

City Manager Leila Aman spoke about the furniture contract for the new city hall and police station. She communicated that she has the authority to spend up to \$100,000 on furniture and announced that the updated cost is \$107,500.90. She asked the council for signature authority for the new total.

A motion was made by Kozlowski to Delegate Authority to the City Manager to execute a contract for the procurement and installation of furniture for New City Hall in the amount not to exceed \$107,500.90. Seconded by Hart; Motion passed unanimously.

E. Appointments to the Comprehensive Plan Advisory Steering Committee (PASC)

– Project Manager Cody Aucoin

City Manager Leila Aman spoke about appointing three Comprehensive Plan Advisory Steering Committee (PASC) members and recommended Patrick Johnston, Rick Jackson, and Andrew Buck. She said that this is a matter of consistency and formality as they have already been serving in these roles as committee members.

A motion was made by Spegman to accept Resolution 25-09 Making Additional Appointments to the Comprehensive Plan Public Advisory Steering Committee (PASC). Seconded by Kozlowski; Motion passed unanimously.

7. COUNCIL UPDATES:

Council members took turns sharing information and updates of what they were involved in for the month.

8. INFORMATION AND ADJOURN:

- The next Planning Commission meeting is scheduled for March 10, 2025, at 4pm.
- Manzanita Municipal Court will be held March 14, 2025, at 1:30pm, and is open to the public.

Mayor Stock adjourned the meeting at 8:26PM.

**MINUTES APPROVED THIS
9th Day of April, 2025**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
MARCH 12, 2025
CITY COUNCIL WORK SESSION

1. CALL MEETING TO ORDER: The meeting was called to order on February 12, 2025, at 2:02pm via Zoom by Mayor Kathryn Stock.

ROLL: Members present: Kathryn Stock, Jerry Spegman, Brad Hart, and Tom Campbell. Linda Kozlowski was absent and excused. Staff present: City Manager Leila Aman, Accounting Manager Nina Crist, Development Service Manager Scott Gebhart, Project Manager Cody Aucoin, and Assistant City Recorder Nancy Jones. Panelist present: Executive Director of Tillamook Coast Visitors Association Nan Devlin.

2. Wayfinding Plan – Executive Director of Tillamook Coast Visitors Association Nan Devlin spoke about the history of the wayfinding program and reported that Manzanita started working on the city's wayfinding plan towards the end of 2023. She explained that the city's recent logo re-design was phase-one of this plan. She specified information about identity, directional, and interpretive signs and presented a diagram of proposed signage placement. She spoke about the Manzanita survey and stated that sixty-eight percent of the survey takers want a replica of the main entry sign remade with more durable materials. She communicated that TCVA will be paying for the signs, spoke about sign design and clarified that the signs have a minimum twenty-year life span.

3. Short-Term Rental Policy Discussion – Mayor Kathryn Stock

Mayor Kathryn Stock spoke about previous council short-term rental policy discussions and presented options to manage short-term rental numbers through growth, proximity and occupancy controls. She led a discussion about three options to manage rental growth (A) Percentage Based Growth, seventeen and a half percent of total houses. (B) Fixed License Ceiling Cap. (C) Incremental Growth would allow an increase of two per year. There was a consensus of the council to keep commercial and residential separate and not have a fixed cap in the commercial zone. She spoke about the density/proximity measurement plan that measures short-term rental density limiting five rentals in a one-hundred-foot radius catchment area. There was a consensus from the council to count high occupancy homes (5 or more bedrooms) as two when calculating proximity.

City Manager Leila Aman presented short-term rental license totals, application waitlist totals and income information for the years 2020 through 2024. She shared key takeaways and stated that the current uncapped zones are L1, C1 and R4. She communicated that the city zoning map is currently being revised and reported that the planning commission is working on re-zoning the city's map as part of the housing code update.

4. Council Goals Discussion – Mayor Kathryn Stock

Mayor Kathryn Stock spoke about the council goal setting retreat that took place on February 14, 2025. She presented the goals that were chosen from the meetings discussions. 1- Level Up Manzanita: Complete the new city hall building and add a municipal code. 2- Comprehensive Plan: Update the comprehensive plan and adopt a housing code. 3- Classic Street Project: Improvements of Classic Street and water/storm preparation for future housing possibilities 4- Strategy Work: Revenue diversification, emergency management and asset management planning. A consensus from the council approved the framework of these four goals.

