



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

June 4, 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](http://ci.manzanita.or.us/broadcast)

or by joining via Zoom:

<https://us02web.zoom.us/j/88623375195?pwd=2GGe8lqumFU9japL7CSJQbhaTda0mH.1>

Meeting ID: 886 2337 5195 Passcode: 161368

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. April 29, 2025, Budget Meeting
- b. May 06, 2025, Budget Meeting
- c. May 07, 2025, Regular Session
- d. May 14, 2025, Work Session

B. Approval of Bills

4. INFORMATION

- A.** City Manager Report
Leila Aman, City Manager
- B.** Citizen of the Year Announcement
Kathryn Stock, Mayor
- C.** Emergency Volunteer Corp of Nehalem Bay (EVCNB) Shelters,
Medical Reserve Corps (MRC) Information
Velda Handler, EVCNB MRC

5. NEW BUSINESS

- A.** Liquor License
Tiffany Turner, Adrift Hospitality
- B.** Event Permit, Yolk
Leila Aman, City Manager

6. OLD BUSINESS

- A.** Comprehensive Plan Update
Leila Aman, City Manager
- B.** City Hall Update
Leila Aman, City Manager

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.



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MEMORANDUM

To: City Council

Date Written: May 30, 2025

From: Leila Aman, City Manager

Subject: **June 4th, 2025, City Council Regular Session**

4. INFORMATION

B. CITIZEN OF THE YEAR PROCESS

Mayor Kathryn Stock will reveal and congratulate the 2025 Citizen of the year.

C. EVCNB PRESENTATION

Velda Handler and Jo Cooper from EVCNB will do an informational presentation about the Emergency Response Team for EVCNB.

5. NEW BUSINESS

A. OLCC LIQUOR LICENSE REQUEST

OAR 845-005-0304(3) Requires that a new license issued under ORS Chapter 471 requires written notice be submitted to and approved by the governing body, in this case the city council. This request is for a new liquor license for the Spindrift Inn to serve alcohol to guests. The Police Chief and City Manager have reviewed the request.

B. CITY MANAGER EXPENDITURE AUTHORITY

Yolk will be hosting a Pride Celebration on June 29th which will include amplified music. Ordinance 94-6 Section 4(9) requires city council approval for the use of any sound amplifying device. The permit application is included in the packet and has been reviewed by the Police Chief and City Manager.

6. OLD BUSINESS

A. COMPREHENSIVE PLAN UPDATE

The City Manager will provide an overview of the Comprehensive Plan schedule and how the upcoming public hearing on June 9th to update the city's zoning and land division ordinances fits into that process and next steps on both the ordinance amendments and the comp plan.

B. CITY HALL UPDATE

The City Manager will provide a status update on the City Hall Project, timeline for staff moving into the building, and temporary changes to service during the transition period.

CITY OF MANZANITA
APRIL 29, 2025
BUDGET COMMITTEE MEETING

1. CALL MEETING TO ORDER: The meeting was called to order by Chair Joy Nord at 2:00pm April 29, 2025, via Zoom.

ROLL: Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, Tom Campbell, Joy Nord, Chip Greening, Kit Keating, Jeffrey Sonshine, and Shawn Koch. Staff Present: City Manager Leila Aman, Accounting Manager Nina Crist, Chief of Police Erik Harth, Development Services Manager Scott Gebhart, Public Works Director Rick Rempfer, and Assistant City Recorder Nancy Jones.

There were 4 members of the public in attendance via zoom.

There were 12 members of the public in attendance via the website.

PRESENTATION OF BUDGET

City Manager Leila Aman highlighted key points of the fiscal year 2025/2026 budget message, provided the budget strategy, and stated that the city maintains healthy reserves across both governmental and utility funds. She communicated that the key focus is to become more accurate in both revenue and expenditure calculations and said that more detail is included in this year's budget to provide a clear understanding of the budget process. She spoke about budget philosophy, the budget committee, local budget law, and specified four city council goals: Level up Manzanita, Classic Street Connection, Envision Manzanita, and Strategic Planning. She spoke about accounting standards, explained the governmental fund types, budgetary reserves, reserve policies, and financial reporting standards. She stated that revenue sources come from property taxes, intergovernmental agreements, license and permit fees, service charges, and transient lodging tax. She spoke about indirect cost and said the city's allocation methodology is rooted in best practices and is consistent with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Boards (GASB) standards.

