

# City of Rockaway Beach

## City Council Meeting Minutes

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**Date:** Wednesday, July 14, 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 #2 - Tom Martine: Present](#)  
[Position #3 - Kristine Hayes: Present](#)  
[Position #4 - Terry Walhood: Present](#)  
[Position #5 - Penelope Cheek: Present](#)

### **CONSENT AGENDA**

Martine made a motion, seconded by Hayes to approve the June 9<sup>th</sup> minutes and June 2021 check register; motion carried.

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

### **CITIZEN INPUT ON NON-AGENDA ITEMS**

Laurie Butler 1036 NE 13<sup>th</sup>, spoke on her concerns with the following agenda items, Resolution 21-971, and Ordinance NO. 21-440.

Susan Bloomfield 26774 White Dove, discussed her concerns about Resolution 21-971.

### **PRESENTATIONS, GUESTS & ANNOUNCEMENTS**

### **STAFF REPORTS**

Undersheriff, Matt Kelly stated the 4<sup>th</sup> of July went well. Kelly mentioned the first month of patrolling Rockaway has been good and Deputy Ahlers has started working in Rockaway again. Cheek thanked Kelly for the quick response the of the deputies on an incident during the 4<sup>th</sup> of July weekend.

Fire Chief, Todd Hesse went over the reports for the month of May and mentioned the LUCAS device is in use and has already saved a life during the first two days of being in the field. Hesse stated the department bought a Drone to facilitate water rescues. Hesse went over the new report he had generated for the council. Walhood asked if one of the firefighters was helping fight wildfires, Hesse said yes.

Public Works Director, Rob Morris stated public works had produced twice as much water in the days before the 4<sup>th</sup> of July. Morris thanked the Fire Department and Sheriff's office for all the help leading up to and on the 4<sup>th</sup> of July. Morris stated the update to the Main Pump station is being worked on and will hopefully be out of the road by the end of July. Morris said public works has applied for the 2022 Small Cities Allotment Grant which would provide \$100,000 for paving around the city. Morris stated that the citizens should be conscious about water usage since water supply levels are already low for the month of July.

City Manager, Luke Shepard thanked all the volunteers and staff for a successful 4<sup>th</sup> of July and holiday weekend. Shepard stated the new planning tech, Jenny Kettner had started and he had held interviews for the Admin. 1 position. Shepard mentioned all agenda items and supporting documents had been uploaded to the website and moving forward this will continue to happen as the documents become available. Hayes stated people have had trouble finding the agenda on the website due to different types of phones. Shepard stated updating the website will be a focus once the audit is complete and staff can dedicate the needed time to the task. Shepard stated the City is closing out the budget year and starting a new one, and the Financial Audit would take place at the end of August. Shepard said the city hall staff has been updating the meeting rooms. Shepard mentioned the City is still investigating state TRT contract and will likely be discussed at the next meeting and still believes it would still be a good idea to contract with the state.

## **OLD BUSINESS**

## **NEW BUSINESS**

### **APPROVAL OF SERVICE AGREEMENT BETWEEN THE CITY OF ROCKAWAY BEACH AND TILLAMOOK COAST VISITORS' ASSOCIATION FOR DESTINATION MANAGEMENT MARKETING SERVICES**

Wilson read the following: The current service agreement between parties terminated on June 30, 2021. Nan Devlin with the Tillamook Coast Visitor Association is here to discuss their updated Destination Marketing Plan.

Nan Devlin introduced herself as well as the Tillamook Coast Visitor Association to the council and gave a presentation explain what transient lodging taxes do. Hayes and Devlin discussed the percentages that Rockaway and neighboring cities tax. Devlin also discussed the past community

grants that have been awarded and how much is available to the cities. Devlin also discussed destination marketing and management, and how it has benefited different cities. Devlin proposed marketing grants, and community enhancement. Hayes asked if the budget Devlin showed would be for the City Devlin said no. Cheek asked if the thirty thousand is for marketing and grants, Devlin said no that is for creating the city's own grant program with funding to go to City businesses in Rockaway.

Walhood made a motion, seconded by Cheek to approve the service agreement between the City of Rockaway Beach and Tillamook Coast Visitors Association for destination management marketing services: motion carried.

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

[Position #5 - Penelope Cheek: 2nd](#)

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

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

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

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

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

#### **ADOPTION OF RESOLUTION 21-971 A RESOLUTION ADOPTING FINANCIAL POLICIES FOR THE CITY OF ROCKAWAY BEACH**

Wilson read the following: The City of Rockaway Beach must maintain a system of financial policies to monitor, control and report for all operations, funds, and agencies in order to provide effective means of ensuring fiscal management. This document provides the fiscal management policies needed to do so. The City Manager will provide more information.

Shepard explained the need for the policy document and answered questions from the council. Council discussed the policy

Cheek made a motion, seconded by Martine to approve Resolution 21-971 to adopt the Financial Policy for the City of Rockaway Beach: motion carried.

