



# City of Rockaway Beach

## City Council Meeting Agenda

---

**Date:** Wednesday, February 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: Absent](#)

**CONSENT AGENDA**

Walhood made a motion, seconded by Hayes to approve the January 20, 2021 minutes and January 2021 Check Register; motion carried.

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

**CITIZEN INPUT ON NON-AGENDA ITEMS**

Jeff Monaco, 234 S Hwy 101, addressed the proposed plans that local merchants have been discussing to use the wayside parking lot as a farmer's market in the summer. Monaco stated he believed the wayside is only offered on the shoulder months and that the summer months were off limits. Monaco asked why there was even an option to rent out the wayside during the summer months? Hayes stated she believed the grant the City received from the State of Oregon was to improve the wayside and to be able to have events held in it. Wilson stated there is only three weekends of the year that renting the wayside is not allowed. These are: Fourth of July weekend, Memorial weekend and Labor Day weekend.

Victor Troxel of the Merchants Association stated that he has been discussing with local merchants the idea of having a weekend farmers market at the wayside. Troxel requested the use of the wayside. Wilson stated he will have to submit an application. Hayes said the use of the wayside would just be Saturday evenings not the whole weekend. Walhood recommended that the people planning the market

should contact City of Garibaldi since they have tried to something similar. Cantrell stated a place that could be used could be the City park.

## **PRESENTATIONS, GUESTS & ANNOUNCEMENTS**

Wilson read the following: Peter Gelser of Koontz, Blasquez & Associates will present the Annual Financial Report for the 2019-2020 Fiscal Year.

Peter Gelser introduced himself and gave a presentation on the latest audit for the 2019-2020 Fiscal Year. He added that City's net position had increased significantly. Hayes asked about cash accounts. Gelser explained. Hayes asked if the Audit report was posted to the City's website. Shepard stated it was.

## **STAFF REPORTS**

Police Chief, Charlie Stewart, said calls for service have stayed average for this time of year. Stewart stated the Police Department (PD) has been doing some local work with community partners for solutions for the mental health crisis. Stewart mentioned the Oregon Department of Transportation (ODOT) has been very successful and the PD has been putting in additional hours each month thanks to the ODOT grant. Stewart stated the additional hours will help the PD update evidence and help with pedestrian traffic safety. Stewart said with the upcoming spring and summer season, the PD is expecting to see a large increase in tourism. Stewart added the PD is getting prepped for the upcoming seasons.

Fire Chief, Todd Hesse said the department's calls for service has slowed down but medical calls are still high. Hesse stated the department has finally been able to start getting out and having trainings, Hesse said the department has the Firefighter 1 classes scheduled. Hesse mentioned the department is also hoping to start running a Emergency Medical Technician (EMT) class to help supporting the medical teams. Hesse said the department was able to get both rounds of the Covid-19 vaccination. Hesse stated the new reporting system is in and he has been running it since January. Cantrell asked if the Department would also be doing things to help with mental health? Hesse said absolutely, the department takes it very seriously and assesses every situation. Hayes asked if there would be any more classes on the HAM radios? Hesse said there is still an emergency radio group in place and three volunteers have taken it over. Hayes stated she would like to be included in that. Wilson asked if there was a refresher class on Community Emergency Response Team (CERT) and if there was a possibility of partnering with Nehalem Bay Fire Department on classes. Hesse mentioned there is a need for a refresher class and will do research and bring back a report to the Council Members. Hesse stated the department is still looking for volunteers.

Public Works Director, Rob Morris, discussed the upgrade project to the Third Ave. sewer pumping pump, which is located across the street from the City Hall. Morris stated the City received bids and has chosen Big River Construction to do the work as they were the lowest bidder. Morris mentioned that if the City has the funding or time available, he would like to replace the lid at the N 4<sup>th</sup> Ave. pump station. Morris said the goal is to have the construction out of the road by the first week of June and the Project completed by July. Morris stated the N 4<sup>th</sup> pump station just had a pump replaced. Morris stated the Veterans Memorial at the wayside had been damaged due to recent king tides, but the Public Works crew has been working on sourcing rock to make repairs. Wilson asked how Morris is doing with the Nehalem Street issue, Morris said the engineer has been working on plans and he expect

to see plans in the next month. Cheek asked if he is trying to have the street fixed my summer? Morris said yes hopefully by Memorial Day. Hayes asked if the pump station will remain using telemetry? Morris said yes, the City will be using telemetry at the pump stations.

