



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

September 9, 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](http://ci.manzanita.or.us/broadcast)

or by joining via Zoom:

<https://us02web.zoom.us/j/89274373759?pwd=GaYmHVujQjduly6r6W638clYbQBVkl.1>

[Meeting ID: 892 7437 3759 Passcode: 596612](#)

[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. August 05, 2026, Regular Session
- b. August 28, 2026, Special Session

B. Approval of Bills

4. INFORMATION

- A.** City Manager Report
Dave Waffle, Interim City Manager

5. NEW BUSINESS

- A.** Event Permit – Block Party
Nancy Anderson
- B.** Event Permit – Reception
David Level
- C.** Emergency Preparedness Month Proclamation
Kathryn Stock, Mayor
- D.** Emergency Volunteer Corps of Nehalem Bay (EVCNB) –
The Great Shake Out
Jo Cooper, EVCNB MRC
- E.** League of Oregon Cities (LOC) Legislative Priorities
Dave Waffle, Interim City Manager
Jerry Spegman, Councilor
- F.** Fifth Street Public Restroom Mural
Dave Waffle, Interim City Manager
Rick Rempfer, Public Works Director
- G.** Acceptance of Deed of Dedication – Pump House 600 Meadows Dr
Dave Waffle, Interim City Manager
- H.** City Manager Contract
Linda Kozlowski, Council President
Jerry Spegman, Councilor
- I.** Emergency Management Succession Resolution
Mike Sims, Police Sergeant

6. OLD BUSINESS

- A.** Resiliency Hub Update
Dave Waffle, Interim City Manager
Mike Sims, Police Sergeant
- B.** Dune View Grade Moratorium
Dave Waffle, Interim City Manager

7. COUNCIL UPDATES

8. ADJOURN (8:40)

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

August 5, 2026

1. CALL TO ORDER: The meeting was called to order August 5, 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: Police Officer John Garcia and Assistant City Recorder Nancy Jones. Staff present via zoom: Finance Director Nina Crist. Panelist's present: Muttzanita Event Coordinators Matthew and Meghan Ruona, and Interim City Manager Dave Waffle.

2. AUDIENCE PARTICIPATION: There were 5 people in attendance, 6 attended via zoom, 15 attended via website. There were no public comments.

3. CONSENT AGENDA:

A. APPROVAL OF MINUTES –

a. July 08, 2026, Regular 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 July 08, 2026, Regular 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. NEW BUSINESS:

A. Event Permit – Muttzanita – Event Coordinator Matthew Ruona

Muttzanita Event Coordinator Matthew Ruona shared information about this annual event and proclaimed that this will be Muttzanita's 16th year. He said there will be five contests, a dog parade, a silent auction, and a food vendor included this year. This event is scheduled for September 12, 2026, 10am until 1pm, profits are donated to Animal Haven by the Sea Rescue.

A motion was made by Hart to approve the Muttzanita Event Permit. Seconded by Kozlowski; Motion passed unanimously.

B. Municipal Court Update – Municipal Court Judge Larry Blake
This topic has been cancelled.

5. OLD BUSINESS:

A. Repealing and Replacing Resolution 26-09 (removed) – Finance Director Nina Crist
This topic has been removed.

B. Repealing and Replacing Resolution 26-17 – Finance Director Nina Crist
Council President Linda Kozlowski provided an explanation for repealing Resolution 26-17. She communicated that due to the workload that the absent city manager position has brought on staff, it was decided to hire an interim city manager. She said that Jensen Strategies presented two candidates to council that were interviewed by Councilor Brad Hart, Council President Linda Kozlowski and Finance Director Nina Crist. She explained that the interim city manager will work part-time for up to thirty hours a week.

Finance Director Nina Crist spoke about Resolution 26-18 and said that it repeals and replaces Resolution 26-17. She highlighted key changes and said this resolution allows an appointment of an interim city manager and clarifies administrative responsibilities during the transition period. She announced that Dave Waffle will serve as the interim city manager.

Councilor Brad Hart introduced Dave Waffle and said that he brings more than four decades of experience in local government of both large and small communities. He thanked Dave for his willingness to step in and assist the city during this transition period.

Interim City Manager Dave Waffle said he is excited and honored to serve Manzanita as the interim city manager. He stated that he lives in Cornelius and will be in Manzanita a few days each week to assist city staff, city council and to serve the Manzanita community.

A motion was made by Campbell to accept Resolution 26-18 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. Seconded by Spegman; Motion passed unanimously.

C. City Manager Search Update – Council President Linda Kozlowski
Council President Linda Kozlowski spoke about the city manager search and said that the application acceptance period has closed. She announced that Jensen Strategies has received thirty-one complete applications and council has chosen four finalists. She explained the timeline

and encouraged the community to attend a community reception on Tuesday August 25th at 6pm to meet the four finalists.

D. Emergency Hub Update – Councilor Brad Hart

Councilor Brad Hart spoke about the resiliency hubs and reported that the two containers are currently under construction. He communicated that revised site drawings have been submitted to the city and building permit drawings are expected to be submitted by the end of this week in hopes of appearing before the Planning Commission on September 14th. He clarified that the site preparation and installation will be completed by a contractor and said that once the work begins, it is expected to take approximately two weeks. He reported that the grant contract is moving ahead and specified that installation of the two hubs is expected in October.

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 August 10, 2026, at 4pm.
- Manzanita Municipal Court will be held August 14, 2026, at 1:30pm and is open to the public.
- Coffee with the Mayor has been cancelled for August 27, 2026.

Mayor Stock adjourned the meeting at 6:42PM.

**MINUTES APPROVED THIS
9th Day of September, 2026**

Kathryn Stock, Mayor

Attest:

Nancy Jones, Clerk of the Council, Pro Tem



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CITY COUNCIL SPECIAL SESSION

August 28, 2026

1. CALL MEETING TO ORDER: The meeting was called to order on August 28, 2026, at 3:30pm at the Manzanita City Hall by Mayor Kathryn Stock.

ROLL: Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: Interim City Manager Dave Waffle, and Assistant City Recorder Nancy Jones. Staff Present via Zoom: Finance Director Nina Crist. Panelist Present: Jensen Strategies LLC Senior Associate Amelia Wallace, Jensen Strategies LLC Operations Manager Emily Rehder, and Jensen Strategies Project Associate Laura Schneider.

2. APPOINTMENT OF THE NEW CITY MANAGER: Kathryn Stock, Mayor

Mayor Kathryn Stock communicated that council has been in Executive Session for the past two days regarding the vacant city manager position. She announced that Jennifer Watkins has been chosen to enter into contract negotiations.

Council members took turns speaking about the applicant process and thanked everyone who participated and provided feedback on the candidates.

A motion was made by Campbell to extend an offer to Jennifer Watkins as the new City Manager, pending successful contract negotiations. Motion was Seconded by Spegman: Motion passed unanimously.

3. Adjourn: Mayor Stock adjourned the meeting at 3:42pm.

**MINUTES APPROVED THIS
9th Day of September, 2026**

Kathryn Stock, Mayor

Attest:

Nancy Jones, Clerk of the Council, Pro Tem

BILLS FOR APPROVAL OF PAYMENT

From 8/1/2026 - 8/30/2026

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	FACILITY MAINT.	TRANSPOR-TATION	VISITORS CENTER	WATER
3J CONSULTING (CITY PLANNER)	\$10,189.50	\$10,189.50							
ADVANCED (EXCAVATION)	\$1,400.00						\$1,400.00		
ADVENTIST HEALTH (PRE EMPLOYMENT TESTING)	\$403.34								\$403.34
ALL THAT FLOWS (DRC CONSULTANT)	\$1,250.00								\$1,250.00
ASSOCIATED CLEANING (CLEANING SERVICE)	\$489.21	\$489.21							
BOYD'S (EQUIPMENT & SUPPLIES)	\$59.02					\$59.02			
CITY OF MANZANITA (RESILIENCY HUB PERMITTING)	\$385.97	\$385.97							
CITY OF NEHALEM (FINES & ASSESSMENTS)	\$388.00				\$388.00				
CITY OF WHEELER (FINES & ASSESSMENTS)	\$214.00				\$214.00				
DMV (RECORDS REQUEST)	\$0.20				\$0.20				
ENGLAND MARINE (MATERIALS & SUPPLIES)	\$42.24								\$42.24
FERGUSON WATERWORKS (MATERIALS & SUPPLIES)	\$1,118.99								\$1,118.99
HASCO (FUEL)	\$2,365.49		\$1,020.82	\$83.47		\$63.06	\$315.30		\$882.84
JENSEN STRATEGIES (CM RECRUITMENT/INTERIM CM)	\$20,702.07	\$20,702.07							
LARRY BLAKE (MUNICIPAL JUDGE)	\$400.00				\$400.00				
LB BUILDING (COMMERCIAL BLDG. INSPECTOR)	\$2,159.84			\$2,159.84					

BILLS FOR APPROVAL OF PAYMENT

From 8/1/2026 - 8/30/2026

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	FACILITY MAINT.	TRANSPOR-TATION	VISITORS CENTER	WATER
MANZANITA LUMBER (MATERIAL & SUPPLIES)	\$57.05					\$57.05			
MILLER NASH (CITY ATTORNEY)	\$19,549.88	\$9,565.00							\$9,984.88
MPH INDUSTRIES (VEHICLE MAINT.)	\$257.50		\$257.50						
N & S TRACTOR (EQUIPMENT MAINT.)	\$5,931.37					\$1,002.37			\$4,929.00
NAPA AUTO PARTS (VEHICLE MAINT.)	\$256.21								\$256.21
NB WASTEWATER (WASTEWATER)	\$765.00	\$180.00				\$405.00			\$180.00
NC CIVIL DESIGN (CIVIL ENGINEER)	\$3,015.00	\$625.00					\$1,195.00		\$1,195.00
NC TRUCK PARTS (VEHICLE EQUIP & SUPPLIES)	\$579.31								\$579.31
OLSON ASPHLAT (STREET SWEEPING)	\$1,150.00						\$1,150.00		
ONE ELEVEN (IT SERVICES)	\$7,500.00	\$7,500.00							
ONE ELEVEN (EQUIPMENT)	\$6,037.66	\$5,511.69							\$525.97
OREGON DEPT. OF REVENUE (FINES & ASSESSMENTS)	\$575.00				\$575.00				
PSI (UNIFORM & CLOTHING)	\$1,733.90					\$866.95			\$866.95
PACIFIC ALARM (ALRAM SERVICE)	\$862.05								\$862.05
PACIFIC OFFICE AUTO. (MAILINNG & COPIER)	\$332.68	\$293.31							\$39.37
RTI NEHALEM TELECOM (PHONE SERVICE)	\$804.50	\$371.03						\$82.35	\$351.12

BILLS FOR APPROVAL OF PAYMENT

From 8/1/2026 - 8/30/2026

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	FACILITY MAINT.	TRANSPOR- TATION	VISITORS CENTER	WATER
STAPLES BUSINESS CREDIT (OFFICE SUPPLIES)	\$110.45	\$110.45							
STEP FORWARD (MATERIALS & SUPPLIES)	\$406.15							\$406.15	
SWEET SEPTIC (PORTABLE TOILETS)	\$340.00							\$340.00	
TILLAMOOK CO. PAYABLE (FINE & ASSESSMENTS)	\$96.00				\$96.00				
TCCA (MATERIALS & SUPPLIES)	\$403.00								\$403.00
TILLAMOOK PUD (ELECTRICITY)	\$4,241.75	\$166.20				\$113.38	\$858.00	\$127.35	\$2,976.82
TRAFFIC SAFETY SUPPLY (ROAD SIGN)	\$427.06						\$427.06		
US BANK (CITY VISA)	\$5,120.19	\$651.49				\$1,284.89	\$29.99	\$348.98	\$2,804.84
URBSWORKS (CODE CONSULTANT)	\$10,575.00	\$10,575.00							
VERIZON (PHONE SERVICE)	\$1,391.90	\$493.74	\$331.46					\$69.28	\$497.42
WALTER J. WENDOLOWSKI (CITY PLANNER)	\$2,475.00	\$2,475.00							
TOTALS	\$116,561.48	\$70,284.66	\$1,609.78	\$2,243.31	\$1,673.20	\$3,851.72	\$5,375.35	\$1,374.11	\$30,149.35



CITY OF MANZANITA

City Manager

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To: Mayor and City Council

Date Written: September 1, 2026

From: Dave Waffle, Interim City Manager

Subject: Interim City Manager Report

BACKGROUND

I've had the pleasure of serving the City of Manzanita as the interim City Manager for about a month and it has been a rewarding experience that will likely continue for a while longer. We will talk more about that elsewhere on the Council meeting agenda. I'm impressed with the quality and capability of the city staff and the teamwork displayed by the Mayor and City Council. Equally impressive was the level of interest from residents of the community who participated in the City Manager selection process.

The principal areas of my work include the following topics:

- **Resiliency Hub:** Progress continues on this important asset for emergency conditions and we expect to review the quotations from qualified and responsive contractors on September 15. We still await a signed contract from the State of Oregon, as do our neighboring communities. We've had a good team working to put this project together and they'll continue to see this through to an anticipated completion date of October 31, 2026.
- **City Manager Recruitment:** While the team from Jensen Strategies carried the load, the staff worked behind the scenes providing logistical support, especially Nancy Jones. Erik Harth, Nina Crist and Rick Remfler were on the "staff" panel. Many of our employees asked questions of the candidates on Tuesday August 25 at the staff "meet and greet" event. Councilors Jerry Spegman and Linda Kozlowski offered valuable insights and advice on updating the proposed contract we shared with Jennifer Watkins (the council's preferred candidate). Thanks also to a very responsive City Attorney Souvanny Miller.
- **Comprehensive Plan:** Staff conferred with the City's Planner, Scott Fregonese (3J Consulting), so the Planning Commission can continue their public hearing regarding the proposed plan on September 14. They will be able to address the many comments and advice regarding the plan, then decide which ones should become amendments to the plan when it comes to the City Council. Of course, there may be new topics mentioned at their public hearing. We have placed public hearings on the Comprehensive Plan onto the Council's tentative agendas for October 7 and November 4, 2026.
- **Legislative Push for Housing Production:** Staff are hearing and reading more about statutory and administrative changes in the review and appeal processes for various types of land use decisions that involve new housing. There are substantial changes in how the staff handles reviews of applications, reductions in the time allowed for review and limiting who has "standing" for appeals. The timelines are shrinking and councilors may hear complaints that some future development was approved and they were not notified as they



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might have been in the past. All this is occurring while Oregon is supposedly considering revisions to Land Use Goal #1 – Citizen Participation. We don't yet understand all that is underway but a certain amount of confusion is certain.

- **Regional Water Partners:** There is a good deal of work coming our way to update a regional plan for water. Watch for more information about the topic in the coming months.
- **City Council Priorities:** The Leadership Team reviewed the six priorities identified for the incoming city manager in the recruitment profile. The topics are:
 - **Comprehensive Plan and Implementation**
 - **Revenue Diversification**
 - **Water System Resiliency and Long-Term Capacity**
 - **Housing Policy and Development**
 - **Asset Management**
 - **Emergency Preparedness**

The purpose of the review was to ask them to share some background on these issues, suggest any next steps that are on the short-term horizon and identify major roadblocks the incoming city manager will encounter. This was helpful in my first month's work.



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City of Manzanita Application Special Event Permit

Special event permit applications are approved by city council. Ordinance 94-09 states that requests must be turned into the city at least 15 days prior to a regular council session for approval.

Date of request: 8/18/26

Person making request: Nancy Anderson, Anne Billow

Mailing address: Manzanita OR 97130

Phone number: _____ Cell number: _____

Organization (if applicable): NA

Type of event: Neighborhood Block Party (North Avenue)

Date(s): 10/4/26 to 10/4/26 Hours: 4:00 pm to 7:00 pm

Location: North Ave. ^{close-} East Northside 95-119 Southside 76-120
6 houses total

Check what applies:

Public Event: ☐ Private Event: ☒ Charitable: ☐ Profit: ☐

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

Estimated attendance: 40

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

Restrooms Available: Yes: ☒ No: ☐ Handicap Accessible: Yes: ☐ No: ☐ people's own home

Alcohol Served/Sold/Consumed: Yes: ☒ No: ☐ Type: Bring Your Own Beverage

Live Entertainment: Yes: ☐ No: ☒ Type: music - not live

Describe Event Support Staff: Nancy Anderson, Anne Billow, Robin Peterson

Describe Parking Conditions: NA - at their own homes

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

Neighborhood Block Party - To meet & greet new neighbors and long-time friends, opportunity to connect (fulltime & parttime).



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City of Manzanita Application Special Event Permit

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Date of request: 8-24-2026

Person making request: Kari Schuhknecht

Mailing address: _____

Phone number: _____ Cell number: _____

Organization (if applicable): _____

Type of event: Wedding reception

Date(s): 9-19-26 to 9-19-26 Hours: 3 pm to 9:30 pm

Location: The Pine Grove Community House 225 Laneda Ave, Manzanita, OR 97130

Check what applies:

Public Event: ____ Private Event: x Charitable: ____ Profit: ____

Non-profit: ____ Public Property Used: ____ Private Property Used: x

Estimated attendance: 80-90 people

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

Restrooms Available: Yes: x No: ____ Handicap Accessible: Yes: x No: ____

Alcohol Served/Sold/Consumed: Yes: x No: ____ Type: Beer & wine served (not sold)

Live Entertainment: Yes: ____ No: x Type: _____

Describe Event Support Staff: Servers, bartender, dishwasher, day of coordinator

Describe Parking Conditions: No on-site parking is available at the venue. The majority of guests are anticipated to walk from their hotels/Airbnbs, others will find street parking along Laneda Ave. or Ocean Rd.

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

Private event with background music played via a speaker on the outdoor patio. Amplified sound requested to accompany wedding reception for approximately 80-90 guests between 3 pm and 9:30 pm on 9/19/26.

Turn this form into The Manzanita City Hall or email cityhall@ci.manzanita.or.us



City of Manzanita

PROCLAMATION

WHEREAS, Preparedness Month 2026 provides an opportunity for residents of the Nehalem Bay Area to be prepared for any type of emergency where they live, work, and play; and

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

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

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

NOW, THEREFORE, I, Kathryn Stock, Mayor of the City of Manzanita, a municipal corporation in the County of Tillamook, in the State of Oregon, do hereby proclaim September 2026 as Emergency Preparedness Month in Manzanita and call upon all residents, homeowners, and businesses to support efforts to be prepared for the next emergency that comes our way.

IN WITNESS, WHEREOF, and with the consent of the City Council of the City of Manzanita, I have hereunto set my hand on this 9th day of September 2026.

Kathryn Stock, Mayor

ATTEST:

Nancy Jones, Clerk of the Council, Pro Tem

2026 Great ShakeOut Information

Tillamook County Citizens Corps Council (TC4)

4th Annual Countywide GSO Event

Prepared by TC4

Great Oregon ShakeOut

Get Ready to ShakeOut!

Thursday, October 15, 2026
10:15 AM



Join **Tillamook County Emergency Management** and the **TC Citizens Corps Council** in this nation-wide drill of earthquake/tsunami preparedness.

GET READY TO SHAKEOUT, THEN
MOVE OUT OF THE TSUNAMI ZONE

Tell your friends and neighbors about the
Great ShakeOut and how they can
participate.



Take Part!

Learn more and find out
how your community is
participating.



The Great
Oregon
**Shake
Out**



Gran ShakeOut de Oregon

Prepárate para ShakeOut!



Jueves, 15 de octubre de 2026
10:15 AM

Únase a la Administración de Emergencias del Condado de Tillamook y al Consejo del Cuerpo de Ciudadanos de Tillamook County en este simulacro a nivel nacional sobre la preparación para terremotos y tsunamis.

Prepárese para el temblor y luego evacue la zona de tsunami.

Obtenga más información y aprenda cómo puede participar su comunidad.



¡AGÁCHASE!



¡CÚBRASE!



¡SUJÉTESE!

¡Participe!

Cuéntele a sus amigos y vecinos sobre el Gran ShakeOut y cómo pueden participar.



The Great
Oregon
**Shake
Out**



Great ShakeOut Earthquake Drills



Earthquakes are unpredictable and may happen where you live, work, or travel.

Most injuries in earthquakes are from falling or flying objects.

Today we are joining millions of people worldwide who are practicing how to be safe during earthquakes

It is Important to Recognize there are times that Evacuation is Life-Saving.

By participating in these exercises, individuals and organizations can
better understand the gravity of

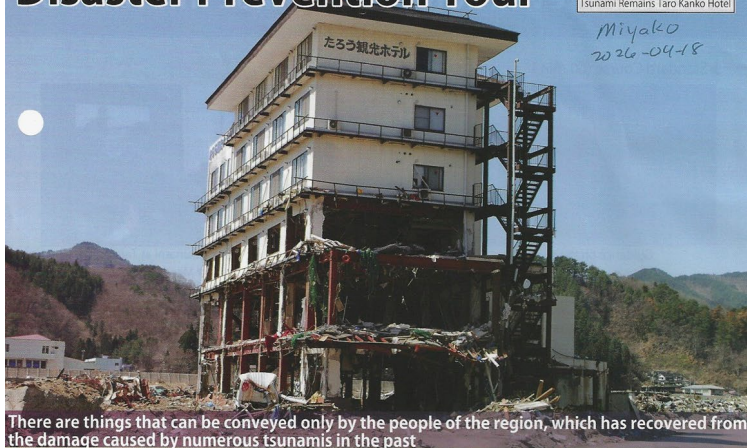
- 1) The Importance of Individual Preparedness
- 2) Create a Plan and Understand Your Role
- 3) Practice “What to Do.”



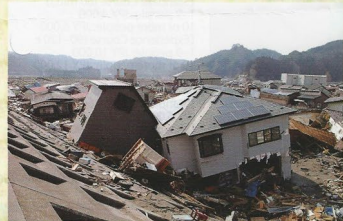
Disaster Prevention Tour

三陸ジオパーク
Sanriku Geopark
Tsunami Remains Taro Kanko Hotel

Miyako
2026-04-18



There are things that can be conveyed only by the people of the region, which has recovered from the damage caused by numerous tsunamis in the past



Taro after being hit by tsunami



Learning about disaster prevention on the seawall

Purpose of Disaster Prevention Tour

During the Disaster Prevention Tour, we take participants up to the seawall to show the current situation in the Taro area, which was severely damaged by the Great East Japan Earthquake and tsunami, and to tell about the situation at that time. Through this program, visitors can learn about the record of the disaster and the lessons learned through past disasters, as well as view footage of the tsunami flowing into the Taro Kanko Hotel.

The aim of this tour is to convey the fear of natural disasters to as many people as possible, and to raise



Tsunami Water Level Marks

17.3m
March 11, 2011
Great East Japan Earthquake
15m
June 15, 1896
Meiji Sanriku Tsunami
10m
March 3, 1933
Showa Sanriku

2011-03-11
@ 2:43 pm

Miyako
Japan -
Magnitude
9.0

Importance
of:

- Prepare
- Plan
- Practice

Disaster Prevention Tour—Course Information

▶ Standard Course (60 min.)



Guidance on the seawall



Watching the video of tsunami at Taro Kanko Hotel

▶ Earthquake Disaster Learning & Experience Course (90–120 min.)



Guidance on the seawall



Walking evacuation route



Watching the video of tsunami



You can visit geosites such as Sannoaiwa Rocks

◆ Meeting place
Taro Shiosato Station

◆ Access (by car)
Morioka ⇄ Taro
About 100 min.
Jodogahama Beach ⇄ Taro
About 25 min.
Ryusendo Cave ⇄ Taro
About 35 min.