GENERAL FUND

City Manager Leila Aman reported the citywide combined totals for the fiscal year 2025/2026 budget totaling \$18,008,615 including all funds in both resources and requirements. She shared a general fund overview and stated that the beginning fund balance from fiscal year 2023/2024 differs because several funds were closed in fiscal year 2024/ 2025 and placed into the general fund. She spoke about policy reserves and requirements and explained general fund expenditures.

City Manager Leila Aman said the Administration Department is responsible for providing oversight of all departments and ensuring the effective implementation of council policy goals and objectives. She stated that the Administration Department is home to 5.5 full-time equivalent employees (FTE) and explained each position's percentage breakdown from this department. She explained key expenditures and communicated that the increase in building operations is because of the move to the new city hall as the police department and city hall will be considered one building instead of separate. She explained the key expenditures for personnel, professional services, building operations and travel and training and stated that dues and subscriptions are

higher due to the financial software being moved from professional services to dues and subscriptions.

City Manager Leila Aman reviewed the proposed Court and Parks Department budgets and said there were no major changes this fiscal year. The public works department maintains the upkeep of the Manzanita Park located on Pacific.

City Manager Leila Aman spoke about the Public Safety Department, and said it now consists of .25 of the salary of the Code Enforcement Officer who will be promoted to a certified Police Officer. She said the city provides limited police coverage to Wheeler, Nehalem, Nehalem Bay State Park and Oswald West, and explained the increase in expenditures for building, equipment, and subscriptions.

City Manager Leila Aman explained that the Non-Department Fund is utilized for transfers and expenditures which do not pertain to a specific department in the General Fund. The city dedicates \$10,000 a year to emergency preparedness and includes funds that were not spent the previous year. She said that debt service for Underhill Plaza and city hall is also included in this department.

SPECIAL REVENUE FUNDS

City Manager Leila Aman spoke about the Transportation Fund and said it relies on transfers from the General Fund to subsidize ongoing operational costs. She said that a transfer is not needed this year since there are sufficient carryover funds from last fiscal year related to the Dorcas project. She spoke about the funding sources and key expenditures and said that the city has received a grant from the State of Oregon for the Classic Street Connection Project.

City Manager Leila Aman spoke about the Building Fund and said that it supports the administration and enforcement of the State of Oregon building codes for all construction within city limits, provides inspections, plan reviews and enforcement activities. She spoke about funding sources and key expenditures and said the city utilizes contract services for commercial reviews.

City Manager Leila Aman spoke about the Tourism Fund and explained the breakdown of the nine percent tax rate for overnight room stays. She said that seven percent out of the nine percent is transferred into the General Fund, seventy percent of the remaining two percent goes into the Tourism Fund, and the remaining thirty percent goes into the General Fund. She spoke about expenditures and said the debt service for the Visitors Center will be completed in fiscal year 2027/2028.

CAPITOL PROJECT FUNDS

City Manager Leila Aman spoke about the City Hall Expansion Fund and said that it is a temporary capital project fund established to track sources and capital expenditure associated with the construction of a new city hall. It is expected that this fund will be closed by the end of the 2025-2026 fiscal year, as the remaining balances will be paid, and any remaining money will be transferred to the general fund. The substantial completion date for city hall is May 15, 2025.

City Manager Leila Aman spoke about the System Development Charge (SDC) fund and said it includes revenue from three sources, water, stormwater and parks and stated that each is tracked and maintained separately. She explained that funds collected from new developments are restricted to capital projects that expand or improve the specific system. She specified that the capital outlay funds included in the Water and Stormwater SDC funds are for the Classic Street connection project. Additional funds in the Water SDC are for the design and engineering of replacement and expansion of infrastructure on highway 101. There are no expenditures planned for Parks SDC.

PROPRIETARY FUNDS

City Manager Leila Aman spoke about the Public Works Reserve Fund and said it is dedicated to the purchase of vehicles and equipment for the maintenance of water and storm drainage systems, street maintenance, and park maintenance. It is planned to purchase a new service body utility truck to replace an obsolete public works pickup truck.

City Manager Leila Aman spoke about the Water Utility Fund and said that it provides residents with potable water and comprises of two departments, Operations and Well Field & Transmission Lines (WFTL). Operation services include meter installation, repair, system maintenance, and compliance with state and federal water quality regulations. She spoke about the funding sources, key expenditures and current water utility projects. She explained that the Well Field & Transmission Lines (WFTL) Department Fund has been increased for engineering and other services for additional studies.

