



# City of Rockaway Beach

## City Council Workshop Agenda

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**Date:** Wednesday, April 10, 2024  
**Time:** 4:30 P.M. – 5:40 P.M.  
**Location:** Rockaway Beach City Hall, 276 HWY 101 – 2<sup>nd</sup> Floor Conference Room

**Watch live stream here:** [corb.us/live-stream](https://corb.us/live-stream)  
**View meeting later here:** [corb.us/city-council](https://corb.us/city-council)

**Join here to attend remotely:**

[City Council Workshop](#)  
Meeting ID: 870 5568 2810  
Passcode: 244654  
Dial by your location  
253 215 8782 US (Tacoma)

***What is a City Council Workshop?*** Workshops are intended to allow for preliminary discussions by the City Council and staff. Workshops are held to present information to the Council so that the Council is prepared for upcoming regular meetings. Workshops are subject to Oregon’s public meeting law and must be noticed accordingly. No final City Council decisions are made during workshops. The public is encouraged to attend workshops but may not participate unless expressly asked.

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*Note: Agenda item times are estimates and are subject to change.*

- 1. CALL TO ORDER (4:30 p.m.)**
- 2. ROLL CALL**
- 3. COUNCIL BRIEFING/DISCUSSION**
  - a. Review of Water/Sewer System Development Charge (SDC) Study Proposal (4:31 p.m.)**
  - b. Community Grant Applications Review (4:45 p.m.)**
  - c. Discussion Regarding STR Code § 113.02(H) Under-construction waiting list (5:15 p.m.)**
  - d. Review of Draft Ordinance Amending Code Chapter 91, Section 91.01 – Wild Animals (5:20 p.m.)**
  - e. Discussion Regarding Proclamation for High School Class (5:30 p.m.)**
- 4. ADJOURNMENT (5:40 p.m.)**



501 E First Street  
Newberg, Oregon 97132  
phone 503-554-9553  
fax 503-537-9554

March 29, 2024

Luke Shepard  
City Manager  
City of Rockaway Beach

Re: Water and Wastewater CIP and SDC Updates Proposal

Dear Luke,

Per your request, HBH Consulting Engineers, Inc. would be pleased to provide services to update your Water and Wastewater Capital Improvement Plans (CIPs), as well as to update the applicable Systems Development Charges (SDCs) ordinance and amounts. SDC methodology will consider ADUs. There are four different scope sections in this proposal.

Project Management – **Overall Project Management**  
Subproject A – **Water CIP Update**  
Subproject B – **Wastewater Evaluation and CIP Update**  
Subproject C – **SDC Evaluation and Update**

The Water Master Plan and Wastewater Facilities Plan are both still current based on OHA and DEQ rules, but some things have changed around the City. Rockaway Beach would like to update their documentation, particularly the Capital Improvement Plans, so the SDCs can be updated.

#### **Project Management**

This represents the project management for the three subprojects. This includes the following:

- 1.1 – Kick-off meeting
- 1.2 – Project management, billing report, and invoices
- 1.3 – Two technical advisory meetings (with City staff at major milestones)
- 1.4 – Public Meetings as required for the adoption of the CIP and SDC documents

#### **Subproject A: Water CIP Update**

The focus of this Water CIP update is to evaluate the effects of adding new developments and how drought is affecting the community. This update will result in an updated CIP that can be used to compute new SDC fees.

#### **Task A.1 – Gathering & Reviewing Background Information**

- *A.1.1 – Background data collection*  
HBH will collect all City available information that we do not already have.
- *A.1.2 – Review of existing documents*  
The following documents will be reviewed:
  - Water Master Plan
  - SDCs
  - Planned Subdivisions

### **Task A.3 – System Capacity Analysis for Growth**

HBH will evaluate how much demand will be developed by new growth. This task will also evaluate major system components to ensure there is capacity for this growth. A distribution system model should not be required and is not included in this scope.

### **Task A.4 – Update Capital Improvement Plan**

HBH will work with City staff to update the existing CIP and add the items discussed about the WWTP and potential bypass line. These costs will be brought up to the current date.

### **Task A.5 – Tech Memo**

The above tasks will be summarized in a technical memorandum detailing the impacts of development, specific improvements identified and an updated CIP.

### **Subproject B - Wastewater CIP update**

The main focus of this wastewater CIP update is to evaluate the effects of adding new developments on the community. This update will also add WWTP deficiencies as presented by the City to the CIP and update costs. This will be used to create new SDC fees.

### **Task B.1 – Gathering & Reviewing Background Information**

- *B.1.1 – Background data collection*  
HBH will collect all City available information that we do not already have.
- *B.1.2 – Review of existing documents*  
The following documents will be reviewed:
  - Wastewater Master Plan
  - Planned Subdivision
  - SDCs

### **Task B.2 – WWTP Evaluation**

The City will outline what replacements and upgrades are needed at the treatment plant and these will be documented.

### **Task B.3 – System Capacity Analysis for Growth**

HBH will evaluate how many houses feed into the sewer at any given point from the new subdivision to the WWTP to determine if the new flows and adding additional development causes any bottle necks. If an additional line is needed a bypass line will be considered. This task will also evaluate to see if there is enough capacity in the WWTP for the new flows.

### **Task B.4 – Update Capital Improvement Plan**

HBH will work with City staff to update the existing CIP and add the items discussed about the WWTP and potential bypass line. These costs will be brought up to the current date.

### **Task B.5 – Tech Memo**

The above tasks will be summarized in a Tech memo explaining what is needed in the WWTP, the impacts of development, and an updated CIP.

### **Subproject C – Update SDCs**

**Task C.1 – SDC Eligibility**

This task evaluates the eligibility % of each Capital Improvement with regards to SDC fees vs. existing customers.

**Task C.2 – SDC Budget & per Connection Amounts**

This task will calculate the SDC per ADU based on the SDC eligibility amounts previously calculated.

**Task C.3 – SDC Draft Ordinance**

HBH will draft an SDC ordinance based on the findings from previous texts. It will be intended for the City to finalize and based on the City’s last SDC ordinance. SDC ordinance will be designed around ADUs.

Associated Fees

2024 Rockaway Beach CIP and SDC Updates				PIC	PM	PE	Hours	Subtask Cost	Overall Costs			
<b>Project Management</b>									<b>\$10,452</b>			
PM	Project Management and Meetings						83	\$10,452	\$10,452			
	1.1	Kickoff			4	4	8	16	\$1,976			
	1.2	Monthly Updates/Invoices			6	3		9	\$1,164			
	1.3	2 TAC Meeting			10	10		20	\$2,560			
	1.4	Public Meetings			10	20	8	38	\$4,752			
<b>Subproject A - Water CIP Update</b>									<b>\$15,636</b>			
A.1	Gathering & Reviewing Background Information						28	\$3,438	\$3,438			
	A.1.1	Background Data				8	10	18	\$2,182			
	A.1.2	Review Existing Documents			2	8		10	\$1,256			
A.2	System Capacity Analysis for Growth						2	12	20	34	\$4,132	\$4,132
A.3	Update Capital Improvement Plan						2	20	24	46	\$5,600	\$5,600
A.4	Technical Memo						2	12	6	20	\$2,466	\$2,466
<b>Subproject B - Wastewater CIP Update</b>									<b>\$17,246</b>			
B.1	Gathering & Reviewing Background Information						28	\$3,438	\$3,438			
	B.1.1	Background Data				8	10	18	\$2,182			
	B.1.2	Review Existing Documents			2	8		10	\$1,256			
B.2	WWTP Evaluation						1	10	2	13	\$1,610	\$1,610
B.3	System Capacity Analysis for Growth						2	12	20	34	\$4,132	\$4,132
B.4	Update Capital Improvement Plan						2	20	24	46	\$5,600	\$5,600
B.5	Technical Memo						2	12	6	20	\$2,466	\$2,466
<b>Subproject C - SDC Update</b>									<b>\$12,000</b>			
C.1	SDC Eligibility						2	20	16	38	\$4,648	\$4,648
C.2	SDC Budget & per Connection Amounts						2	20	12	34	\$4,172	\$4,172
C.3	SDC Draft Ordinance						2	12	12	26	\$3,180	\$3,180
<b>Total</b>									<b>\$55,334</b>			

If the above meets with your approval, please sign and return a copy to HBH.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,  
HBH Consulting Engineers, Inc.

Matthew Del Moro, PE  
Principal

**Community Grant Applications 2023-2024**

Organization	Requested Amount	Project/Use for Funds	Letter Rcvd	Award Granted
Sea Turtles Forever.org	\$ 20,000.00	Beach filtration	✓	0
Meals for Seniors, Inc.	\$ 10,000.00	Food procurement & specialized containers for delivery	✓	\$ 10,000.00
Friends of the Rockaway Beach Library	\$ 8,200.36	Chair reupolstery; refinish deck balusters; move flagpole	✓	\$ 8,200.36
Rockaway Beach Volunteers	\$ 2,000.00	Purchase of t-shirts, sweatshirts, hats and equipment for core volunteers	✓	\$ 2,000.00
Rockaway Beach Writers Rendezvous	\$ 5,000.00	Rockaway Writers Rendezvous	✓	\$ 5,000.00
Brittney Bakes	\$ 7,000.00	Expansion of space and equipment to provide classes for kids	✓	0
Friends of the Rockaway Beach Library	\$ 5,577.50	Mailing project and updated flagpole estimate	✓	0
Tillamook County Developmental Disability Program	\$ 1,000.00	Program picnic - food, supplies, games and raffle prizes.	✓	\$ 1,000.00
Fulcrum Community Resources (for the benefit of North Coast Communities for Watershed Protection)	\$ 4,567.50	Speaker Series: Safeguarding and Restoring Drinking Watersheds, January-Mar 2024	✓	\$ 4,567.50
Friends of the Rockaway Beach Library	\$ 2,626.50	Updated flagpole with installation	✓	\$ 2,626.50
Friends of the Rockaway Beach Library	\$ 2,951.00	Bulk Mailing for non-profit fundraising	✓	\$ 2,951.00
Tillamook County Charities DBA Hope Chest Too Thrift Shop	\$ 20,000.00	Retail Display cases, stands & shelving	✓	
Meals for Seniors, Inc.	\$ 8,000.00	Purchase food for program	✓	
Rockaway Beach Chamber of Commerce	\$ 9,700.00	Advertising	✓	
Rockaway Beach Chamber of Commerce	\$ 1,600.00	Kitefliers lodging and meals	✓	
Rockaway Beach Chamber of Commerce	\$ 4,148.00	Thursday Market	✓	
Rockaway Lions Club	\$ 20,000.00	New handicap ramp	✓	

Appropriated	\$ 60,000.00
Awarded	\$ 36,345.36
Remaining	\$ 23,654.64

GREEN = UPDATE RECEIVED

Awarded \$ 36,345.36  
 Remaining to Fund \$ 23,654.64  
 New Applications Total \$ 63,448.00  
 Difference \$ (39,793.36)

Rockaway Beach Chamber of Commerce	\$ 5,000.00	David's Chair*	*Note: see attached email
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**From:** Jeff Kallevig <[Jeffk@davidschair.org](mailto:Jeffk@davidschair.org)>  
**Sent:** Monday, March 4, 2024 4:10 PM  
**To:** City Manager <[citymanager@corb.us](mailto:citymanager@corb.us)>  
**Subject:** Re: David's Chair

Luke,

Thank you for all your work to help David's Chair provide access for those who need it in Rockaway Beach.

As you and I have discussed, DC has had conversations with different groups in the community and county, as well as talking with you about partnering with the city. We will continue to engage in these relationships and value our connection with community groups/members who are working to create accessibility. However, at present we would like to partner with the city to bring a track chair to Rockaway Beach. Being a budgeted item with the city is more stable than a grant funded arrangement, and we prefer that.

The mission of David's Chair is to provide access to the outdoors for those with mobility challenges, and we are so grateful to you, and the community of Rockaway Beach, for partnering with us. Thank you.

Jeff Kallevig  
Operations Manager, NW Oregon  
David's Chair OMS  
[www.davidschair.org](http://www.davidschair.org)  
Cell (503)320-3127

David's Chair relies on your donations to keep Tracking  
[Click to Donate](#)



# Call for Additional Information - Community Grant Program



City Manager

To  
Cc  Melissa Thompson

Bcc  terryawalhood@gmail.com;  Charles McNeilly;  Kristine Hayes;  marymcginniscitycouncil@gmail.com;  
 Penny Cheek;  'Martine Tom';  alesiafrankenrbccitycouncil@gmail.com;  Kathleen Lengle;  Isis Breazile;  
 rhembery@gmail.com;  Charles McNeilly

Reply Reply All Forward

Tue 3/19/2024 10:04 AM

CommGrantAppl23-24_HopeChest_Redacted.pdf 453 KB	CommGrantAppl23-24_LionsClub.pdf 209 KB	CommGrantAppl23-24_Meals_for_Seniors.pdf 490 KB
CommGrantAppl23-24_RBCC_Advertising.pdf 206 KB	CommGrantAppl23-24_RBCC_Kitefliers.pdf 196 KB	CommGrantAppl23-24_RBCC_ThursMarket.pdf 213 KB

Translate message to: English | Translation preferences

Dear Community Grant Applicants,

After a brief discussion on March 13<sup>th</sup>, the Rockaway Beach City Council will now allow applicants to provide supplemental information to their community grant applications. The Council held a brief discussion on the subject at their March 13<sup>th</sup> workshop. For the first time this year, funding requests outpaced available grant funds. The Council will be faced with some tough decisions next month when they make their grant award selections. To ease this process, I suggest that each of you take this opportunity to review your application and submit supplemental information if you feel it would be beneficial. I recommend that you take a close look at the following:

- 1) The attached letter.
  - a. Does it explain how the funds are to be used?
    - i. Plans, designs, or diagrams are always helpful.
    - ii. Details relating to your budget, expenditures, cost estimates are helpful.
  - b. Does it explain how the evaluation criteria will be met?
  - c. Does it cover any other relevant information relating to the Community Grant guidelines?
- 2) The following criteria will be considered. I recommend that each of these are touched upon in your application.
  - a. The requesting organization's history of success and fulfillment of previous grant obligations.
  - b. The organizational and financial stability of the requesting organization.
  - c. The number and types of community members served by the request.
  - d. The ability to measure and track effectiveness of the project or service.
  - e. Grant funds will not be used for travel, budget deficits or for routine operating expenses.

The City Council is scheduled for another review on April 10. We ask that you please submit any updates by 5:00pm on April 2. Updates can be submitted by mail, in person at City Hall or electronically at [Cityrecorder@corb.us](mailto:Cityrecorder@corb.us).

Respectfully,

-Luke Shepard



**Luke Shepard**

City Manager

City of Rockaway Beach

p: 503-374-1752

a: 276 S Hwy 101 | PO Box 5 | Rockaway Beach, OR 97136

w: [www.corb.us](http://www.corb.us) | e: [citymanager@corb.us](mailto:citymanager@corb.us)

# Rockaway Beach Community Grant Application

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | [www.corb.us](http://www.corb.us)



The City of Rockaway Beach may provide community grants to non-profit entities and organizations that serve the Rockaway Beach community. Community entities and organizations that serve the Rockaway beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activities in Rockaway Beach.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success and fulfilment of previous grant obligations.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

Please type or print clearly:

1. Organization: Tillamook County Charities DBA Hope Chest Too Thrift Shop
2. Non-Profit #: 93- 1261974
3. Mailing Address: P.O. Box 204, Rockaway Beach, Oregon 97136
4. Telephone No.: Store: 503-355-3333 Contact person # [REDACTED]
5. Email: [REDACTED]
6. Contact Person: Terry A Walhood
7. Requested Amount: \$20,000
8. Project/Use for funds: Retail Display cases, stands & shelving
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

Return completed applications and letters to one of the following:

- 1) [CityHall@Corb.us](mailto:CityHall@Corb.us)
- 2) City of Rockaway Beach  
Community Grants  
276 S Hwy 101, PO Box 5  
Rockaway Beach OR 97136

For additional information please contact the City Hall at [CityHall@corb.us](mailto:CityHall@corb.us) or by calling 503-374-1752.



# City of Rockaway Beach

Policy: Community Grant Criteria

Number: CG2019

Effective Date: TBD

Approval: City Council

- I. **Policy:** It is the policy of the City of Rockaway Beach to provide assistance to non-profits and for-profit entities and organizations, who serve the Rockaway Beach community.

Community entities and organizations that serve the Rockaway Beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activate in Rockaway Beach.

In evaluating requests from non-profit and for-profits entities and organizations the city will consider the following:

- The requesting organization's history of success
- The organizational and financial stability of the requesting organization.
- The number and types of the community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- The community grant funds will not be used for travel, budget deficits or for routine operating expenses.

- II. **Purpose:** To set forth the procedures, terms and conditions under which the City will consider making grant awards to community entities & organizations as budgeted funds allow.

III. **Procedures:**

City of Rockaway Beach

- ❖ In reviewing the annual budget, the City Budget Committee will set an amount targeted for community assistance grants.
- ❖ Publish an announcement in the City Newsletter and on the City Website announcing the City will be accepting Community Grant applications. The announcement will continue to run until the application due date.
- ❖ Collect date stamped applications until the deadline.
- ❖ Create a spreadsheet of all the community grant requests received.

- ❖ Schedule a regular City Council meeting for the City Council to discuss and determine who the grant recipients will be and the dollar amount of the grant. The City Council approves the grant recipients and amounts.
- ❖ The City Council approves the City Budget. The grant award is contingent on the Council's approval of the budget and appropriation of funds for the community grants for the upcoming fiscal year.
- ❖ Send a letter to the entities confirming grant amount awarded.
- ❖ Send a letter of regret to entities that were not chosen to receive grants.

#### **Community Grant Applicant**

- ