



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.



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

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.	TRANSPORT- ATION	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).



City of Manzanita

COUNCIL RESOLUTION No. 26-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON APPOINTING AN INTERIM CITY MANAGER AND REPEALING AND REPLACING RESOLUTION 26-17 AND REGARDING ADMINISTRATIVE AUTHORITY AND OPERATIONAL DELEGATIONS DURING THE CITY MANAGER TRANSITION PERIOD

WHEREAS, the City Council has initiated recruitment for a permanent City Manager to replace the former City Manager;

WHEREAS, the City Council wishes to ensure continuity of City operations during this transition period;

WHEREAS, the City Council desires to appoint an interim City Manager;

WHEREAS, certain City staff and the City's contract planning consultant are available to assist in managing City operations during the transition period;

WHEREAS, the City previously adopted Resolution 26-09 and Resolution No. 26-17 establishing administrative authority and operational delegations during the City Manager transition period;

Now, Therefore, be it Resolved by the City Council of the City of Manzanita:

SECTION 1

Interim Delegation

This resolution repeals and replaces Resolution 26-17.

The authorities delegated in this resolution constitute delegation by the City Council to the Interim City Manager and other designated staff to perform duties assigned to the City Manager or designee under the Manzanita Zoning Ordinance and other City regulations on an interim basis until a new City Manager is appointed and acclimatized to the position (the "Transition Period"). Such authorities may be revoked by the City Council via resolution at any time.



City of Manzanita

SECTION 2

Appointment of Interim City Manager

During the Transition Period, Jensen Strategies is designated to provide interim City Manager services. Dave Waffle is the Jensen Strategies employee designated to act as the Interim City Manager.

The Interim City Manager shall have all the powers and duties assigned to the City Manager, except as limited by the City Charter and this Resolution.

The Interim City Manager is not authorized to establish policy or make legislative decisions. The Interim City Manager may appoint or remove personnel only after receipt of approval from Council as stated in the City Charter.

SECTION 3

Administrative Coordination

During the Transition Period, the Finance Director has concurrent authority with the Interim City Manager to coordinate day-to-day administrative operations of the City including:

- Coordinating departmental operations
- Implementing Council-adopted policies and ordinances
- Managing internal administrative workflow.

SECTION 4

Financial Administration

During the Transition Period, the Finance Director has concurrent authority with the Interim City Manager to:

- Execute contracts and professional service agreements consistent with the adopted budget and procurement rules up to \$25,000.
- Execute contracts between \$25,000 and \$50,000 with concurrence of the Mayor.



City of Manzanita

- Execute contracts exceeding \$50,000 but only after issuance of approval by the City Council.

During the Transition Period, the Finance Director shall have exclusive authority to:

- Approve invoices and accounts payable.
- Manage purchasing within procurement thresholds.
- Execute contracts within Council-approved budget authority.
- Monitor City finances and report to Council.
- Sign checks and financial instruments.

SECTION 5

Contract Administration

During the Transition Period, the Finance Director has concurrent authority with the Interim City Manager to:

- Administer existing contracts.
- Execute amendments within approved budget authority.

SECTION 6

Personnel Administration

During the Transition Period, the Finance Director has concurrent authority with the Interim City Manager to administer day-to-day personnel matters including:

- Staff supervision, excluding Department Heads.
- Leave approval.

During the Transition Period, the Finance Director, Public Works Director, Development Services Manager, and Chief of Police (collectively the “Department Heads”), or, if any Department Head is unavailable or unable to serve in their respective capacity, a person appointed to by the Interim City Manager to supervise that Department will report to the Interim City Manager and will have authority to supervise, discipline, appoint or remove personnel within their respective Departments



City of Manzanita

consistent with local authority and City personnel policies, and may appoint or remove personnel in their respective Departments in consultation with the Interim City Manager.

SECTION 7

Planning Administration

During the Transition Period, a designated employee of 3J Consulting, Inc., the City's contract planning consultant, who is performing the role of City Planner has concurrent authority with the Interim City Manager to:

- Sign planning decision documents attesting Planning Commission decisions
- Sign administrative land use decisions based on findings prepared by the City's contracted planning professional.
- Sign decision notices, attest notices of decision, and perform other administrative planning functions necessary to implement land use decisions.

Nothing in this resolution alters the land use decision-making authority established in the Manzanita Zoning Ordinance. 3J Consulting, Inc. may designate an alternate to perform these functions with advance permission from the Finance Director or Interim City Manager.

SECTION 8

Clerk of the Council Pro Tem

Pursuant to Section 23 of the Manzanita City Charter, the Assistant City Recorder is designated as Clerk of the Council pro tem during the Transition Period and shall perform the duties of the City Recorder including:

- Attesting to ordinances and resolutions.
- Certifying records.
- Executing documents requiring Recorder attestation.



City of Manzanita

SECTION 9

Elections Official

Pursuant to Oregon election law, the Assistant City Recorder is designated as the City Elections Official during the Transition Period and is authorized to perform all duties required for administration of City elections, including receiving candidate filings, coordinating with the Tillamook County Elections Office, and certifying election materials as required by law.

SECTION 10

Emergency Operations

During emergency incidents, the Police Sergeant serving as the City's Emergency Manager shall coordinate emergency response activities and implement the City's Emergency Operations Plan. The Emergency Manager may direct operational response activities, coordinate with Tillamook County Emergency Management and other regional, state, and federal agencies, and deploy City resources as necessary to protect public safety and City infrastructure.

Authority to declare a local emergency remains with the Mayor as provided by law.

The Interim City Manager may authorize emergency expenditures and execute emergency operational contracts consistent with the City's procurement rules and the adopted budget as necessary to support emergency response activities. Any such actions shall be reported to the City Council as soon as practicable.

SECTION 11

Execution of Documents

Except as otherwise provided in this resolution, documents requiring administrative execution on behalf of the City shall be signed by the Interim City Manager during the Transition Period.



City of Manzanita

Ordinances and resolutions adopted by the City Council shall be attested by the Clerk of the Council Pro Tem, and land use decisions shall be signed or attested by the City Planner consistent with the City's land use procedures during the Transition Period.

SECTION 12

Pro Tem Compensation

During the Transition Period, the Finance Director shall be entitled to a work-out-of-class pay increase of ten-percent (10%) of the Finance Director's base pay.

During the Transition Period, the Assistant City Recorder shall be entitled to a work-out-of-class pay increase of five percent (5%) of the Assistant City Recorder's base pay.

SECTION 13

Council-Staff Communication

During the Transition Period, operational direction to City staff shall be provided by the City Council acting as a body. Individual Council members shall not direct staff regarding operational matters. Council requests for operational information or action should be directed through the Mayor, who will coordinate with the Interim City Manager or Finance Director as appropriate to ensure consistent communication with staff.

SECTION 14

Council Authority

Nothing in this resolution alters the authority of the City Council or Planning Commission to make legislative or quasi-judicial decisions.

SECTION 15

Duration

This resolution shall remain in effect beginning August 5, 2026, until revoked or amended.



City of Manzanita

SECTION 16

Ratification

Any previous actions by any employee or officer of the City pursuant to Resolution 26-09, or Resolution 26-17, or consistent with this Resolution to accomplish the intent and purposes of the foregoing resolutions and the transactions contemplated herein are hereby approved, authorized, affirmed, confirmed, and ratified in all respects.

Introduced and adopted by the City Council on August 5,
2026.

This resolution is effective on August 5, 2026.

Kathryn Stock, Mayor

ATTEST:

Nancy Jones, Assistant City
Recorder/Clerk of the Council *pro tem*