City Manager Leila Aman spoke about the Capital Improvement Plan (CIP) and said it provides guidance and planning for the city's infrastructure. She said that this year's focus includes only those projects that are realistically able to be completed within this fiscal year: Classic Street connection project, Highway 101 design project, public works office project, generator project, and residential pump house project.

The next budget meeting will be a Public Hearing held on May 6th at 6pm on Zoom. There will be a Special City Council Meeting and Public Hearing held on May 28th at 6pm on Zoom, where the budget will be formally adopted.

2. ADJOURNMENT: Chair Joy Nord adjourned the meeting at 4:17pm.

**MINUTES APPROVED THIS
4th Day of June 2025**

Kathryn Stock, Mayor

Attest:

Joy Nord, Budget Committee Chair

Leila Aman, City Manager

CITY OF MANZANITA
May 06, 2025
BUDGET COMMITTEE PUBLIC MEETING

1. CALL MEETING TO ORDER: The meeting was called to order by Chair Joy Nord at 6:00pm May 6, 2025, via Zoom.

ROLL: Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, Tom Campbell, Joy Nord, Chip Greening, Kit Keating, Jeffrey Sonshine, and Shawn Koch. Staff Present: City Manager Leila Aman, Accounting Manager Nina Crist, and Assistant City Recorder Nancy Jones.

There were 6 members of the public in attendance via zoom.

There were 5 members of the public in attendance via the website.

PUBLIC HEARING AND COMMENTS – Proposed use of State Revenue Sharing for 2025-2026/Proposed 2025-2026 Budget for the City of Manzanita.

Public Hearing was opened by Chair Nord at 6:01pm. There were no public comments. Public Hearing was closed at 6:02pm.

SETTING OF PROPERTY TAX RATE FOR 2025/2026: A motion was made by Kozlowski, seconded by Hart, to set the property tax rate at \$0.4233 per \$1,000 of assessed valuation for the 2025/2026 year. Motion passed unanimously.

There were no public comments.

APPROVAL OF 2025/2026 BUDGET: A motion was made by Nord, seconded by Kozlowski to approve the 2025/2026 budget as presented and to recommend its adoption by the City Council. Motion passed unanimously.

City Manager Leila Aman explained a few modifications to the proposed budget. She said that a few editorial corrections were made in the document, and a foot note was added to the General Fund. The footnote indicates that the beginning general fund balance is different than the 2023/2024 audit because it also includes the funds that were closed last fiscal year. She spoke about a correction of the carryover funds from the Building Reserve Fund and said the citywide balance was updated to include \$4,580.00. She communicated that one hundred thousand dollars in contingency was moved to capital outlay and stated that the change doesn't affect the total funds. There were no public comments.

ADJOURNMENT: Chair Joy Nord adjourned the meeting at 6:11 pm.

**MINUTES APPROVED THIS
4th Day of June 2025**

Kathryn Stock, Mayor

Attest:

Joy Nord, Budget Committee Chair

Leila Aman, City Manager

CITY OF MANZANITA
MAY 7, 2025
CITY COUNCIL REGULAR SESSION

1. CALL TO ORDER: The meeting was called to order on May 7, 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, and Tom Campbell. Staff present: City Manager Leila Aman, Police Officer John Garcia, and Assistant City Recorder Nancy Jones. Staff present via Zoom: Accounting Manager Nina Crist. Panelist's present: Dave Dillon, and parade volunteer Laura Bailey.

2. AUDIENCE PARTICIPATION: There were 10 people in attendance, 5 attended via zoom, 19 attended via website. There was one public comment.

3. CONSENT AGENDA:

- A. APPROVAL OF MINUTES –
 - a. April 09, 2025, Regular Session
 - b. April 14, 2025, Special Session
 - c. April 15, 2025, Budget Work Session
 - d. April 16, 2025, Work Session

B. APPROVAL OF BILLS FOR PAYMENT

A motion was made by Kozlowski, seconded by Campbell, to approve the consent agenda that included approval of the April 09, 2025, Regular Session Minutes; April 14, 2025, Special Session Minutes; April 15, 2025, Budget Work Session Minutes; April 16, 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 still making progress. She announced that the day use area, boat ramp, south day use parking area, and the multi-use path east of the main entrance will re-open on May 23rd. She reported that since campground improvements have experienced material delays, they are unable to confirm the reopening date for the remaining sections of the park. However, it is still expected to be re-opened by July 1, 2025.