City Manager, Luke Shepard, stated that the State is almost ready to begin a new program that he felt would benefit the City. Shepard said the Oregon Department of Revenue is rolling out a program to handle collection and enforcement of transient room tax. Shepard mentioned the state already collects transient room taxes from businesses and the the state would then send the City quarterly payments. Shepard said the City is not sure what the cost would, but he did know that the maximum cost would be about \$30,000 annually. Shepard added that as more cities that join the program, the costs would come down. Shepard stated the Department of Revenue would need to review the City's TRT Ordinance to make sure there are no conflicts. Shepard mentioned the fourth of July festivities and what to expect this year. Shepard stated there is little chance for the parade, but did see the possibility of holding the fireworks. Shepard stated he put a deposit down on the fireworks show. Shepard stated the fireworks provider did keep the 2020 deposit and will be putting that toward the 2021 fireworks show. This would make for very nice show this year. Hayes asked if the show was cancelled, would the company would keep the deposit? Shepard said yes. He added that the deposit is used to buy the fireworks and that each time the show is canceled, the next year show grows larger. Shepard mentioned the new tracking program the Fire Department is now using. Shepard recommended giving the Chief a call to check it out. Wilson asked how long the TRT Collection contract is with the state would be, Shepard said he is not sure since the draft contract has not been received yet. Hayes asked if the new system the Fire Department has is accessible to the Police Department? Shepard said no, it is only for the fire service and that the PD has their own system. Hayes asked when the City would hear about the ODOT grant for the Salmonberry trail? Shepard said as of right now he is not sure. Hayes told Shepard good job on the audit and City's finances.

## **OLD BUSINESS**

### **REAPPOINT PATRICK MCINTIRE TO THE BUDGET COMMITTEE**

Wilson read the following: Patrick McIntire's reappointment was postponed due to an eligibility concern raised by City Council. Legal counsel has since been consulted. Patrick McIntire is fully eligible to continue serve on the budget committee.

Hayes stated she remembers being told that the ethics commission and the league of city's frowns upon married couples being on committees together. Shepard restated that legal counsel confirmed there is no issue here. Cantrell asked if McIntire was a married to somebody on the committee. Walhood stated McIntire was married to the budget committee chairperson. Walhood said that the McIntire's have voted separately on multiple occasions. Shepard mentioned it is nice to have experienced people on the committee and there is an opportunity to appoint two new members as well as keep some with experience. Hayes said she is looking at three resumes that have excellent qualifications, Walhood asked who she was looking at. Hayes stated she is looking at Johnathan Duffy-Scott, David Elkins, and Stephanie Winchester. Hayes stated that she felt that people should be taking turns on the committee and giving other people opportunities.

**Walhood made a motion, seconded by Cantrell to reappoint Patrick McIntire to the Budget Committee; motion carried.**

Position #4 - Terry Walhood: Motion  
Position #1 - Keith Cantrell: 2nd  
Position #1 - Keith Cantrell: Approve  
Position #3 - Kristine Hayes: Disapprove  
Position #4 - Terry Walhood: Approve  
Position #5 - Penelope Cheek: Approve  
Position #2 - Tom Martine: Absent

## **NEW BUSINESS**

### **APPOINT MEMBERS TO THE ROCKWAY BEACH BUDGET COMMITTEE.**

Cheek made a motion, seconded by Walhood to appoint Stephanie Winchester to the budget committee; motion carried

Position #5 - Penelope Cheek: 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: Absent

Walhood made a motion, seconded by Cantrell to appoint David Elkins to the Budget Committee; motion carried.

Position #4 - Terry Walhood: 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: Absent

Cheek stated she was very impressed by all applicants and it was an extremely difficult decision to make.

### **REQUEST FOR USE OF THE WAYSIDE**

Hayes stated the City is not listed as additionally insured on the certificate of insurance that was included with the application.

Cheek made a motion, seconded by Walhood to approve the request for the use of the wayside contingent on proof of the City being added to the policy as additionally insured; motion carried.

Position #5 - Penelope Cheek: 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: Absent](#)

### **OLCC LIQUOR LICENSE FOR “UPPER CRUST PIZZA”**

Wilson read the following: Oregon law requires applicants for a liquor license to 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 applicant has applied for an “Off-Premises” liquor license.

Hayes made a motion, seconded by Walhood to move that the Rockaway Beach City Council recommend this liquor license application be granted; motion carried.

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

### **APPROVAL OF CONTRACT AWARD TO THE LOWEST RESPONSIBLE BIDDER FOR THE MAIN PUMP STATION IMPROVEMENT PROJECT**

Wilson read the following: After reviewing the bids received, staff will issue a Notice of Intent to Award to the lowest responsible and responsive bidder. Council approval is needed to Award the project. The project will consist of the rehabilitation of the City’s main sewage pumping station and adjacent sewer collection piping. This project is scheduled to be completed by the end of June 2021.

Cantrell made a motion, seconded by Walhood to move that the Rockaway Beach City Council approve the contract award of the Main Pump Station Improvement Project to the lowest responsible and responsive bidder; 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: Absent](#)

## COUNCIL CONCERNS

Cantrell stated he feels very welcome and looks forward to the future.

Walhood mentioned she was concerned about the potential use of the wayside for a farmer's market and asked Hayes if there was a time the Chamber asked to use the wayside and it was denied. Hayes said there were multiple times applications were submitted and not brought before the Council.

## MAYOR'S REPORT

Wilson said she is very impressed with what Rob Morris has done in the City so far, and thanked Bill Hassel for using his drone over the City.

## ADJOURNMENT

Walhood made a motion, seconded by Cantrell to adjourn the meeting at 7:20pm; motion carried.

Position #4 - Terry Walhood: 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: Absent

MINUTES APPROVED THIS 10<sup>th</sup> DAY OF  
MARCH 2021

  
Mayor, Sue Wilson

  
City Manager, Luke Shepard