City Council Work Session

March 12, 2025

Page 1 of 2

5. Adjourn: Mayor Stock adjourned the meeting at 4:23pm.

**MINUTES APPROVED THIS
9th Day of April 2025**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
MARCH 18, 2025
CITY COUNCIL SPECIAL SESSION

1. CALL MEETING TO ORDER: The meeting was called to order on March 18, 2025, at 2:04pm via Zoom by Council Mayor Kathryn Stock.

ROLL: Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, Project Manager Cody Aucoin, and Assistant City Recorder Nancy Jones. Panelist: Souvanny Miller with Miller Nash.

2. Determination of scope of review on appeal for Manzanita Pines: Mayor Kathryn Stock
Mayor Kathryn Stock announced that the city received an appeal for the Manzanita Pines development that was approved by the planning commission on March 10, 2025.

City Manager Leila Aman specified that council will be determining the scope of review of an appeal relating to the Manzanita Pines application and announced the options listed in Manzanita's zoning ordinances section 10.170. A) Restricted to the Record on decision being appealed. B) Limited to admission of additional evidence on issues as the reviewing body determines necessary for proper resolution of the matter. C) Remand of the matter to hearing body for additional consideration. D) A de novo hearing on the merits.

Miller Nash Attorney Souvanny Miller explained that council will be considering the appealed application to determine whether the Planning Commission made the correct decision and evaluate the issues that are raised in the appeal by considering existing records and new submissions. She said that the applicant and appellant both requested a de novo hearing on the merits and reported that a de novo hearing is also city staff's recommendation. She said that this type of hearing will allow both parties to submit additional evidence to supplement the record in a hearing that will be set in April. She explained that there will be a series of open record periods for both parties to submit new evidence, testimony or argument and shared the details and time frame that would allow new evidence to be submitted.

Please visit the city of Manzanita's website council page for all hearing information.

A motion was made by Kozlowski to conduct the appeal hearing as a de novo hearing; Option D. A de novo hearing. Motion was Seconded by Campbell: Motion passed unanimously.

3. Adjourn: Mayor Stock adjourned the meeting at 2:15pm.

MINUTES APPROVED THIS
9th Day of April, 2025

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

BILLS FOR APPROVAL OF PAYMENT

From 03/01/2025 - 03/31/2025

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
3J CONSULTING (CITY PLANNER)	\$10,960.00	\$10,960.00								
ADVENTIST HEALTH (TESTING)	\$60.42									\$60.42
ALEXIN ANALYTICAL (STATE TESTING)	\$330.00									\$330.00
BEARING (ARCHITECT)	\$6,096.00						\$6,096.00			
BOYDS (EQUIP MANT.)	\$2,225.78							\$1,112.89		\$1,112.89
CASELLE (FIN. SOFTWARE)	\$2,446.00	\$1,861.15								\$584.85
CDW (IT EQUIP.)	\$8,542.56						\$8,542.56			
CHARTER (INTERNET)	\$479.95	\$219.99	\$129.98							\$129.98
CITY OF NEH. (FINES & ASSMNTS)	\$198.00				\$198.00					
CITY OF WHEELER (FINES & ASSMNTS)	\$871.00				\$871.00					
COLUMBIA WEST (ENGINEER)	\$1,515.90						\$1,515.90			
COVE BUILT (CMGC)	\$465,772.61						\$465,772.61			
DMV (RECORDS REQ.)	\$0.35				\$0.35					
DATA CENTER (WATER BILLING)	\$1,173.93									\$1,173.93
ENVIRONMENTS (FURNITURE)	\$54,344.73						\$54,344.73			
EVCNB (DONATION)	\$120.48	\$120.48								

BILLS FOR APPROVAL OF PAYMENT

From 03/01/2025 - 03/31/2025[illegible]

BILLS FOR APPROVAL OF PAYMENT

From 03/01/2025 - 03/31/2025

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
RADARSIGN (SIGNAGE)	\$8,356.40							\$8,356.40		
RICHARD GRAVES (ENGINEER)	\$700.00						\$700.00			
RICK REMPFER (STAFF REIMBURSEMENT)	\$443.80									\$443.80
RTI (PHONE SERVICE)	\$419.36	\$95.80	\$99.49							\$224.07
SWANSON BARK (MTRLS & SUPP.)	\$1,899.25								\$1,899.25	
SWEET SEPTIC (PORTABLE TOILETS)	\$295.00								\$295.00	
TILL. CO. CREAMERY (MTRLS & SUPP.)	\$149.00									\$149.00
TILL. CO. PAYABLE (FINES & ASSMNTS.)	\$159.00				\$159.00					
TCVA (VC COORD.)	\$3,898.01								\$3,898.01	
TPUD (ELECTRICITY)	\$5,252.21	\$1,416.38	\$363.57			\$100.42		\$609.00	\$141.68	\$2,621.16
US BANK (CITY VISA)	\$11,530.12	\$8,110.17	\$100.00			\$148.99		\$964.19		\$2,206.77
VALVOLINE (VEHICLE MAINT.)	\$95.98		\$95.98							
VERIZON (TELEPHONE)	\$1,333.69	\$337.94	\$110.74	\$343.74					\$111.86	\$429.41
WALTER NELSON (MTRLS & SUPP.)	\$314.64								\$314.64	
ZUMAR (MTRLS & SUPP.)	\$3,015.50							\$3,015.50		
TOTALS	\$625,023.57	\$37,308.55	\$1,675.16	\$2,075.54	\$2,928.35	\$1,002.79	\$540,012.22	\$18,450.40	\$6,774.92	\$14,795.64

A Fair Share for Tourism

What is TLT?

In 2013 Tillamook County voters enacted a transient lodging tax (TLT) of 10% to be paid by visitors who stay overnight in lodging properties. If approved by voters, Ballot Measure 29-183 will increase the TLT rate to 12% on September 1, 2025, and to 14% on July 1, 2026.

A Brief History of TLT

In 2013, Tillamook County had the worst roads in Oregon and lacked the funding to fix them. The Board of County Commissioners believed that a transient lodging tax would shore up the road department budget and help improve our road system. Voters approved TLT, which now makes up one third of the road department budget, and today the county's road system is no longer the worst in Oregon.

Who pays the TLT?

Visitors to our county who stay overnight in a hotel, motel, vacation rental, campground or other overnight accommodation pay the tax.

Where does the money go?

TLT in Tillamook County currently generates approximately \$7.5 million annually. By state law, 70% of TLT collected must be used for tourism-related facilities, projects, and promotion. Local governments have discretion over how to spend the remaining 30%, which Tillamook County dedicates to roads.

Why is Tillamook County asking voters to increase the rate?

With 75 miles of beautiful coastline and tourist attractions such as the Tillamook Creamery, an estimated 2.5 million tourists visit Tillamook County annually, placing a significant burden on county public safety services. Due to decreasing timber revenues, Tillamook County's current budget cannot keep up with rising costs and demand for services. It is not fair to place the entire cost of providing services to our visitors on full-time residents.

If approved by voters, how will the NEW funds be spent?

The current 10% TLT revenue will continue to be spent as it is now, with 30% going to the roads department. The 4% increase may result in approximately \$3 million annually. By law, 70% (\$2.1 million) will be spent on tourism-related facilities, projects, and promotion. Of the 30% (\$900,000) over which the county has discretionary spending, an anticipated 80% (\$720,000) will be directed to the Tillamook County Sheriff's Office budget to help maintain current service levels. Ten percent (\$90,000) will help support the emergency management department, and the final 10% (\$90,000) will help maintain the county's new public safety radio system.

What about our cities?

Cities can raise their TLT rates to 11% and 13% following implementation of the county's plan. That decision is entirely up to the respective city councils. One percent will continue to go to Tillamook County. TLT funds from our cities currently account for about 7% of the total county TLT funding.

How does the proposed TLT compare with other tourist destinations in Oregon?

The current TLT rate is 12% in tourist destinations in Lincoln County and Clatsop County.

Does the State of Oregon collect TLT?

Yes. All properties providing overnight accommodations in Oregon collect 1.5% of the room rate. That is in addition to any local room tax. That tax helps fund the Oregon Tourism Commission.

How is the TLT collected and managed?

TLT is collected by lodging operators at the time of payment. Lodging operators may keep 5% of the total to help cover their expenses of collection. TLT is a part of the county's annual budget process.

Why doesn't the Tillamook County Commission just raise the tax?

Because the tax was approved by voters in 2013. Any change must also be approved by voters.

Why doesn't the county change the 70/30 split?

Only state legislators can change the law that governs how TLT revenues can be spent.

What happens if voters do not approve an increase in the TLT?

