

City of Rockaway Beach

City Council Meeting Minutes



Date: Wednesday, March 10, 2021
Time: 6:00 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 -Civic Facility

CALL TO ORDER – Sue Wilson, Mayor

PLEDGE OF ALLEGIANCE

ROLL CALL

[Mayor - Sue Wilson: Present](#)
[Position #1 - Keith Cantrell: Present](#)
[Position #3 - Kristine Hayes: Present](#)
[Position #4 - Terry Walhood: Present](#)
[Position #5 - Penelope Cheek: Present](#)
[Position #2 - Tom Martine: Present](#)

CONSENT AGENDA

Walhood made a motion, seconded by Cheek to approve the February 10th Minutes, February 18th special minutes and the February 2021 check register; motion carried.

[Position #4 - Terry Walhood: Motion](#)
[Position #5 - Penelope Cheek: 2nd](#)
[Position #1 - Keith Cantrell: Approve](#)
[Position #3 - Kristine Hayes: Approve](#)
[Position #4 - Terry Walhood: Approve](#)
[Position #5 - Penelope Cheek: Approve](#)
[Position #2 - Tom Martine: Approve](#)

CITIZEN INPUT ON NON-AGENDA ITEMS

PRESENTATIONS, GUESTS & ANNOUNCEMENTS

STAFF REPORTS

Police Chief, Charlie Stewart stated the PD had time to organize and make a list of the 2020 lost and found items. Stewart stated the PD had also gone through the digital evidence from the start of the body camera program and deleted any evidence they no longer legally needed and reduce cost for storage needed. Stewart mentioned the PD was working with other agencies in the

county for a major county wide records management upgrade. Stewart stated in March the PD would be working on the new mobile records program for the Officers to use out in the Field. Stewart said he hopes to start the remodel of the PD soon to add two offices and have it completed before summer. Stewart mentioned the PD had been able to work ten extra hours of ODOT overtime. Cantrell asked Stewart's opinion of the speed limit on the north side of town from the Dollar General to the High School. Stewart said this has been an ongoing discussion with ODOT.

Fire Chief, Todd Hesse stated the Fire Department has stayed busy during the month of February with calls. The FD has been starting to get burn complaints mostly about beach fires. Hesse mentioned the FD started Firefighter One live training classes over the course of the next few weekends. Hesse said the FD would also be starting EMT classes once the Firefighter One classes have been completed. Hesse mentioned the new report program has been great and he is very happy with the reports coming from the program. Hesse said live training started after only being able to do lectures in the classroom due to the restrictions of COVID-19. Hesse stated he would be going to neighboring counties and watching water rescue programs to bring back good ideas to the department. Hesse mentioned after serving 25 years on the Fire Department Tom Martine has retired and there will be a retirement party in the future and wanted to thank him publicly for his 25 years of service.

Public Works Director, Rob Morris said the Public Works Department has been busy due to the recent weather causing flooding, as well as a complication with the pump station on south Third Ave. Morris stated PW had to setup a bypass pump for the station up the street to the sewer plant. Morris mentioned he had noticed an increase in Right-of-Way applications as well as Zoning permits since the weather has improved. Morris stated the United State Geological Service had contacted him to discuss putting a seismic graph at the pacific view estates reservoir, with no cost to the City. Morris mentioned the Department will be welcoming a new hire this month named Caleb Smith, He will fill the Treatment Plant Operator position. Morris also said PW will be doing fire hydrant flushing towards the end of March. Wilson asked when the project for the sewer pump will start? Morris said he should be getting a schedule from the contractor soon, but it should be within the next month. Walhood asked why some fire hydrants have plastic around them, Morris said the fire hydrant on Nehalem Ave. is out of commission as a result of the watermain break in that area. Cantrell asked if PW had a schedule for paving roads, Morris said they have a priority paving list and a running list of potholes. PW must wait until the asphalt plants begin production before they can buy asphalt.

City Manager, Luke Shepard stated the paper he had handed out to the council is a draft of the Community Notice relating to the ten-acre lot the City plans to purchase. In time, this land would give the City the option to move some or all critical facilities and equipment out of the Tsunami Inundation Zone. Shepard added that the next step in the process was to expand the City's Urban Growth Boundary to include the parcel of land. This process is handled at the county level. He added that Tillamook County will send out a notice to citizens near this area

about the UGB expansion application, and that he wanted to get info out to the residents before they received the notice from the county. Hayes asked what two points on the map were. Shepard said they were the Fire Department and the Public Works equipment and fuel storage area. Cantrell asked if the parcel was bare land. Shepard confirmed it was undeveloped and currently forest land. Shepard stated the budget season is beginning and the first budget meeting will likely be on April 7th. He added he plans to have the Budget Schedule published on March 12th. Shepard stated the Public Works Plant usually has two treatment plant operators, but it has been running with just one since February 2020. Shepard gave kudos to Daniel Emerson, the Treatment Plant Operator, for shouldering most of the treatment work the past year. Shepard mentioned Martine's service at the Fire Department and is happy he is still serving on the city council. Shepard stated the 2020 4th Quarter TRT revenue is up from significantly when compared to 2018 and 2019 4th Quarters. Hayes said she had seen an increase in visitors around town. Wilson said she had seen constant traffic over the past few months.

