



CITY OF MANZANITA

655 Manzanita Ave - Manzanita, Oregon 97130
P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 812-2514 | TTY Dial 711
ci.manzanita.or.us

COUNCIL REGULAR SESSION

Manzanita City Hall
<https://ci.manzanita.or.us>

AGENDA **UPDATE**

August 5, 2026
06:00 PM Pacific Time

Council will hold this meeting at the Manzanita City Hall: 655 Manzanita Ave

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/89530638728?pwd=WNH3D80N2qoRHSD3DrZ16vbygtSiGP.1>

Meeting ID: 895 3063 8728 Passcode: 785098

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. July 08, 2026, Regular Session

B. Approval of Bills

4. NEW BUSINESS

- A.** Event Permit - Muttzanita
Matthew Ruona, Event Coordinator
- B.** Municipal Court Update
Larry Blake, Municipal Court Judge

5. OLD BUSINESS

- A.** ~~Repealing and Replacing Resolution 26-09~~ (Removed)
~~Nina Crist, Finance Director~~
- B.** Repealing and Replacing Resolution 26-17
Nina Crist, Finance Director
- C.** City Manager Search Update
Linda Kozlowski, Council President
- D.** Emergency Hub Update
Brad Hart, Councilor

6. COUNCIL UPDATES

7. ADJOURN (7:35)

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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CITY COUNCIL REGULAR SESSION

July 8, 2026

1. CALL TO ORDER: The meeting was called to order July 8, 2026, at 6:00pm at the Manzanita City Hall by Mayor Kathryn Stock.

Roll: Council members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: Assistant City Recorder Nancy Jones. Staff present via zoom: Finance Director Nina Crist, and Public Works Director Rick Rempfer. Panelist's present via zoom: Contract Planner 3J Consulting Scott Fregonese.

2. AUDIENCE PARTICIPATION: There were 5 people in attendance, 6 attended via zoom, 17 attended via website. There were no public comments.

3. CONSENT AGENDA:

A. APPROVAL OF MINUTES –

- a. May 27, 2026, Special Session/Budget Hearing
- b. June 03, 2026, Regular Session
- c. June 10, 2026, Work Session
- d. June 17, 2026, Special 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 May 27, 2026, Special Session/Budget Hearing Minutes; June 03, 2026, Regular Session Minutes; June 10, 2026, Work Session Minutes; June 17, 2026, Special Session Minutes; Approved payment of bills and all subsequent bills subject to approval by the Mayor or Council President and Finance Director; Motion passed unanimously.

4. OLD BUSINESS:

A. Fourth of July Review – Councilor Brad Hart & Chief of Police Erik Harth

Council President Linda Kozlowski reported that there were four police officers working on the fourth of July and expressed that things went very well. She specified that the officers did not observe any illegal fireworks within the city limits, however some illegal fireworks were confiscated, and a few people were cited at the beach.

Counselor Brad Hart reported that the fourth of July parade was a success and had sixty entries. He said the parade was organized by a seven-member committee of volunteers and communicated that there was a lot of support from the parade marshals and cert volunteers. He thanked Nehalem Bay Fire Department, Manzanita Public Works, and Manzanita Police Department for supporting the parade and making it safe and successful.

B. Annexation Ordinance 26-03 – 2nd Reading – 3J Contract Planner Scott Fregonese
Contract Planner 3J Consulting Scott Fregonese spoke about the second reading of the annexation Ordinance 26-03. He provided a review of the 17.11-acre request for annexation and provided clarification on a Scribner's error that occurred in the first reading as an emergency clause was left in by mistake and has been removed.

Allowed for public comment: There was one public comment.

A motion was made by Hart to accept Ordinance 26-03, after corrected revisions, Annexing and Zoning Property Following Consent filed with the City Council by Landowners in said Area Pursuant to ORS 222.120 and ORS 222.170; Manzanita Development Group, LLC. and Establishing the Middle Housing 2 (MH-2) Zone on the Annexed Property. Seconded by Kozlowski; Motion passed unanimously.

C. One Eleven Sole Source Contract – Finance Director Nina Crist
Finance Director Nina Crist reported that the contract with One Eleven Design hasn't been evaluated since 2023. She announced that the scope of work has been updated and she highlighted key changes in the new contract. She stated that City Manager Leila Aman included the updated contract proposal amount from One Eleven Design in the FY 2026/2027 budget.

A motion was made by Kozlowski to approve the three-year Service Contract with One Eleven Design to provide information technology services for the City of Manzanita. Seconded by Campbell; Motion passed unanimously.

D. Oregon Bond Bank Financing Update – Finance Director Nina Crist
Finance Director Nina Crist stated that the Oregon Bond Bank has decided not to buy the city's loan and clarified that out of sixty applicants, only thirty were chosen. She spoke about the possibility of financing directly with Business Oregon and said she expects to have more information to present to council in the fall.

E. Classic Street Project Summary – Finance Director Nina Crist & Public Works Director Rick Rempfer
Finance Director Nina Crist provided an update on the Classic Street project. She communicated that the guard rail reflectors and sharrow markings have been completed, the materials for the speed cushions have been received and will be installed in August.

Allowed for public comment: There was one public comment.

F. City Manager Search Update – Council President Linda Kozlowski

Council President Linda Kozlowski spoke about the city manager search and said the application period closes on July 22nd. She communicated that Jensen Strategies has received six completed applications and expects to receive a few more. She explained the timeline and announced that on Tuesday August 25th, the community will be invited to meet the finalists at a community reception.

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 meeting is scheduled for July 13, 2026.
- Manzanita Municipal Court will be held July 10, 2026, at 1:30pm and is open to the public.
- Coffee with the Mayor will be held July 23, 2026, from 10-11:30am in the Manzanita city hall conference room.

Mayor Stock adjourned the meeting at 7:06PM.

**MINUTES APPROVED THIS
5th Day of August, 2026**

Kathryn Stock, Mayor

Attest:

Nancy Jones, Clerk of the Council, Pro Tem

BILLS FOR APPROVAL OF PAYMENT

From 7/1/2026 - 7/31/2026

VENDOR	TOTAL	ADMIN.	POLICE	BUILDING	COURT	FACILITY MAINT.	TRANSPORTATION	TOURISM	WATER
3J CONSULTING (CITY PLANNER)	\$17,629.00	\$17,629.00							
911 SUPPLY (UNIFORMS & GEAR)	\$42.62		\$42.62						
ACCUITY (CITY AUDITOR)	\$2,000.00	\$2,000.00							
ALEXIN ANALYTICAL (WATER TESTING)	\$110.00								\$110.00
ALL THAT FLOWS (DRC CONSULTANT)	\$1,250.00								\$1,250.00
ASSOCIATED CLEANING (CLEANING SERVICE)	\$489.21	\$489.21							
CASELLE (FINANCE SOFTWARE)	\$38,919.36	\$38,919.36							
CHAVES CONSULTING (ANNUAL SUBSCRIPTION)	\$398.46				\$398.46				
CIS TRUST (PROPERTY/LIABILITY INSURANCE)	\$107,544.35	\$23,555.80	\$15,126.87	\$332.58		\$7,617.14	\$2,346.27		\$58,565.69
CITY OF MANZANITA (RESILIENCY HUB PERMITS)	\$250.00	\$250.00							
CITY OF NEHALEM (FINES & ASSESSMENTS)	\$3,789.00				\$3,789.00				
CITY OF WHEELER (FINES & ASSESSMENTS)	\$905.00				\$905.00				
COAST PRINTING (OFFICE SUPPLIES)	\$149.90	\$149.90							
COUNTRY MEDIA/ HEADLIGHT (ADVERTISING)	\$482.80	\$138.60							\$344.20
COVE BUILT (CONTRACTOR)	\$4,973.75	\$4,973.75							
CYNTHIA OLSENN (BACKFLOW TESTING)	\$89.00					\$89.00			

BILLS FOR APPROVAL OF PAYMENT

From 7/1/2026 - 7/31/2026

VENDOR	TOTAL	ADMIN.	POLICE	BUILDING	COURT	FACILITY MAINT.	TRANSPORTATION	TOURISM	WATER
DASH AUTO (VEHICLE PURCHASE)	\$9,015.00								\$9,015.00
DATA CENTER (WATER BILING)	\$2,091.32								\$2,091.32
DCBS (BUILDING ASSESSMENT)	\$3,060.59			\$3,060.59					
DMV (RECORDS REQUEST)	\$1.25				\$1.25				
ELDON HERDER (STAFF REIMBURSEMENT)	\$40.00								\$40.00
EVERGREEN AUTO (VEHICLE MTNC.)	\$128.00					\$88.00			\$40.00
GALLS (MATERIALS & SUPPLIES)	\$159.34		\$159.34						
HASCO (FUEL)	\$3,745.31		\$2,031.14			\$85.71	\$428.54		\$1,199.92
JENSEN STRATEGIES (CM RECRUTMENT)	\$11,114.35	\$11,114.35							
JOSHUA GANDY (IT/EQUIP & SUPPLIES)	\$12,142.27	\$12,097.76							\$44.51
LCOG (MEMBERSHIP DUES)	\$250.00	\$250.00							
LARRY BLAKE (MUNICIPAL JUDGE)	\$400.00				\$400.00				
LOC (MEMBERSHIP DUES)	\$717.31	\$717.31							
LNCT (LAND STEWARDSHIP)	\$2,000.00					\$2,000.00			
MANZANITA LUMBER (MATERIAL & SUPPLIES)	\$64.60					\$64.60			
MILLER NASH (CITY ATTORNEY)	\$20,763.06	\$15,609.95							\$5,153.11