Tillamook County will do the best it can with available resources and look for ways to generate new revenue and increase efficiency. The reality of the county budget is that timber revenues are declining, and expenses are increasing. To continue to provide the services that Tillamook County residents need, and 2.5 million visitors require when they are here, the county must generate more revenue. Without an increase to the TLT rate, or a change to the law that governs how that revenue must be spent, the burden on the county from our visitors will be largely placed on current residents and taxpayers.

Why doesn't the county move TLT from the road department to solve the budget problem?

In a recent interview in the Headlight Herald, the director of the Oregon Restaurant and Lodging Association stated that Tillamook County could solve the budget problem by redirecting TLT revenue that is currently allocated to the roads department to the Sheriff's Office. This view is shortsighted and fallacious in that removing revenue from the road department budget would just recreate a problem that TLT solved, in other words, the county would be 'robbing Peter to save Paul.'

***If you are still reading, thank you! Please vote yes on 29-183
and help the county solve its budget problem by asking
visitors to pay their fair share for services they receive when
they are here.***

Paid for by A Fair Share for Tourism Political Action Committee (PAC)

To contribute to the PAC, please visit <https://secure.anedot.com/a-fair-share-for-tourism/donate>



COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: April 3, 2025

Reviewed: Bonnie Dennis, Financial Advisor
Nina Crist, Accounting Manager

From: Leila Aman, City Manager

Subject: **Supplemental Budget**

ACTION REQUESTED

Hold a Public Hearing and Approve a Resolution authorizing a Supplement Budget for Fiscal Year 2024-2025.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[May 29, 2024](#) – City Council Adopted the 2024-2025 Fiscal Year Budget

ANALYSIS

Local Oregon Budget Law provides for municipal governments to make changes to their budgets through a supplemental budget process if certain conditions are met. The conditions for which the city is preparing a supplemental budget include:

- An occurrence or condition that was not known at the time the budget was prepared and requires a change in financial planning.

Additionally, supplemental budgets are required when they will change any funds appropriations by more than 10%. A supplemental budget process includes a public hearing held by the governing body. In accordance with the public hearing and Local Oregon Budget Law a notice of this hearing and summary of the proposed changes were published in the Tillamook Headlight Herald on March 25, 2025 for the public hearing to be held on April 9, 2025. The City also published this staff report, and Resolution with the summary of changes on the city's website with the council packet.

The Supplemental Budget addresses two separate issues. First, is related to the construction of City Hall. The city operates on a cash basis of accounting, and the timing of invoices and debt proceeds planned during the budget process resulted in variances where payments to contractors and debt proceeds from the Special Public Works Fund (SPWF) with the Oregon Business Development Department occurred in Fiscal Year 2025 instead of Fiscal Year 2024.

Second, the Building Fund anticipates the need to conduct plan review on two commercial buildings during the current fiscal year, requiring additional expenditures for professional services that were not previously budgeted.

BUDGET IMPACT

The General Fund Reserves are reduced by \$100,000 for funds that were intended to be transferred from the General Fund to the City Hall Fund. Staff anticipated taking out \$3.1 Million in debt and transferring \$638,000 for the sale of City Hall, equaling \$3,738,000. However, the transfer that was budgeted was only for \$3,638,000. Secondly, the city spent \$336,944 less than anticipated in Fiscal Year 2023-2024 and is shifting that to Fiscal Year 2024-2025. The overall debt approved for the City Hall project is \$4.1 Million dollars and is unchanged by this supplemental budget adjustment.

The Building Department Budget anticipates the need to conduct plan review on two commercial buildings during the current fiscal year, requiring additional expenditures for professional services that were not previously budgeted. Revenue will increase, and expenditures for plan reviews will also increase. The expenditures are offset by the revenue so there is no overall budget impact to the Building Fund.

WORKLOAD IMPACT

None

COORDINATION, CONCURRENCE, OR DISSENT

This Resolution has been reviewed by the City's Financial Advisor and Accounting Manager who concur with the recommendations.

STAFF RECOMMENDATION

Approve a Resolution authorizing a Supplement Budget for Fiscal Year 2024-2025.