◆ Hours
Apr.–Oct. 9:00–16:00
Nov.–Mar. 9:00–15:30

◆ Fees (for individuals and groups)
[Standard Course (60 min.)]
1–9 people: JPY 4,000
10 or more people: JPY 6,000
[Experience Course (90–120 min.)]
1–9 people: JPY 10,000
10 or more people: JPY 12,000

◆ Fees (for travel agents)
[Standard Course (60 min.)]
JPY 6,000/bus
[Experience Course (90–120 min.)]
JPY 12,000/bus

◆ Inquiries
TEL: 0193-77-3305, FAX: 0193-65-7501

Wide-area maps



Communicating Risk and Building Resilience through ShakeOut Drills

"Drop, Cover, and Hold On"

Core Initial Message:

- Protect Yourself from falling debris during an earthquake.
- Know Your Evacuation Plan
- Know where and how to get to Your Safe Place

Time to ShakeOut!



Community Engagement:

ShakeOut drills encourage community participation, fostering a sense of shared responsibility and preparedness.

Awareness and Education:

The drills raise awareness about earthquake risks and educate participants about earthquake and tsunami safety. There are also other reasons for evacuation such as wildfire, landslides, flooding, etc.

Practice and Repetition:

Regular practice of the "Drop, Cover, and Hold On" and then "Evacuate" techniques, help make these actions **automatic** during an earthquake and tsunami.

"People will do what they have practiced."



Promote preparedness at all levels:

The drills encourage individuals, families, businesses, schools, and communities to prepare for Evacuation (Wildfires, Landslides, Flooding, Earthquake and Tsunami, etc.)



Importance of Communication:

Sign Up for “Emergency Alert Notifications”

[Everbridge Emergency Alert Notification Link](#)

ShakeOut emphasizes the need for effective communication during and after an earthquake for

- a. Individuals
- b. Families, and
- c. Emergency Responders



International Participation:

The Great ShakeOut is a global event, demonstrating the universal need for earthquake preparedness in order to save lives. This is an awareness event with Millions of people participating - world, nation, state and countywide.

TC4 has added the component of Evacuation to the GSO because we live on the coast; high-risk hazard.

Important to Understand:

- Everyone is likely to be Impacted
- Those in the Flood Zone must immediately evacuate “Up” to Safety such as Assembly Area.
- Those above the Flood Zone likely will have home damage; not safe to reenter.
 - “Camp at Home” (live in vehicles or evacuate to predetermined Assembly Area.)
 - Evacuation will be on foot

Personal Preparedness is Critical.

- **Go-Bag**
 - Shelter (Tarp, Poncho, etc)
 - Food
 - Water (Filter)
 - Medication
 - Communication
 - Reunification Plan with Family
 - Money

Preparedness is how we Achieve Resilience!!

Outcomes of Previous Tillamook County TC4 GSO Exercises

Communication:

- Development of Active Ongoing Communications Education and Training
- Distribution of Solar Go-Boxes Countywide (Coordinated by John Beaston, Till Co Aux Comm)

Community Reality that “Normal Responders” will Not be Available:

- Importance of Personal Preparedness.
- Unified Media Packet message Countywide
- Community preparedness for Flooding, Earthquake/Tsunami Responses including Evacuation.

2023: 455 Participants

2024: 741 Participants

2025: 3921

Participants!!

Goal for 2026

Increase Tillamook County Community Resilience

Goal:

Effectively communicate the Importance of

1. Prepare
2. Plan
3. Practice

Objectives:

1. Recognize there are times when Evacuation is Life Saving
2. Prepare - Internalize/Understand the importance of Individual Preparedness
3. Plan - Create a Plan and Understand Your Role
4. Practice "What to Do."

[Tillamook County Great ShakeOut - 10/15/2026 at 10:15 am](#) QR Code

Earthquake & Tsunami (Tidal Wave) Information

Who, What, Where, When, Why and How

Who: Everyone may need to evacuate to a safe place.

What: Evacuate due to earthquake ground movement causing unsafe structures, downed power lines, outages, ruptured water and sanitation pipes, and potential water inundation (tidal wave) from high waves.

Where: Pre determine your "safe location" out of the inundation (tidal wave) zone; and/or outside of your home structure. Where are your emergency supplies stored?

When: Evacuate immediately after the shaking stops, or when safe to do so. Do not return until authorities confirm it is safe.

Why: To ensure safety and access to a designated safe place. Your Go-Bag may be all You have - Include the essentials - Shelter, water, food and communication.

How: Evacuate on foot, as roads will likely be impassable due to road damage, or obstructions such as trees, power lines, debris. Aim to reach high ground within 10-15".

Local Assembly Area(s) for This Community

Welcome and Education

Resource:

**Great ShakeOut Information Link and/or
Contact Person**



CITY OF MANZANITA

City Manager
655 Manzanita Ave - Manzanita, OR 97130-0129
Phone: (503) 812-2514 | TTY Dial 711
ci.manzanita.or.us

To: Mayor and City Council

Date Written: September 1, 2026

From: Dave Waffle, Interim City Manager

Subject: League of Oregon Cities Legislative Priorities

BACKGROUND

The League of Oregon Cities (LOC) represents the municipalities of Oregon to the Oregon Legislature and executive agencies. Before each legislative session, LOC, polls its members for the most important matters that they wish to board and staff of LOC to pursue. This takes the form of document describing the potential topics that the LOC Policy Committees developed for consideration by the governing body of each city. The priority topics are then considered and voted upon at the annual meeting of the league.

Enclosed is a list of the titles of the various priorities indicating which ones that members of the City Council deem important on a preliminary basis. The enclosed resolution lists each of those.

Options: The City Council may:

- a. Approve or amend the resolution and complete the LOC voting ballot indicating the legislative priorities of the Manzanita City Council.
- b. Decline to participate.

Suggested Motion: To Approve Resolution ___ and complete the LOC voting ballot indicating the legislative priorities of the Manzanita City Council.

2027-28 LOC Legislative Priorities

These are the titles of the potential legislative priorities from the League of Oregon Cities. LOC materials include description of each item. **Highlighted items** are the ones identified by the mayor and city council as the top five items to share with LOC.

Broadband, Cybersecurity, AI, and Telecommunications Committee

Promote the Equitable Development of Sustainable Telecom Infrastructure

Maintain Local Control of a Safe, Modern Right of Way

Support Equitable Access to Technology Support Responsible Municipal Use of Technology Support Municipal Cybersecurity Proficiency

General Government Committee

Administrative Procedures Act Reform

Public Meetings Law Clarity

Housing, Land Use, and Community Development Committee

Funding and Coordination for Shelter and Homeless Response

Full Funding And Streamlining For Housing Production

Land Availability And Land Use Streamlining

Energy and Environment

Invest In Community Energy Resilience/Disaster Planning

Support Expedited Local Renewable Energy Generation

Support Increased Energy Transmission Capacity

Maintain Affordable Energy While Supporting Grid Hardening and Modernization

Resource Programs For Energy Efficiency Planning and Project Development

Support Administrative Capacity

Finance, Taxation, and Economic Development Committee

Targeted Prevailing Wage Changes Alcohol Revenue Modernization

Emergency Communication System Resources

Strengthening Economic and Workforce Development

Transportation Committee

2027 Transportation Package

Cautious Adoption of Autonomous Vehicles

City Supported Street Sign Traditions

Water and Wastewater Committee

Infrastructure Funding

Water Reuse

Ratepayer Assistance

Water Workforce Development



City of Manzanita

COUNCIL RESOLUTION No. 26-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON DECLARING OREGON LEGISLATIVE PRIORITIES.

WHEREAS, the League of Oregon Cities seeks to establish legislative priorities for the upcoming legislative session, and,

WHEREAS, the League of Oregon Cities offers descriptions of 27 priority statements from their various Policy Committees, and

WHEREAS, the governing body of each member of the League of Oregon Cities can consider and communicate their respective legislative priorities,

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

SECTION 1.