-Aman spoke about the Classic Street Connection Project. She said that the Request for Proposal (RFP) has been sent out to bid and that an addendum has been issued to separate the retaining

City Council Regular Session

May 7, 2025

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walls from the rest of the project to get a better understanding of the cost. All documents are listed on the city's website.

-Aman provided an update to the City Hall project and announced that the grand opening celebration will be held on August 2, 2025.

-Aman spoke about housing code amendments of the Comprehensive Plan and said that the Planning Commission work session is scheduled for May 12, 2025. She communicated that the subject of the meeting will be the implementation of Oregon's middle housing rules, Senate Bill 406, and will focus on state law requirements and what Manzanita wants to add. It is anticipated that the work session will be followed by a public hearing on June 2nd at 6pm via zoom. She announced that the city council work session on May 14th is also focused on middle housing ordinance amendments. She stated that the city is working on revising the zoning and subdivision ordinances and consolidating property zones into a three-zone system. She communicated that a letter will be going out to every household in the city and urban growth boundary regarding the zoning ordinance changes and explained the zone adoption process.

B. Citizen of the Year Process – Dave Dillon

Dave Dillon spoke about the process of choosing the citizen of the year and shared that the first citizen of the year was announced in 1990. He said that nominees must either reside in Manzanita, live within the urban growth boundary or operate a business in Manzanita. Elected officials who are currently serving, and city employees are not eligible. He specified that a committee of former citizens of the year will select the individual(s) chosen to be honored this year and will serve as grand marshal of the Manzanita Fourth of July Parade. Nominations must be in writing, either mailed or emailed to cityhall@ci.manzanita.or.us, and received by 5pm on May 22, 2025, for consideration. The selected individual(s) will be announced by Mayor Stock at the June 4th city council meeting. For more information, please visit the city's website.

5. NEW BUSINESS:

A. Fourth of July Parade Event Permit – Parade Volunteer Laura Bailey

Parade Volunteer Laura Bailey requested a permit from the city for the 2025 fourth of July parade. She spoke about the parade route, shared details about parade planning and communicated that the parade is run entirely by volunteers and is community financed. She announced that the committee will be meeting with the farmers market liaison for cleanup and setup planning as the parade and the farmers market will happen on the same day this year. The parade is scheduled to start at 1pm on July 4th. This year's theme is "Hometown Pride: Family Friends and Fun". Please visit www.manzanitaparade.com for more information about volunteering and to utilize the online registration to participate in the parade.

Residential yard signs regarding the use of illegal fireworks are available for pick up at city hall.

A motion was made by Campbell to approve the Fourth of July Parade Event Permit. Seconded by Hart; Motion passed unanimously.

B. City Manager Expenditure Authority – City Manager Leila Aman

City Manager Leila Aman spoke about the city manager's responsibility to execute contracts for the city. She asked council to approve a Resolution providing expenditure authority to the city manager to sign contracts up to fifty thousand dollars without prior approval from city council.

A motion was made by Kozlowski to accept Resolution 25-11, Authorizing the City Manager to Execute Contracts and Expenditures up to a Specified Limit Without Prior Council Approval. Seconded by Spegman; Motion passed unanimously.

C. Planned Use Development (PUD) Ordinance – Manzanita Lofts - City Manager Leila Aman

This topic was canceled and will be rescheduled.

6. OLD BUSINESS:

A. Recology Rate Resolution – City Manager Leila Aman

Mayor Kathryn Stock spoke about the proposed rate schedule for garbage collection and said the fee is intended to be increased by 2.1 percent across all lines of service. City Manager Leila Aman spoke about the franchise agreement process with Recology. The new rates will go into effect on July 1, 2025.

A motion was made by Hart to accept Resolution 25-12, Approving Solid Waste Collection Rates. Seconded by Campbell; Motion passed unanimously.