City of Manzanita

COUNCIL RESOLUTION No. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, AUTHORIZING BUDGET SUPPLEMENTAL FOR FISCAL YEAR 2024-2025

WHEREAS, the City of Manzanita budget for the 2024-2025 fiscal year was adopted by City Council on May 29, 2024; and

WHEREAS, certain conditions and situations have arisen since the initial adoption of the 2024-2025 budget that necessitate changes in the financial planning [as allowed under Oregon Revised State (ORS) 294.338(3)(b)]; and

WHEREAS, the city operates on a cash basis of accounting, and the timing of invoices and debt proceeds planned during the budget process resulted in variances where payments to contractors and debt proceeds from the Special Public Works Fund (SPWF) with the Oregon Business Development Department occurred in Fiscal Year 2025 instead of Fiscal Year 2024; and

WHEREAS, the Building Fund anticipates the need to conduct plan review on two commercial buildings during the current fiscal year, requiring additional expenditures for professional services that were not previously budgeted; and

WHEREAS, in accordance with local budget law, notice was published on March 25, 2025, of the public hearing held before City Council on April 9, 2025 to approve the following changes to the FY 2024-2025 budget as follows:

<u>GENERAL FUND</u>	<u>Adopted</u>	<u>Revised</u>	<u>Increase / (Decrease)</u>
Resources:			
Beginning Fund Balance (Reserves)	\$ 3,205,625	\$ 3,105,625	\$ (100,000)
Debt Proceeds	3,100,000	3,436,944	336,944
Requirements (by department):			
Non-Department:			
Department - Transfers Out	3,638,000	4,074,944	436,944
<u>CITY HALL FUND</u>	-	-	-
Resources:			
Beginning Fund Balance (Reserves)	\$ 157,583	\$ 262,731	105,148
Interest	2,000	1,908	(92)
Transfer from General Fund	3,638,000	4,074,944	436,944
Requirements:			
City Hall	3,668,000	4,290,000	622,000

<u>BUILDING FUND</u>	<u>Adopted</u>	<u>Revised</u>	<u>Increase / (Decrease)</u>
Resources:			
Fees & Charges	190,000	293,991	103,991
Requirements:			
Building	232,009	336,000	103,991

Now, Therefore, be it Resolved by the City Council of the City of Manzanita, Oregon, that the budget supplemental and transfers shown above are hereby adopted.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder

Leila Aman Performance Review, February 2025.

I wanted to be sure to be part of our City Manager, Leila Aman's Annual Performance Review. She deserves more than a pat on the back given the deluge of both planned and unplanned events that have landed on the City of Manzanita. I looked through the monthly City Council Meeting Agendas to remind myself of just a few of these:

- Construction of the New City Hall with all the issues involved—contract updates, changes, discussions, etc.
- Manzanita's Comprehensive Plan Update, hiring and on-boarding the Consultants to interviewing and appointing the PASC members.
- The Classic Street Construction Project, making sure there's funding, negotiating with HOA, Highlands, reviewing data, etc. The sudden forced City Referendum for Billing City Water on a Quarterly or Monthly basis—research, legal issues, City Budgets, etc.

As the City Council knows, there are also a myriad of “regular” duties for the City Manager, not limited to overseeing the City Staff, Budgets (Audits), Committees, Commissions, and advising City Councilors, etc.

I have attended virtually all City Council Meetings, workshops and various committee and commission meetings over the last year. The City Manager attends many if not all of these meetings. I want to commend Leila Aman for her professionalism and preparedness at these meetings. If she doesn't have an answer to a question, she will find out and follow up at a future meeting. I continue to feel positive about Manzanita's direction and that we have the elected and appointed representatives to make sure we do it in a planned, legal and transparent manner.

The City Council has expressed the desire to enhance communication and outreach with and to the community at large. Council members have attended many meetings to make sure they are available to residents at different times, and in various locales, fielding questions, and providing information. This has been a positive step. I am excited to see that the City Administration is also part of this effort, most recently with the regularization of the “Manzanita Minute” into a Monthly posting of recent City of Manzanita activities. This type of communication, and more like it should help residents keep up on what's happening in their town. Keep up the good work!

Thank you to Leila, her staff and the Manzanita City Council.

Mark Kuestner
Manzanita, OR

Support for Leila Aman, City Manager
March 1, 2025

I'm pleased to share my support for Leila Aman's accomplishments this last year as Manzanita's City Manager.

Ms. Aman's depth and breadth of knowledge and professional experience remains impressive and inspiring. She continues to navigate the City through a series of difficult, often competing, priorities with a high level of professionalism and fairness. This year, I've had the opportunity to work with Leila as a member of the Comprehensive Plan's Public Advisory Steering Committee; her patience and mentorship have been invaluable!