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

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

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

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

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

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

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

#### **PUBLIC HEARING ON ORDINANCE NO. 21-439 AN ORDINANCE EXPANDING THE CITY OF ROCKAWAY BEACH URBAN GROWTH BOUNDARY AND AMENDING THE ROCKAWAY BEACH COMPREHENSIVE PLAN TO REDESIGNATE REAL PROPERTY WITHIN THE EXPANDED URBAN GROWTH BOUNDARY**

Wilson opened the Public Hearing at 7:48pm

Janet McIntire, Planning Commission President 947 S Juniper, stated she encouraged the Council to approve Ordinance No. 21-439. McIntire said the planning commission and City staff has been working on this action for two years and sees it is necessary to take further action. McIntire stated the Tillamook County Planning Commission has recommended to the County Commissioners that this request goes forward and hopes the City council will do the same.

Laurie Butler, 1036 NE 13<sup>th</sup> stated her concerns about the purchase and development to nearby homeowners.

Wilson closed the Public Hearing at 7:58pm

Fregonese gave a presentation on the expansion of the urban growth boundary. Fregonese explained the purpose of what the purchase of the ten acre lot and expansion of the urban growth boundary would entail. Fregonese stated all critical facilities for the City are in inundation zones and need to be moved out. Fregonese stated that the ten acres could only be used as a public facility zone. Fregonese said the first step for this process would be to expand the UGB. Martine stated he has brought up idea to multiple people on this and everybody thinks it is a good idea. Hayes stated she would like to add language to include a 400 foot wide buffer zone., Fregonese said he would be concerned and thinks it would be premature to put such a large buffer at this point in the process. Walhood thinks a four hundred foot setback would be too much.

#### **1ST READING OF ORDINANCE NO. 21-439**

Martine made a motion, seconded by Walhood to approve the first reading by title only of Ordinance No. 21-439; motion carried.

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

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

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

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

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

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

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

#### **PUBLIC HEARING ON ORDINANCE NO. 21-440 AN ORDINANCE APPROVING THE REZONE OF REAL PROPERTY WITHIN THE CITY OF ROCKAWAY BEACH'S URBAN GROWTH BOUNDARY.**

#### **1ST READING OF ORDINANCE NO. 21-440**

Cheek made a motion, seconded by Martine to approve the first reading of Ordinance No. 21-440 by title only; motion carried.

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

### **APPROVE FUNDING AWARDS FOR THE 2021 COMMUNITY GRANT**

Wilson read the following: City appropriated \$20,000 for the 2021 Community Grant Program as part of its 2021-2022 Budget. This Grant program provides funding to non-profit entities and organizations that serve the Rockaway Beach Community. The Rockaway Beach City Council shall determine the grant recipients and the dollar amount of each grant award based on the grant program evaluation criteria. Four applications were received, totaling \$29,600.00 in requested funding.

Hayes recused herself from the discussion and sat in the audience as the chamber president. Cantrell would like the meals for seniors to increase from \$6,000 to \$8,000. Cheek said she thinks Meals for Seniors should stay at \$6,000 and the library should be increased to \$12,000 instead of \$10,000. Council has decided to keep Meals for seniors at \$6,000, increase the library to \$12,000, and the Chamber of Commerce would get \$2,000 making sure the funds be used as marketing for the two upcoming festivals.

Walhood made a motion, seconded by Cheek to accept the grant applications for Meals for seniors at \$6,000, the Library at \$12,000 and \$2,000 for Chamber of Commerce; motion carried.

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

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

The Rockaway Beach Chamber of Commerce has submitted two applications for the use of the wayside. These events are scheduled for the first and fourth weekends in October. The wayside shall remain closed to vehicular traffic during this event. Staff has reviewed the applications and deemed them complete.

Wilson asked what the times will be for the events, Hayes said the times have never been discussed before the approval of the application. Hayes said the times vary for the day.

Cheek made a motion, seconded by Martine to approve the request for the wayside: motion carried.

Position #5 - Penelope Cheek: Motion

Position #2 - Tom Martine: 2nd

Position #1 - Keith Cantrell: Approve

Position #2 - Tom Martine: Approve

Position #3 - Kristine Hayes: Abstain

Position #4 - Terry Walhood: Approve

Position #5 - Penelope Cheek: Approve

### **COUNCIL CONCERNS**

Hayes discussed her concern with the state the beach was left in after the fireworks show. Wilson said this should be discussed at the August meeting during the 4<sup>th</sup> of July workshop. Hayed also said she is happy to hear the website will be updated.

Cantrell stated he will be resigning from the council tonight and recommended council appoint Laura Butler to the vacancy. Walhood said the 4<sup>th</sup> was very nice and thanked Fregonese, and the planning commission for getting everything together and presenting the UGB expansion and plan to the council. Cheek stated she would like to have a parade committee put together to plan the parade instead of the City as it was done in the past. Martine thanked the Sheriff's Office for coming to Lake Lytle and confiscating illegal fireworks from citizens on the 4<sup>th</sup> of July.

### **ADJOURNMENT**

Walhood made a motion, seconded by Martine to adjourn the meeting at 8:55pm: motion carried.

Position #4 - Terry Walhood: Motion

Position #2 - Tom Martine: 2nd

Position #1 - Keith Cantrell: Approve


Position #2 - Tom Martine: Approve

Position #3 - Kristine Hayes: Approve

Position #4 - Terry Walhood: Approve

Position #5 - Penelope Cheek: Approve

MINUTES APPROVED THIS 11<sup>th</sup>  
DAY OF AUGUST 2021

  
\_\_\_\_\_  
Mayor, Sue Wilson

  
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City Manager, Luke Shepard