OLD BUSINESS

NEW BUSINESS

OLCC LIQUOR LICENSE FOR "ROCKAWAY BEACH MARKET"

Wilson read the following: Oregon law requires applicants for a liquor license obtain a recommendation to grant the license from the City Council prior to issuance of the Liquor License by the Oregon Liquor Control Commission. The application has been reviewed by the City planner and has been found to comply with applicable City land-use regulations. The application has applied for an "Off-Premises" liquor license.

Hayes asked if this will be in the old market building, Shepard said yes.

Cantrell made a motion, seconded by Walhood to recommend the liquor license application be granted; motion carried.

[Position #1 - Keith Cantrell: Motion](#)

[Position #4 - Terry Walhood: 2nd](#)

[Position #1 - Keith Cantrell: Approve](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Terry Walhood: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

APPOINT CITY MANAGER AS BUDGET OFFICER FOR FISCAL YEAR 2021/2022 BUDGET

Wilson Read the following: Oregon Revised Statute 294.331 requires the governing body of each municipal corporation to designate a Budget Officer that shall prepare or supervise the preparation of the budget. The Rockaway Beach City Charter tasks the City Manager with preparation of the annual City Budget.

Hayes made a motion, seconded by Martine to appoint the City Manager Luke Shepard as budget officer for the fiscal year 2021/2022 budget; motion carried.

[Position #3 - Kristine Hayes: Motion](#)

[Position #2 - Tom Martine: 2nd](#)

[Position #1 - Keith Cantrell: Approve](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Terry Walhood: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

REQUEST FOR USE OF THE WAYSIDE

Wilson read the following: The Rockaway Beach Merchants Association has submitted an application for the use of the wayside for an Easter Basket Giveaway. This event is scheduled for April 3rd. The wayside shall remain open to vehicular traffic during this event. Staff has reviewed the application and deemed it complete.

Hayes asked if the insurance was for April 3rd-4th, Troxel said yes. Penny asked if the participants will be driving through the event, Troxel said yes, nobody will be getting out of their cars.

Hayes made a motion, seconded by Cantrell to approve the application request of the wayside; Motion carried.

[Position #3 - Kristine Hayes: Motion](#)

[Position #1 - Keith Cantrell: 2nd](#)

[Position #1 - Keith Cantrell: Approve](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Terry Walhood: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

DECLARATION OF VACANCY FOR PLANNING COMMISSION POSITION # 6.

Wilson read the following: Article II, Section 3 of the Planning Commission Rules and Procedures states that Planning Commission members are presumed to be in non-performance of duty if absent for three consecutive meetings. The commission member currently filling position #6 has not attended a meeting since December 17, 2019.

Cheek made a motion, seconded by Hayes to declare a vacancy on the planning commission; Motion carried.

[Position #5 - Penelope Cheek: Motion](#)
[Position #3 - Kristine Hayes: 2nd](#)
[Position #1 - Keith Cantrell: Approve](#)
[Position #3 - Kristine Hayes: Approve](#)
[Position #4 - Terry Walhood: Approve](#)
[Position #5 - Penelope Cheek: Approve](#)
[Position #2 - Tom Martine: Approve](#)

Hayes asked that the vacancy to be posted on Facebook, Wilson agreed. Hayes stated she would like to see the application posted for 30 days. Walhood would like to see the time limit go to the very last day. Cantrell thinks the 30 day posting would be great. Wilson asked Janet McIntire the Planning Commission President what her thoughts were on the time limit, McIntire would like to see the time limit be short enough to see an appointment made to the planning commission at the next city council meeting. Shepard stated he would maximize the time the opening was advertised while making sure the city council could make an appointment at their next meeting.

COUNCIL CONCERNS

Hayes stated she had recently received inquiries about turning the tennis court into a pickleball court. Shepard stated the tennis court is school district property, but the City has helped with it in the past. Shepard recommended letting the school district take the lead, and that city would be willing to help once plans and funding were finalized by the school district. Walhood thanked the Public Works crew for all the hard work they do. Walhood Stated a citizen in Rockaway, Patricia Croman-Scott is turning 100 years old on St. Patrick's Day and if anybody sees her to wish her happy birthday. Cheek thanked Rob and the Public Works department for keeping the town floating the last couple of weeks. Martine stated he is glad to be back at the meetings. Cantrell thanked Ally for taking the meeting minutes.

MAYOR'S REPORT

Wilson thanked Rob and the Public Works department for all their hard work.

ADJOURNMENT

Hayes made a motion, seconded by Cantrell to adjourn the meeting; motion carried.

Position #3 - Kristine Hayes: Motion

Position #1 - Keith Cantrell: 2nd

Position #1 - Keith Cantrell: Approve

Position #3 - Kristine Hayes: Approve

Position #4 - Terry Walhood: Approve

Position #5 - Penelope Cheek: Approve

Position #2 - Tom Martine: Approve

MINUTES APPROVED THIS 14th DAY
OF APRIL 2021


Mayor, Sue Wilson


City Manager, Luke Shepard