Ms. Aman and her dedicated staff have guided us forward in an inclusive, transparent, highly professional and equitable manner. I look forward to her guidance and expertise for years to come.

With gratitude,
Linda Kuestner
Full-time Manzanita resident

To: City Council <citycouncil@ci.manzanita.or.us>

Subject: City Manager

Dear City Council,

I've been listening to council meetings for several years, sometimes in person and more often on zoom. I appreciate the complexity of the issues being handled, and I would like to comment on the role of our city manager, Leila Amon, in organizing and preparing topics with skill. Her background in urban planning, transportation, and her previous experience with larger towns has given her the ability to guide our city's departments, planning, and projects effectively. I especially appreciate her cooperative and professional attitude.

Sincerely,

Judith Sugg

Judith Sugg, Ph.D.

Subject: CITY MANAGER PERFORMANCE

Frank Squillo

Subject: Endorsement of City Manager Leila Amon's Performance

Dear Honorable Mayor and City Council Members,

As Vice Chair of the Planning Commission, I have had the privilege of working closely with City Manager Leila Amon over the past year. In light of her upcoming performance review, I am writing to express my endorsement of her exceptional leadership and dedication to our city.

My experience with Ms. Amon has been characterized by her unwavering commitment to thoroughness, clarity, and collaborative problem-solving.

Her ability to navigate complex planning issues and present them in a digestible manner to both the Planning Commission and the public is truly commendable. She consistently demonstrates a deep understanding of the city's needs and a proactive approach to addressing them.

Specifically, I have been impressed by:

- * Her meticulous preparation and insightful analysis of planning proposals. Ms. Amon's ability to anticipate potential challenges and provide well-researched solutions has been invaluable to the Planning Commission's work.

- * Her effective communication and engagement with stakeholders. She fosters open dialogue and ensures that all perspectives are considered, promoting transparency and trust.

- * Her dedication to implementing the city's long-term vision. Ms. Amon's strategic thinking and ability to translate policy into action have been instrumental in advancing our city's goals.

- * Her professional and respectful interactions. Even during highly charged meetings, she maintains a calm and respectful demeanor, facilitating productive discussions.

Beyond the formal meetings, Ms. Amon has always been available to address questions and provide guidance. Her commitment to serving the community is evident in every interaction.

Leila Amon's leadership has been instrumental in the Planning Commission's success and has significantly benefited our city.

I urge the City Council to recognize her outstanding performance and provide her with your full support.

Thank you for your consideration.

Sincerely,

Frank Squillo
Vice Chair, Manzanita Planning Commission
Owner, Wanda's Cafe + Bakery
President, Riverbend Players Community Theater

Subject: Manzanita City Manager

Dear Council Members,

I understand that the Council will be conducting a performance review of the City Manager Leila Aman and I wanted to share my thoughts.

From my perspective, based on my interactions with her and watching her presentations at council meetings, Leila is a consummate professional and backed by her experience, she has managed through many of the issues facing Manzanita. She has always been available to answer questions from community members and supported various city committees. We are lucky to have someone like Leila in City Hall.

Thank you,

Anupam
Manzanita Resident

Anupam Narayan
Manzanita and Portland, OR

Subject: City Manager Support

I wish to commend City Manager Leila Aman's significant contributions and achievements for the City of Manzanita. We are fortunate to have someone with her skill set and background. Over the past year, Leila's work in Community Development stands out as she guides the city through the Comprehensive Plan. She secured funding for the Classic Street project, which will bring much-needed housing to our community. She has effectively managed organizational changes in the water department and led her team while juggling various tasks. Her communication skills are exemplary, instilling confidence in the community. I have had the pleasure of working with Leila in my role on the Budget Committee. Her ability to explain funding concepts in straightforward terms and her dedication to staff development are noteworthy. The community appreciates her leadership and hopes to see her continue in her role for years to come.

Thank you
Joy Nord
Budget Committee Member



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into on April 9, 2025 (the "Effective Date") by and between the City of Manzanita (the "City") and the Manzanita Farmers Market (the "Market").

PURPOSE

This memorandum sets forth the intent of the City and the Markets intent to establish a continuing relationship between the City and the Market and for the purpose of memorializing agreement between the parties concerning the operation of the Manzanita Farmers Market held upon city owned property located 635 Manzanita Avenue.