BILLS FOR APPROVAL OF PAYMENT

From 7/1/2026 - 7/31/2026

VENDOR	TOTAL	ADMIN.	POLICE	BUILDING	COURT	FACILITY MAINT.	TRANSPORTATION	TOURISM	WATER
N & S TRACTOR (EQUIPMENT)	\$25,142.50								\$25,142.50
NANCY JONES (STAFF REIMBURSEMENT)	\$28.80	\$28.80							
NEHALEM LUMBER (MATERIALS & SUPPLIES)	\$12.00						\$12.00		
NINA CRIST (STAFF REIMBURSEMENT)	\$31.68	\$31.68							
NC CIVIL DESIGN (CIVIL ENGINEER)	\$3,135.00						\$1,567.50		\$1,567.50
NC TRUCK PARTS (VEHICLE EQUIP & SUPPLIES)	\$1,695.25								\$1,695.25
NORTHSIDE FORD (VEHICLE PURCHASE)	\$55,450.00								\$55,450.00
OLSON ASPHLAT (STREET SWEEPING)	\$1,150.00						\$1,150.00		
ONE CALL CONCEPTS (STATE LOCATE FEES)	\$34.76								\$34.76
OREGON DEPT. OF REVENUE (FINES & ASSESSMENTS)	\$810.00				\$810.00				
PACIFIC ALARM (MONITORING)	\$375.24								\$375.24
PACIFIC OFFICE AUTO. (MAILINNG & COPIER)	\$332.68	\$293.31							\$39.37
RTI NEHALEM TELECOM (PHONE SERVICE)	\$799.05	\$368.49						\$82.35	\$348.21
RURAL TOURISM (VC MANAGEMENT)	\$7,535.11							\$7,535.11	
SAIF (WORKERS' COMP INSURANCE)	\$14,010.40	\$229.75	\$7,814.36	\$711.60	\$9.23	\$117.21	\$948.08	\$114.22	\$4,065.95
STAPLES BUSINESS CREDIT (OFFICE SUPPLIES)	\$136.16	\$136.16							

BILLS FOR APPROVAL OF PAYMENT

From 7/1/2026 - 7/31/2026

VENDOR	TOTAL	ADMIN.	POLICE	BUILDING	COURT	FACILITY MAINT.	TRANSPORT- ATION	TOURISM	WATER
STEP FORWARD (MATERIALS & SUPPLIES)	\$2,636.82							\$2,636.82	
SUNSET LAKE (PLAYGROUND EQUIPMENT)	\$10,500.00					\$10,500.00			
SWEET SEPTIC (PORTABLE TOILETS)	\$340.00							\$340.00	
TCVA (VC COORDINATOR)	\$3,523.51							\$3,523.51	
TILLAMOOK CO. PAYABLE (FINE & ASSESSMENTS)	\$255.00				\$255.00				
TCCA (MATERIALS & SUPPLIES)	\$441.00								\$441.00
TILLAMOOK PUD (ELECTRICITY)	\$3,740.76	\$159.90				\$113.78	\$858.00	\$126.71	\$2,482.37
US BANK (CITY VISA)	\$4,258.03	\$2,262.88	\$690.44	\$447.79				\$352.16	\$504.76
US BANK CORP TRUST (BOND LOAN ADMIN FEE)	\$900.00								\$900.00
VERIZON (PHONE SERVICE)	\$1,340.64	\$492.95	\$331.45					\$69.27	\$446.97
WALTER E. NELSON (MATERIAL & SUPPLIES)	\$1,916.73					\$279.70		\$1,637.03	
WALTER J. WENDOLOWSKI (CITY PLANNER)	\$1,750.00	\$1,750.00							
TOTALS	\$386,995.97	\$133,648.91	\$26,196.22	\$4,552.56	\$6,567.94	\$20,955.14	\$7,310.39	\$16,417.18	\$171,347.63



City of Manzanita
Application for Special Event Permit

Date of request: September 3, 2025

Person making request: Meghan Ruona

Mailing address: PO Box, Manzanita 97130

Phone number: _____ Cel number: _____

Organization (if applicable): _____

Type of event: Muttzanita Festival 2026

Date(s): Sept 12 to Sept 12 Hours: 10:00 am to 3:00 pm

Location: Front of Visitors Center, First Street, Parade down Laneda to Beach

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

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

Estimated attendance: 100

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: Volunteers from the community

Describe Parking Conditions: Street Parking

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

Muttzanita is an annual dog festival (in it's 17th year) where all profits go to Animal Haven by the Sea Rescue.

We would like to close down 1st Street from Laneda to the first residences. We will be getting barriers and safety equipment from the city. We would also be closing down Laneda from Little Apple to the beach for a dog parade.

The entire closure should be about 10 minutes. There will be many volunteers to help with traffic and directions.

We will have activities on the beach (permitted). Registration and games will take place on 1st street. Silent auction will take place in front of the Visitors Center. We will have a food vendor (Big Shaun's Smash Burger).