- a.** The titles of the most important legislative priorities for the 2027 session of the Oregon Legislature, for cities in Oregon are:
 - a. Administrative Procedures Act Reform
 - b. Public Meetings Law Clarity
 - c. 2027 Transportation Package
 - d. Water Infrastructure Funding
 - e. Water Workforce Development
- b.** The City Manager will convey these priorities to the League of Cities utilizing their balloting process.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Nancy Jones, Clerk of the Council, Pro Tem



CITY OF MANZANITA

City Manager

655 Manzanita Ave - Manzanita, OR 97130-0129

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

ci.manzanita.or.us

To: Mayor and City Council

Date Written: September 3, 2026

From: Dave Waffle, Interim City Manager and Rick Remfler, Public Works Director

Subject: Fifth ST Park Restroom Mural

BACKGROUND

The FY 2026-27 Budget and Capital Improvement Plan includes considerable work at these restrooms to upgrade fixtures, ensure ADA compliance and generally improve the visitor experience. Staff is securing contracts for most of that work already. Working with the Oregon Coast Visitors Association, Rick wrote a successful grant application for the purpose of hiring an artist to paint an iconic but simple, attractive mural on the east exterior wall of the restroom. The grant will cover the cost of the mural. We have secured the cooperation of the Hope Montgomery to design and paint the mural. She did the same for the City of Bay City.

We have four options from which to choose and those are attached. We will show the designs during the council meeting. Staff feels that any of the designs of the mural are consistent with the logo and wayfinding plans of the city, that it will be an attractive feature of the park and can expect that visiting "influencers" will generate many photo "ops" for Manzanita!

We are anxious to proceed promptly with the work and squeeze the project into a good weather window suitable for painting. The staff has no recommendation as to the designs offered.

Options:

- a. Select a preferred design
- b. Decline any mural on the Fifth ST Park restroom
- c. Ask the artist to return with other options

Suggested Motion: To authorize the Public Works Director to inform the artist to proceed with design # _____ for the Fifth ST Park restroom.

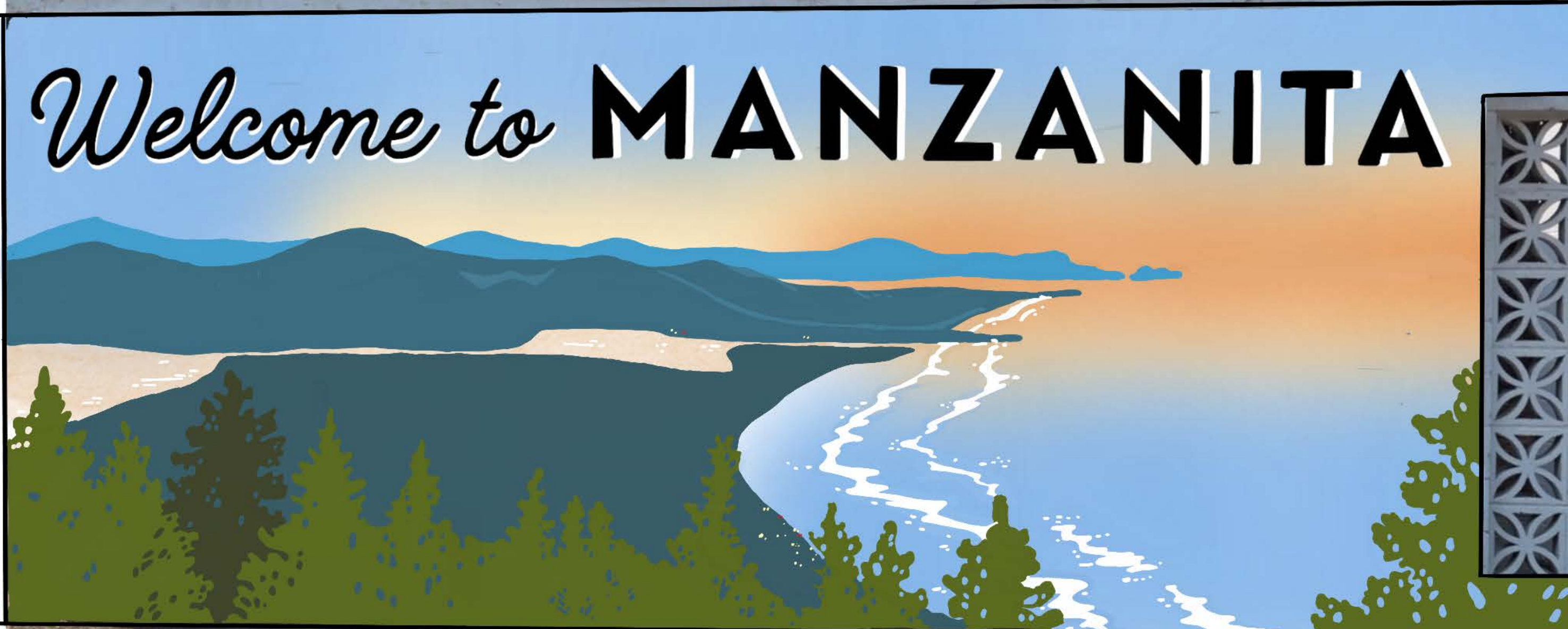
Welcome to
MANZANITA







Welcome to **MANZANITA**







CITY OF MANZANITA

Development Services

655 Manzanita Avenue – Manzanita Oregon 97130

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

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

devservices@ci.manzanita.or.us

STAFF REPORT

TO: Manzanita City Council

FROM: Walt Wendolowski, Contract City Planner

SUBJECT: Planning File #24012 (2026) – Pump Station Property Dedication

DATE: September 1, 2026

I. BACKGROUND

- A. **APPLICANT:** City of Manzanita for property owned by Pine Grove Properties.
- B. **PROPERTY LOCATION:** Southwest Corner of Intersection of Highlands and Meadows Drives, part of Tract "H" of Highlands 2. The County Assessor places the property within Township 3 North; Range 10 West; Section 29D; Tax Lot #105.
- C. **PARCEL SIZE:** The property contains approximately 1,907 square feet.
- D. **EXISTING DEVELOPMENT:** The site fronts two streets and also contains a City operated pump station for water.
- E. **ZONING:** The parcel is zoned Middle Housing 3 (MH-3).
- F. **REQUEST:** The owner of the property (Pine Grove Properties) wishes to dedicate the site to the City of Manzanita.

II. SUMMARY

- A. In 2024, the City approved a conditional use application establishing a water pump station on the subject site (Planning File # 22024). The City subsequently approved a partition, dividing the pump station site from the remainder of the property (Planning File #24012). Owner of the site now wishes to dedicate the property to the City. After dedication, the City would then own the underlying property along with the pump station.
- B. The Council packet contains a map, legal description, and deed of dedication. City Legal Counsel reviewed the material and found the dedication complies with legal requirements.

III. RECOMMENDATION

By accepting the dedication, the City will own, and maintain control over, the site. This is appropriate from both a logistics and legal perspective. Therefore, staff recommends the City Council accept the dedication of the subject property containing the water pump station.

TILLAMOOK COUNTY
Real Legal Descriptions

Account # 419115

Map 3N1029D0 00105

Effective Date 07-Nov-2024 03:21 PM

Disclaimer This information is maintained for assessment and taxation purposes only. The county is not responsible for possible errors, omissions, misuse, or misinterpretation. The legal description shown will not show any changes and/or modifications thereto subsequent to the EFFECTIVE DATE.