RECITALS

WHEREAS, the City owns property located at 635 Manzanita Avenue where City Hall and the City's largest assembly area is located; and

WHEREAS, the City has allowed the Manzanita Farmers Market to operate its Friday Market and special events for the last four years; and

WHEREAS, the City and the Market have a long standing cooperative relationship and has approved multiple event permits over the years to allow for operation of the market on City owned property; and

WHEREAS, this MOU will set forth the conditions for the Market of the operation of the Manzanita Farmers Market and provide clear conditions for the safe operation on an ongoing basis.

AGREEMENT

The City and the Market desire to collaborate and work together to the successful operation of the Manzanita Farmers Market.

Under this MOU, the Market will:

1. Provide the City with dates and time for the Friday Markets and any other special events at least one month in advance.
2. Provide the City with a layout of the market at least one month in advance of the first market or two weeks in advance of any event, not during market season for City review and approval.
3. On an annual basis the Market will provide a certificate of insurance to the City for general liability and property damage coverage for this event in a minimum coverage amount of \$2,000,000. The City of Manzanita must be listed as an additional named insured on this policy. This certificate must be submitted to the City prior to the opening of the market.
4. Make advance arrangements with the Public Works Department for any traffic cones or barricades needed and may be required to acquire similar equipment from other sources. Market will be responsible for picking up and returning any borrowed equipment to and from Public Works.
5. Obtain all necessary permits from any other government agency having jurisdiction.
6. Require vendors to follow certain parking restrictions in order to maintain space for customer and neighbor parking. Organizers will require vendors not to park within about 2 blocks of the market location. Organizers will provide a plan for vendor parking on private commercial lots within the area.
7. Provide adequate signage for the market and for directing visitors to parking spaces off site.
8. Not use any generators unless preapproved by the City.
9. Utilize and keep in good working order the solar powered electrical unit installed on the site. Market will be responsible for any repairs for damage caused by the Market to the unit.
10. Ensure amplification of sound is directed in such a way as to minimize the impact on neighboring home and businesses and will only be allowed during the hours specified for the event.

11. Shall be responsible for cleaning up and disposing of all trash after any events. Any markings, or damage caused to the site will be restored by the Market at the Markets expense.

12. Shall be responsible for ensuring that the public restrooms are in good condition after the event.

Under the MOU the City shall:

1. Reserve the use of the site for the Friday Market and special events.
2. Provide access to the public restrooms located in City Hall during the event.
3. Provide traffic cones and barricades as needed.

TERM

The term of this MOU is five years from the effective date.

[Signature page follows]

In witness whereof, the City and the Association have caused this MOU to be executed as of the Effective Date.

City of Manzanita

Manzanita Farmers Market

By: _____
Leila Aman, City Manager

By: _____
Carolina Lysse, Farmers Market
Manager



Emergency Shelter Exercise

This will be a full scale Community Shelter & Emergency Warming Center Exercise. The exercise will include multiple goals for processes that are integral for Shelter Operations, including Medical Reserve Corps for injury/health care.

Saturday, May 3

11:30 AM - 1:15 PM

**North County Recreation District
36155 9th St., Nehalem**

There will be several drawings for “GoBag” items; and one of the prizes will be a fully stocked “GoBag.”

Shelter exercise will be in operation, Open house with guided tours, orientation to new Medical Reserve Corps Response Trailer, and tables with emergency Preparedness information.

Learn more at

EVCNB.org/events-and-training



Community Emergency Preparedness Exercise

All are invited and encouraged to come, participate and observe.





FIREWORKS \$500 FINE

KEEP IT LEGAL

MANZANITA CITY ORDINANCE: 94-6

... Any fireworks that fly into the air, explode, or behave in an uncontrolled and/or unpredictable manner are ILLEGAL in Manzanita

FOOD CAN TSUNAMI

THE FOURTH WAVE

This year's food drive event will benefit both **North County Food Bank** and **Nehalem Bay Community Services**.

Pack up your donation or grab your checkbook, then head to your closest drop-off location:

MANZANITA

Manzanita Police Station
165 South 5th St

NEHALEM

Nehalem City Park
12705 Hugo St

WHEELER

Wheeler Upper Park

Check with your **Prepare Your Neighborhood Cluster** for other locations



*SCAN HERE
FOR MORE
INFORMATION*

FOOD CAN TSUNAMI
Saturday, April 26, 2025
10:00am-1:00pm

*Designated Drop-off locations
throughout the Nehalem Bay area*



EMERGENCY VOLUNTEER CORPS OF NEHALEM BAY

EVCNB.org