B. Approval of Rule Change for Limiting Driving on the Ocean Shore – Councilor Jerry Spegman

Councilor Jerry Spegman provided an update on the process of restricting vehicle access to the beach and announced that Oregon State Parks and Recreation Commission has concluded the public comment period of the hearing. He explained that the next step in moving forward is for Tillamook County and Manzanita to concur with the Commission's decision. He said that this proposal will eliminate off-season vehicles driving on the beach, while allowing city permits for dory boat fishing. He asked the city council to concur with the Oregon Parks and Recreation's decision to change the rule and adopt Resolution 25-13.

Allowed for public comment: There were two public comments.

A motion was made by Spegman to accept Resolution 25-13, Requesting the Oregon Parks and Recreation Commission to Adopt Amendments to OAR 736-024-0015 to Close the Section of Ocean Shore Near Manzanita to Vehicles and Continue to Allow Boat Launching with a Permit Administered by the City. 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 Planning Commission will be held May 12, 2025, at 4pm.
- Manzanita Municipal Court will be held May 16, 2025, at 1:30pm and is open to the public.

Mayor Stock adjourned the meeting at 7:10PM.

**MINUTES APPROVED THIS
4th Day of June, 2025**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
MAY 14, 2025
CITY COUNCIL WORK SESSION

1. CALL MEETING TO ORDER: The meeting was called to order on May 14, 2025, at 2:00pm via Zoom by Mayor Kathryn Stock.

ROLL: Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, and Assistant City Recorder Nancy Jones. Panelist present: Urbsworks Marcy McInelly, and 3J Consulting City Contract Planner Scott Fregonese.

2. Proposed Housing Ordinance Amendments: Urbsworks Marcy McInelly

Urbsworks Marcy McInelly stated that the city is working on updating Zoning Ordinance 95-04 and Land Division Ordinance 95-05. She presented proposed housing amendments and spoke about state requirements, local preferences and local customization options. She explained housing types, provided definitions, and proposed a consolidation of residential zoning from five to three zones. She spoke about adopting a form-based approach, a maximum dwelling unit size and explained floor area ratio (FAR). She suggested simplifying land division and planned unit development provisions and commented about lowering the new minimum lot size to 1,250 square feet while eliminating the minimum lot width and depth requirements. She reported on new state regulations to reduce the parking requirements from two to one per dwelling unit and specified an option to allow the parking space to be on the street instead of the lot itself.

City Manager Leila Aman shared the proposed schedule for ordinance adoption and explained the process. She stated that the state's model middle housing code automatically goes into effect on July 1, 2025, and said the city will need to follow the state's model code until the ordinances are amended and adopted. She specified that when the ordinances are passed, both will be on emergency status and will go into effect immediately. She communicated that a measure 56 notice will be going out to every household in the city and urban growth boundary this week. The next planning commission meeting to further discuss this topic is scheduled for June 2, 2025 a public hearing has been scheduled June 9, 2025.

3. Adjourn: Mayor Stock adjourned the meeting at 3:57pm.

MINUTES APPROVED THIS
4th Day of June 2025

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

BILLS FOR APPROVAL OF PAYMENT

From 5/01/25 - 5/31/25

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
3J CONSULTING (CITY PLANNER)	\$33,400.75	\$33,400.75								
ADVANCED EXCAVATION (EXCAVATION SERVICES)	\$38,325.00						\$800.00	\$37,525.00		
ADVENTIST HEALTH (TESTING)	\$60.42									\$60.42
BEARING (ARCHITECT)	\$3,500.00						\$3,500.00			
BEN OLSON (PROFFESIONAL SERVICES)	\$760.00	\$760.00								
BRIDGE TOWER (ADVERTISING)	\$861.00							\$520.16		\$340.84
CASELLE (FINANCIAL SOFTWARE)	\$2,446.00	\$1,861.15								\$584.85
CDW (IT EQUIPMENT)	\$2,777.67						\$2,777.67			
CHARTER (INTERNET)	\$609.93	\$219.99	\$129.98							\$259.96
CITY OF NEH. (FINES & ASSMNTS)	\$609.00				\$609.00					
CITY OF WHEELER (FINES & ASSMNTS)	\$298.00				\$298.00					
CONSOLIDATED SUPPLY (MTRLS & SUPP.)	\$4,750.09									\$4,750.09
COVE BUILT (CMGC)	\$347,252.02						\$347,252.02			
CYNTHIA OLSON (BACKFLOW TESTING)	\$168.00						\$168.00			
DATA CENTER (WATER BILLING)	\$973.59									\$973.59
EO MEDIA (ADVERTISING)	\$1,281.00							\$773.39		\$507.61

BILLS FOR APPROVAL OF PAYMENT

From 5/01/25 - 5/31/25

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
FERGUSON (MTRLS & SUPP.)	\$1,828.10									\$1,828.10
GRAND PEAKS (FINANCE CONSULTANT)	\$5,608.40	\$5,608.40								
HASCO (FUEL)	\$1,576.88		\$642.82	\$70.15		\$38.93		\$194.65	\$85.30	\$545.03
LARRY BLAKE (MUNICIPAL JUDGE)	\$400.00				\$400.00					
LASER PRINT (PRINTING SERVICE)	\$345.00	\$345.00								
LB BUILDING SVCS (COMM. INSPECTOR)	\$47,203.40			\$47,203.40						
LES SCHWAB (VEHICLE MAINT.)	\$1,134.70		\$1,134.70							
MANZ. LUMBER (MTRLS & SUPP.)	\$175.13		\$10.98							\$164.15
MILLER NASH (CITY ATTORNEY)	\$21,312.13	\$18,262.00						\$1,272.23		\$1,777.90
NC CIVIL DESIGN (CIVIL ENGINEER)	\$3,103.36							\$1,874.91		\$1,228.45
NEHALEM LUMBER (MTRLS & SUPP.)	\$23.98									\$23.98
NW TREE (ARBORIST)	\$1,800.00							\$1,800.00		
OLSON ASPHALT (STREET SWEEPING)	\$575.00							\$575.00		
ONE CALL (STATE LOCATE FEES)	\$103.18									\$103.18
ONE ELEVEN (IT SERVICES)	\$11,060.00	\$4,060.00					\$7,000.00			
ONE ELEVEN (EQUIPMENT)	\$5,487.19	\$3,105.91					\$1,931.29			\$449.99

BILLS FOR APPROVAL OF PAYMENT

From 5/01/25 - 5/31/25

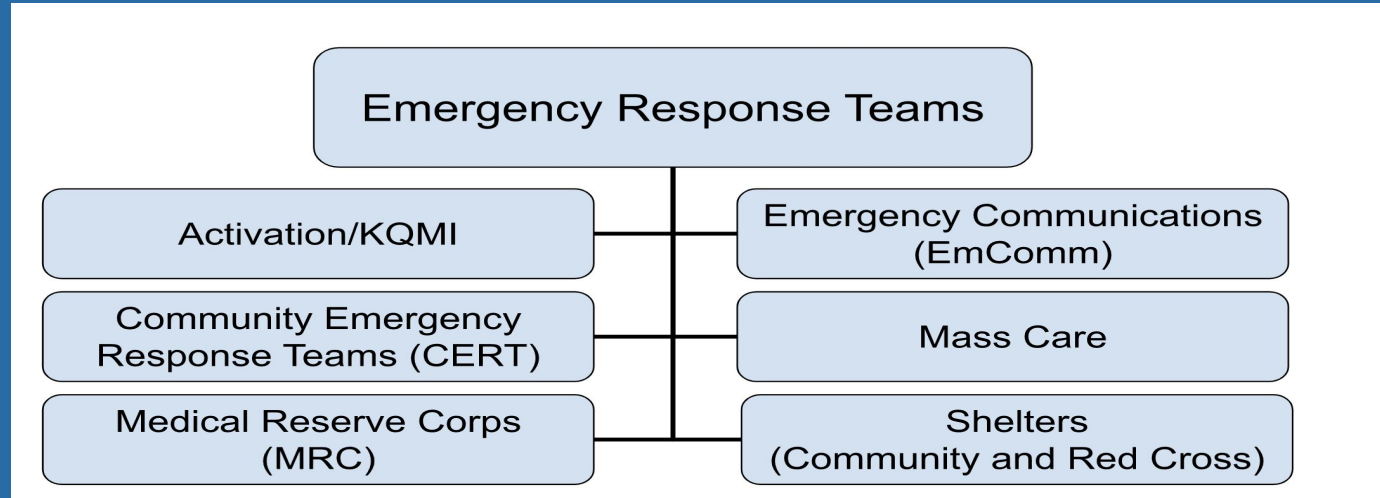
VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
OR. DEPT REV (FINES & ASSMNTS.)	\$150.00				\$150.00					
PACIFIC OFFICE (PSTG & COPIER)	\$367.75	\$331.30								\$36.45
PUMP TECH (MTRLS & SUPP.)	\$1,373.88									\$1,373.88
RHINO ONE (GEOTECHNICAL ENGINEER)	\$1,674.00						\$1,674.00			
RICHARD GRAVES (ENGINEER)	\$3,850.00						\$3,850.00			
RTI (PHONE SERVICE)	\$498.08	\$95.90	\$96.83							\$305.35
STAPLES (MTRLS & SUPP.)	\$242.47	\$242.47								
SWEET SEPTIC (PORTABLE TOILETS)	\$295.00								\$295.00	
TILL. CO. CREAMERY (MTRLS & SUPP.)	\$224.00									\$224.00
TILL. CO. PAYABLE (FINES & ASSMNTS.)	\$64.00				\$64.00					
TCVA (VC COORD.)	\$5,443.50								\$5,443.50	
TPUD (ELECTRICITY)	\$4,234.09	\$527.71	\$239.66			\$86.99		\$692.00	\$115.04	\$2,572.69
US BANK (CITY VISA)	\$6,169.09	\$2,941.95	\$1,903.95					\$59.29		\$1,263.90
VERIZON (TELEPHONE)	\$1,321.94	\$338.69	\$344.30	\$111.08					\$112.19	\$415.68
WALTER WENDOLOWSKI (CITY PLANNER)	\$420.00	\$420.00								
ZUMAR (STREET SIGNS)	\$1,266.00							\$1,266.00		
TOTALS	\$567,402.72	\$72,521.22	\$4,503.22	\$47,384.63	\$1,521.00	\$125.92	\$368,952.98	\$46,552.63	\$6,051.03	\$19,790.09

Nehalem Bay Emergency Response Emergency Volunteer Corps of Nehalem Bay (EVCNB)

Jo Cooper, EVCNB CERT Lead

Velda Handler RN, EVCNB Shelters Lead &
Nehalem Bay Medical Reserve Corps Coordinator

Emergency Response Division



CERTs are the people who
provide assistance to the
professional responders

How CERTs Help

In an emergency our first responders can be quickly overwhelmed. CERTs are the people who can be force multipliers doing the tasks that don't take as much training as the first responders need to have.

Currently have 120 trained CERTs who can be activated

What Do EVCNB CERTs Do?

- Traffic Management
- Parade Crowd Management
- Fire Rehab
- Lost Person
- MRC (Medical Reserve Corps) Support
- Shelter Support
- Assembly Area Organization

EVCNB Shelters Mission

- Support and be a force multiplier with those responsible for sheltering.
- Partner with Cities, County and Facility Owners Ahead of Time
 - Preplanned Sites (Emergency Shelter or Emergency Warming Center)
- Ensure Facilities are in readiness to receive clients
 - Ensure there are trained volunteers available
 - Ensure there are Snacks, Beverages
 - Ensure there are Shelter & Medical Supplies
 - Partner with Red Cross as back up; if need is beyond Community capability.



Shelter & MRC (Medical) Exercise (5/3/2025)

Goals included:

- 1) Activation
- 2) Registration, Communications, Dormitory Functions
- 3) Medical Reserve Corps (MRC) - Medical Care
- 4) Feeding collaboration between Methodist Church in Nehalem & NCRD
- 5) Red Cross Information -
 - a) Shelter Training on Saturday 11/15/2025

Shelter Exercise Summary

- Exercise, Open House with Tours and Information Tables
 - Local, County, Cannon Beach and State Participation - Working side by side.
- Greater than 120+ Participants & Visitors
- 30 Community Members on the Tours
- 30 Clients Registering
- Collaboration & Practice:
 - EVCNB Trained Volunteers - Comms, Shelter, MRC, CERTs, PYN
 - Tillamook County Wide - Leadership, Shelter Roles
 - Cannon Beach MRC & CERTs
- Focus was on EP; Go-Bags and Contents as Drawing Prizes



Shelter Exercise Outcomes

- Collaboration and problem solving was remarkable.
- The volunteers are committed to learning, responding and being able to support our Communities and County.
- This response demonstrates the good work and support that can be provided in our region by EVCNB trained volunteers, when assistance is requested with an emergency need.
- This provides another layer of safety for our communities.

Always need MORE VOLUNTEERS to HELP WITH THESE VITAL ROLES

Activation

- Part of the Emergency Response System
- Activation:
 - Request by Authorizing Entity (City or County)
 - To EVCNB Shelter Lead
 - Shelter Lead contacts Facility Owner - building available
 - Activate appropriate Teams; CERTs, Shelter Volunteers, Medical Reserve Corps (MRC), Prepare Your Neighborhood (PYN), etc.
 - MRC also needs Authorization from Tillamook County Health Department (Professional Liability)

Note: Activating Entity Covers Volunteer General Liability and Accident Medical Coverage

Medical Reserve Corps (MRC) Trailer - New



Communication



EMERGENCY VOLUNTEER CORPS OF NEHALEM BAY

Communication

Successes:

- Successful Neighborhood Radios (formerly YR), HAM, Winlink and Starlink Transmissions!! “Flawless”
- Communications with:
 - Internal Shelter Operations
 - Tillamook County Emergency Manager
 - LifeFlight with two successful transmission regarding patient transfer

Registration



Feeding Team



EMERGENCY VOLUNTEER CORPS OF NEHALEM BAY



Collaboration between Partners Nehalem Bay United Methodist Church and NCRD

Methodist Church (NBUMC) has a
Commercial Kitchen.

Intent is for NBUMC to be able to provide
meals for the clients at NCRD.



Medical Care

- Collaboration of Nehalem Bay and Cannon Beach MRC Partners
- Collaboration of EVCNB Trained and Cannon Beach CERTs
- Countywide Representation of Medical Responders
- Train with Like Processes, Equipment and Supplies
- Successful GMRS, HAM with Winlink and Starlink Transmissions:
ie: Patient Transfer, Additional Supplies.
- Concerns: Lack of having Medications readily available.
Limited CERTs; key support to MRC (Force Multipliers)









Partners in Response



Dormitory (Over Night)



Shelter Managers - Operational Lead for Event



Emergency Preparedness Education and Information Tables



EVCNB Trains Volunteers in Emergency Preparedness and Response Skills

Here to help with:

- Preparedness, support, responding as a partner when you identify a need we can assist with
- Serve our communities in collaboration with the City and County Emergency Preparedness and Response Plans

THANK YOU!!



Working on Newest
MRC Grant award -
Improve our Capability!

Stocking the new MRC
8.5' x 18' medical
transport trailers (#1 of 2)





Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the [City of Portland website](#).
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.

**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**

Legal Entity/Individual Applicant Name(s): Adrift Hospitality, SPC

Proposed Trade Name: The SPINN

Premises Address: 114 Laneda Ave

Unit:

City: Manzanita

County: Tillamook

Zip: 97130

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of LocationLicense Type: Full On-Premises Sales-Commercial ☐ Additional Location for an Existing License**Application Contact Information**

Contact Name: Tiffany Turner

Phone: 503-298-7915

Mailing Address: PO Box 392

City: Ilwaco

State: WA

Zip: 98624

Email Address: tiffany@adrifthospitality.com

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☐ Retail Off-Premises Sales☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption☒ Outdoor Consumption☒ Proposing to Allow Minors**Section 1 continued on next page**



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Adrift Hospitality, SPC

Proposed Trade Name: The SPINN

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *CITY of MANZANITA*

Date Application Received: *5-29-2025*

Received by: *Nancy Jones*

Optional Date Received Stamp

RECEIVED

MAY 29 2025

CITY OF MANZANITA

Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



City of Manzanita Application for Special Event Permit

Date of request: _____, _____

Person making request: _____

Mailing address: _____

Phone number: _____ Cel number: _____

Organization (if applicable): _____

Type of event: _____

Date(s): _____ to _____ Hours: _____ to _____

Location: _____

(check which apply) Public Event: ☐ Private Event: ☐ Charitable: ☐ Profit: ☐

Non-profit: ☐ Public Property Used: ☐ Private Property Used: ☐

Estimated attendance: _____

Police, Fire or Medical support available or needed? Yes: ☐ No: ☐

Restrooms Available: Yes: ☐ No: ☐ Handicap Accessible: Yes: ☐ No: ☐

Alcohol Served/Sold/Consumed: Yes: ☐ No: ☐ Type: _____

Live Entertainment: Yes: ☐ No: ☐ Type: _____

Describe Event Support Staff: _____

Describe Parking Conditions: _____

Briefly Describe Nature of Event (attach map if needed for clarification or if requested)