<u>Subdivision</u>	<u>Block</u>	<u>Lot</u>	<u>Direction</u>	<u>Part</u>	<u>Part Type</u>
PARTITION PLAT 2024-09		PARCEL 2			

THIS SPACE RESERVED FOR RECORDERS USE

AFTER RECORDING RETURN TO:

City of Manzanita
PO Box 129
Manzanita, Or 97130

DEED OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS, that Pine Grove Properties Inc., an Oregon corporation, Grantor, does hereby dedicate, grant, convey, and warrant to the public, and that the City of Manzanita, a Municipal Corporation of the State of Oregon, hereinafter called the Grantee, does hereby accept on behalf of the public, for use as a water booster pump house and all related and incidental uses, the following described real property located at 600 Meadows Dr., in the City of Manzanita, Tillamook County, State of Oregon, to-wit:

SEE ATTACHED EXHIBIT A and shown in EXHIBIT B

Commented [SM1]: Exhibit A is legal description;
Exhibit B is the map

TO HAVE AND TO HOLD the above described, dedicated, granted and conveyed premises unto said Grantee, its successors and assigns forever.

The true consideration for this conveyance is \$0.00 and other valuable consideration. Grantor hereby covenants to and with Grantee, and the Grantee's successors and assigns, that Grantor is lawfully seized in fee simple of the above named real property, free from all encumbrances except as specifically set forth herein, and that Grantor and its heirs and personal representatives shall warrant and forever defend the said real property against the lawful claims and demands of all persons.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED

IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

[signature page follows]

Dated this _____ day of _____, 2026.

Pine Grove Properties Inc. an Oregon Corporation

By: _____
James P. Pentz, President
State of Oregon)
)
County of Tillamook)

This record was acknowledged before me on _____, 2026 by James P. Pentz
of Pine Grove Properties Inc., an Oregon Corporation.

Notary Public for Oregon
My commission expires: _____

Accepted on behalf of the City of Manzanita on the condition that the deed of dedication
conveyed is free and clear from taxes, liens, and encumbrances.

Accepted:

Approved as to Form:

City of Manzanita

Dave Waffle, Interim City Manager
City Recorder
Date: _____

Print Name: _____
City Attorney
Date: _____



CITY OF MANZANITA

City Manager
655 Manzanita Ave - Manzanita, OR 97130-0129
Phone: (503) 812-2514 | TTY Dial 711
ci.manzanita.or.us

To: Mayor and City Council

Date Written: September 9, 2026

From: Dave Waffle, Interim City Manager

Subject: City Manager Contract

BACKGROUND

The contract for the new City Manager is on the agenda for the meeting of September 9, 2026. This was negotiated between Jennifer Watkins and city representatives. We anticipate a starting date of November 1, 2026. The salary is within the range described by the City Council in their recruitment materials.

The Manzanita City Council selected the firm of Jensen Strategies for the recruitment process and they facilitated applications, screening of candidates and a full slate of panelists to evaluate the candidates. The Council met in an open meeting on August 28th to announce their selection pending negotiations.

Options:

- a. Approve the proposed contract
- b. Modify the contract and resume negotiations
- c. Decline to approve the contract and discuss next steps for the City.

Suggested Motion: Move to approve the contract with Jennifer G. Watkins as City Manager/Recorder effective November 1, 2026.

EMPLOYMENT AGREEMENT

This Employment Agreement is entered into this 1st day of November 2026 (the "Effective Date"), by and between the City of Manzanita, Oregon, an Oregon municipal corporation (hereinafter referred to as "City") and Jennifer G. Watkins (hereinafter referred to as "City Manager/Recorder").

The City and the City Manager/Recorder wish to enter into a written Agreement creating a professional employment relationship. In consideration of the covenants set out in this Agreement and for the consideration specified in this Agreement, the City and the City Manager/Recorder agree as follows:

SECTION I. EMPLOYMENT AND DUTIES.

- A. The City agrees to employ the City Manager/Recorder and the City Manager/Recorder agrees to accept City employment.
- B. The City Council expects the City Manager/Recorder to adhere to the highest professional standards. The City Manager/Recorder's actions will always comply with those standards. City Manager/Recorder agrees to follow the Code of Ethics and Guidelines of the International City/County Management Association and the ethics rules, regulations, and laws of the State of Oregon.
- C. Pursuant to the authority of the City Charter, the City Manager/Recorder will have general supervision of the administrative affairs of the City; general control over all nonelective officers and employees of the City, subject to Chapter V, Section 22 (7) of the City Charter; and will perform such other duties as may be prescribed by the Council.
- D. The City Council meets annually to establish and review the City's goals and objectives. Decisions and actions generated as a result of the goal setting sessions supplement the annual budgetary process and serve as a guide in the formulation of the budget. The City Manager/Recorder will be responsible for pursuing the goals and objectives of the City Council and for providing quarterly reports to the City Council regarding the progress toward achieving the Council's goals and objectives.
- E. The City Manager/Recorder's job description is found in Chapter V, Section 22 of the City Charter.
- F. It is recognized that the City Manager/Recorder must devote time outside of normal office hours on business for the City. To that end, the City Manager/Recorder will be allowed to establish an appropriate work schedule.

SECTION II. TERM.

- A. This Agreement will continue from the Effective Date until terminated as described herein.
- B. Nothing in this Agreement will prevent, limit, or otherwise interfere with the right of the City Council to terminate the services of the City Manager/Recorder at any time, subject only to the provisions set forth in this Agreement.
- C. Nothing in this Agreement will prevent, limit, or otherwise interfere with the right of the City Manager/Recorder to resign at any time, subject only to the provisions set forth in this Agreement.
- D. The City Manager/Recorder agrees to remain in the exclusive employ of the City during the term of this Agreement. As part of a transition plan, the City Manager/Recorder may perform advisory services for ARI provided that such activities: (1) do not conflict with the interests of the City; (2)

do not interfere with the City Manager's/Recorder's duties or availability; (3) do not use City resources, staff time, or confidential information; and (4) comply with all applicable provisions of Oregon ethics law (ORS 244). This allowance will not exceed five (5) hours per month and expires on June 30, 2027.

SECTION III. TERMINATION AND SEVERANCE PAY.

- A. At-Will Employment. The City Council may, subject to the provisions set out below, terminate the services of the Employee at any time, with or without cause, it being expressly understood and agreed between the parties that Employee serves as an at-will employee of the City Council.
- B. Termination by City Manager/Recorder. If the City Manager/Recorder resigns or retires, the City Manager/Recorder will provide the City Council with thirty (30) calendar days advance written notice.
- C. Termination for Cause. In the event of a for-cause termination, this Agreement will not be deemed to waive statutory or constitutional rights or remedies otherwise available to the City Manager/Recorder. The City Manager/Recorder's employment with the City may be terminated immediately at the sole discretion of a majority of the City Council members upon the occurrence of any of the following events:
 - 1. The City Manager/Recorder fails, refuses, or is unable to comply with the written policies, standards, and regulations of the City that are in existence at the time, or fails, refuses, or is unable to comply with any then-current state or federal laws;
 - 2. Dishonesty in any form;
 - 3. The City Council, after a thorough investigation, has reasonable cause to believe the City Manager/Recorder has committed fraud, misappropriated City funds, goods, or services, or other acts of misconduct that cause injury to the City or affect the City Manager/Recorder's ability to perform the job; or
 - 4. The City Manager/Recorder fails to perform their duties as City Manager/Recorder faithfully and fully in accordance with the highest professional standards.
- D. Subject to Section III.E., if the City Manager/Recorder's employment is terminated by the City Council for any reason other than for cause during such time that the City Manager/Recorder is willing and able to perform the duties of City Manager/Recorder, the City will provide the City Manager/Recorder a lump-sum cash severance payment equal to four (4) months of the City Manager/Recorder's base salary, less all applicable withholdings and deductions, and payment of the City Manager/Recorder's COBRA premiums for continuation of medical, dental, and vision coverage for four (4) months following the termination date, provided that the City Manager/Recorder timely elects and remains eligible for COBRA continuation coverage. The City Manager/Recorder will notify the City if, during the four (4) months following the termination date, the City Manager/Recorder obtains coverage through other employment or makes other arrangements for their health, dental and vision insurance.
- E. The City's obligations, and the City Manager/Recorder's rights, arising under Section III.D are not enforceable until the City Manager/Recorder provides a written release completely releasing and forever discharging the City and its past, present, and future councilors, agents, employees, attorneys, insurers, and representatives from any and all claims, rights, demands, actions,

liabilities, and causes of action of every kind and character, known or unknown, matured or unmatured, and claims for attorney fees and costs, which City Manager/Recorder may have, whether based on tort, contract (express or implied), or any federal, state, or local statute, regulation, ordinance, or other law. The written release must be binding on the City Manager/Recorder's heirs, successors, and assigns.

- F. In the event that the City Manager/Recorder voluntarily resigns, the City Manager/Recorder will give the City not less than 30 days written notice in advance. The City reserves the right, upon written notice to the City Manager/Recorder, to accept the City Manager/Recorder's notice of resignation and to accelerate such notice and make the City Manager/Recorder's resignation effective immediately, or on such other date prior to the City Manager/Recorder's intended last day of work as the City deems appropriate. It is understood and agreed that the City's election to accelerate the City Manager/Recorder's notice of resignation will not be deemed a termination by the City without cause for purposes of this Section III or otherwise.

SECTION IV. RESIDENCY.

The City Manager/Recorder will not be required to reside within the City limits during the Term of this Agreement.

SECTION V. PERFORMANCE EVALUATION.

The City Council will evaluate the City Manager/Recorders performance at least once a year and may perform evaluations more frequently as the City Council deems appropriate.

SECTION VI. SALARY AND BENEFITS.

- A. Salary. Beginning on the Effective Date, the City will pay the City Manager/Recorder a salary of \$12,917 per month. The salary will be paid to the City Manager/Recorder at the same time as all other City employees are paid. The City Manager/Recorder's salary may be adjusted at the discretion of the City Council and any salary adjustments will be discussed at the time of the performance evaluation. No adjustment will be implemented until it is approved at a regular or special meeting of the City Council. Adjustments to the City Manager's salary will become effective on July 1st of the year that the adjustment is approved by City Council unless otherwise specified by City Council. The City anticipates that beginning after the first full year of employment, the City Council may consider adjustments to the City Manager/Recorder's salary in March of each year and vote on those adjustments no later than May. The City reserves, however, the right to review the City Manager/Recorder's salary at other times during the year so that it may conduct salary surveys and otherwise gather data for City Council's use when considering adjustments. Any cost of living increases provided to other City employees will also be reflected in adjustments to the City Manager/Recorder's salary.
- B. Vacation. The City Manager/Recorder will receive 6.66 vacation hours per month during the Term of this Agreement. In the event employment with the City is terminated, either voluntarily or otherwise, unused vacation time will be paid up to 120 hours, and any remaining hours will be forfeited.
- C. Sick Leave. The City Manager/Recorder will accrue sick leave at the rate of 8 hours per month throughout the Term of this Agreement. In the event employment with the City is terminated, either voluntarily or otherwise, unused sick leave will be forfeited.
- D. Management Leave. The City Manager/Recorder will receive forty (40) hours of management

leave each calendar year. Management leave days do not accrue and must be used within the applicable calendar year. It is compensable only in the form of leave and any unused management leave will be forfeited at termination of employment.

- E. Relocation Expenses: The City agrees to provide the City Manager/Recorder a one-time lump sum relocation and temporary housing payment in the amount of \$5,000.00. This payment is intended to offset costs associated with relocation, temporary lodging, transportation, meals and other related expenses. The payment will not require submission of receipts and will be issued within ten (10) days of Manager/Recorder's employment start date. This payment will be considered taxable compensation to the Manager/Recorder.
- F. Except as otherwise provided in this Agreement and the Employee Handbook, the City Manager/Recorder will receive the same benefits as other employees of the City.

SECTION VII. RETIREMENT AND INSURANCE.

- A. Retirement. The City Manager/Recorder is entitled to the same retirement plan as all other City employees.
- B. Health Insurance. The City Manager/Recorder is entitled to the same medical, dental and vision benefits as all other City employees.

SECTION VIII. PROFESSIONAL DEVELOPMENT, COMMUNITY INVOLVEMENT, AND EXPENSES.

- A. The City will pay for the City Manager/Recorder's membership in the Oregon City/County Management Association (OCCMA), the International City/County Management Association (ICMA) and the Oregon Association of Municipal Records (OAMR).
- B. The City recognizes that certain reasonable expenses will be incurred by the City Manager/Recorder on behalf of the City and agrees to reimburse or pay reasonable expenses promptly, including mileage to be reimbursed at the IRS rate, if the expenses are (i) incurred in the performance of the City Managers/Recorders duties (ii) evidenced by receipts or other documentation, and (iii) approved by the City Council.

SECTION IX. BONDING.

Pursuant to the City Charter, the City Manager/Recorder will "secure a bond for the City in an amount and with a surety approved by the Council." The City has provided for this Charter requirement through City County Insurance Services' excess crime coverage. This insurance meets statutory bonding requirements.

SECTION X. INDEMNIFICATION.

To the extent permitted under Oregon law, including the Oregon Tort Claims Act (ORS 30.260 to 30.300), the City agrees that it will defend, hold harmless, and indemnify the City Manager/Recorder from all demands, claims, suits, actions, errors, or other omissions in legal proceedings brought against the City Manager/Recorder in their individual capacity, in their official capacity, or in their official capacity as agent or employee of the City, provided the incident arose while the City Manager/Recorder was acting within the scope of their employment and within the scope of this Agreement. If, in the good faith opinion of the City Manager/Recorder, a conflict exists regarding the defense of any such claim between the legal position of the City and the City Manager/Recorder, the City Manager/Recorder may engage counsel, in which event, the City will indemnify the City Manager/Recorder for the cost of legal

counsel. In no case will individual City Council members be considered personally liable for indemnifying City Manager/Recorder against demands, claims, suits, actions, and legal proceedings.

SECTION XI. CONFIDENTIALITY.

- A. The City Manager/Recorder recognizes that, through employment with the City, the City Manager/Recorder will have access to confidential information that needs to be protected from improper disclosure. The City Manager/Recorder agrees not to directly or indirectly use any confidential information except as necessary to perform the duties of the City Manager/Recorder, and further agrees not to directly or indirectly divulge such information to anyone outside the City organization without the City's prior written consent, unless required by court order or, if in the opinion of the City Attorney, by state law.
- B. This Section XI will survive the termination of this Agreement.
- C. Nothing in this Section XI. prevents the City Manager from exercising their right to make a complaint of discrimination or other workplace misconduct, or report conduct otherwise protected by local, state, or federal law.

SECTION XII. GENERAL PROVISIONS.

- A. Amendment. Nothing will restrict the ability of the City and the City Manager/Recorder to amend the terms of this Agreement. Amendments will be valid only if they are made in writing and are signed by both the City and City Manager/Recorder.
- B. Severability. If any provision of this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement will be deemed severable and will remain in full force and effect.
- C. Choice of Law / Venue. This Agreement will be governed by, construed, and interpreted in accordance with the laws of the State of Oregon without reference to principles of conflict of laws. In case of a lawsuit arising from this Agreement, for enforcement and/or damages for breach or violation, the parties agree that the venue will be in Tillamook County Circuit Court, to the exclusion of all other courts in any other venue. The prevailing party in a lawsuit will be entitled to reasonable attorney's fees to be fixed by the trial court. If an appeal is taken from the decision of the trial court, the fees will include any additional sums fixed by the appellate court as reasonable attorney's fees in the appellate court, together with prevailing party costs and disbursements incurred therein.
- D. Construction. This Agreement was the result of negotiation by the parties and thus the parties agree that the rule of construction requiring that the Agreement be construed against the drafter will not apply to the interpretation of this Agreement. Both parties acknowledge that they have read and understand the Agreement, enter into it voluntarily, and have had opportunity to have it reviewed by counsel of their choice.
- E. Waiver. The failure of either party to enforce any provision of this Agreement will not be construed as a waiver or limitation of that party's right subsequently to enforce and compel strict compliance with every provision of this Agreement.
- F. Merger. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

Mayor Kathryn Stock

Jennifer G. Watkins

Date

Date

APPROVED AS TO FORM:

City Attorney



City of Manzanita

COUNCIL RESOLUTION No. 26-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON ESTABLISHING SUCCESSION OF AUTHORITY IN THE EVENT OF AN EMERGENCY.

WHEREAS, The City Council has adopted the Emergency Operating Plan for the Nehalem Bay area, and,

WHEREAS, there is a need to establish a succession of authority in the event that certain key persons are not available during the time of an emergency,

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

SECTION 1.

Declaration of State of Emergency.

When a disaster occurs, the Mayor is authorized to declare a state of emergency. In the event the Mayor and the City Council President are not available, the City Manager is authorized to declare a state of emergency. In the event that none of those officials are available, the City Emergency Manager and Police Chief are authorized to declare a state of emergency.

SECTION 2.

Succession of staff authority.

If a state of emergency has been declared and if certain officials are not available or unable to perform their duties, the following persons are authorized to assume the duties and authority of the officials as follows:

- A. If the City Manager is unavailable or has assumed authority of a higher official, the City Emergency Manager shall assume the duties and authority of the City Manager. If the City Emergency Manager is likewise unavailable or has assumed higher authority of a city official, the Police Chief shall assume the duties and authority of the City Manager.
- B. If the Public Works Director is unavailable or has assumed authority of a higher official, the Public Works Operations Manager or most senior Public Works employee shall assume the duties of the Public Works Director. If the Public Works Operations Manager and most senior Public Works employee is likewise unavailable or has assumed the authority of a higher official, the next most senior Public Works employee shall assume the duties of the Public Works Director.

C. If the Police Chief is unavailable or has assumed the authority of a higher official, the Police Sergeant shall assume the duties and authority of the Police Chief. If the Police Sergeant is likewise unavailable or has assumed authority of a higher official, the next most senior Police Officer shall assume the duties and authority of the Police Chief.

SECTION 3.

Resolution 16-08 adopted August 3rd, 2016 is hereby repealed.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Nancy Jones, Clerk of the Council, Pro Tem



CITY OF MANZANITA

City Manager

655 Manzanita Ave - Manzanita, OR 97130-0129

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

ci.manzanita.or.us

To: Mayor and City Council

Date Written: August 24, 2026

From: Dave Waffle, Interim City Manager

Subject: DUNE GRADING MORATORIUM FINDINGS PER ORS 197.520 (4)

PROCEDURAL BACKGROUND

On November 9, 2022, the City adopted a Moratorium on view grading as defined in the Manzanita Zoning Ordinance 95-4, Section 3.085.6. The City Council has extended this moratorium many times since with findings such as this:

On February 10, 2023, at least 14 days prior to the public hearing to extend the Moratorium for a period of six months, the City provided the Department of Land Conservation and Development (DLCD) written notice that the City Council would be considering an extension of the Moratorium on March 8, 2023. Meg Reed, Ocean Shores Specialist, DLCD, provided the City with a response indicating that the notice was sufficient on February 14, 2023. The City Council approved the extension of the Moratorium for a period of six months expiring on September 9, 2023.

The last extension contained this notice:

On February 25, 2026, the City provided written notice to the Oregon Department of Land Conservation and Development (DLCD), via email to Meg Reed, Ocean Shores Specialist, DLCD, of the City Council's intent to consider an extension of the Moratorium pursuant to ORS 197.520(4). DLCD acknowledged receipt of the notice on February 25, 2026. The City Council opened a public hearing on the proposed extension on March 4, 2026. In order to ensure full compliance with the 14-day notice requirement of ORS 197.520(4), the City Council continued the public hearing to March 11, 2026. March 11, 2026, is at least 14 days after DLCD was provided with written notice.

PROPOSED SCOPE OF THE EXTENSION

This Moratorium shall be extended for six months from its current expiration date of September 11, 2026, and continue in effect until expiring on March 11, 2027, unless revoked by the City Council or extended in accordance with ORS 197.520(4). While the Moratorium is in effect, the City shall not consider or approve any permit for view grading as defined in the Manzanita Zoning Ordinance 95-4, Section 3.085.6.

DEFINITIONS

"Affected geographical area" includes all properties within the beaches and dunes overlay zone. This land is "urban or urbanizable land" within the meaning of ORS 197.520.



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PROPOSED FINDINGS IN SUPPORT OF THE EXTENSION OF MORATORIUM

Pursuant to ORS 197.520(4), the City of Manzanita finds as follows:

I. The problem giving rise to the need for the Moratorium still exists, specifically:

1. The City's current Foredune Management Plan ("Plan"), reflected in Manzanita Development Code 3.080, is 25 years old, and a number of things have changed since the Plan was adopted. The plan does not reflect the status of the foredune system or best practices with respect to management. For instance, the amount of sand in the dune system has grown substantially over time. This has made it virtually impossible to grade to the dune profile dimensions specified in the Plan. Additionally, more regulatory agencies have indicated to the City that they need to be more closely involved in grading activities. For example, disposal of excess sand in the intertidal zone may need to be reviewed and modified, and a separate Corps of Engineers permit may need to be obtained. The Plan also does not take into account today's tidal flooding and erosion conditions.

2. Because the Plan is out of date and does not reflect current conditions or best management practices, allowing view grading under the existing Plan may result in irrevocable public harm as follows:

a. Sand being distributed from private property onto the public ocean shore recreation area, or sand being disturbed in the ocean shore recreation area for the benefit of one or a small number of private landowners, despite:

i. Minimal to no public need or justification for view grading and,

ii. Overwhelming public opposition to recent applications for view-grading projects.

b. Negative impacts to the public enjoyment of the dunes during view grading activities.

c. Destabilization of the vegetated dunes from unsupported view grading of the dunes which could lead to impacts to both private and public development and infrastructure.

d. Unknown impacts on coastal shoreland resources such as razor clam and western snowy plover habitat from sand redistribution.

e. Unknown impacts on ocean resources by sand displacement into the intertidal zone from sand redistribution.

f. Establishment of additional European beach grass (which is allowed under the existing Plan) in the foredune area, rather than native beach grasses.

g. Un-studied impacts on public resources and nearby private properties relating to current and future anticipated seasonal tidal events, flooding and erosion.

3. Based on the foregoing, there is a compelling need for the Moratorium.



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II. The City is making reasonable progress to alleviate the problem giving rise to the need for the Moratorium by:

The City held a public meeting in September 2025 and conducted an online survey to gain feedback specifically on Goal 18. The proposed Comprehensive Plan includes updated maps of the beaches and dunes of Manzanita. The city also worked with the Department of Land Conservation and development to update goal 18 policies and draft policies are now complete. The Comprehensive plan will be complete by the end of 2026.

The proposed Comprehensive Plan includes several policies regarding Manzanita's beaches and dunes including the following:

Policy 1.3 Update the Dune Management Plan to establish clear and current standards for dune preservation, restoration, and maintenance that reflect current conditions and meet the needs of the community and the health of the dune system. Incorporate guidance on vegetation management, erosion control, and compatible recreation uses.

Policy 1.4 Uphold that foredune grading for view enhancement or to prevent ongoing sand inundation may be allowed in foredune areas where an overall plan for managing the foredune grading is prepared. Before grading can begin, the foredune grading plan must be adopted as an amendment to the Comprehensive Plan.

After adoption of the Comprehensive Plan, the City will consider a number of important implementation measures including the creation of a Dune Management Plan and accompanying regulations. These actions will be analyzed and proposed for inclusion in the FY 2027-28 operating budget.

III. The Moratorium shall be extended by a period of six months to allow the City to continue making progress toward updating the Comprehensive Plan and implementing measures.

Options: The City Council may:

- a. Approve the extension of the Dune View Grading Moratorium allowing completion of the Comprehensive Plan and implementing codes
- b. Decline to extend the moratorium in which case the current ordinance is active

Suggested Motion: To Approve the Findings as Presented and Extend the View Grading Moratorium for a period of 6 months, ending March 11, 2027.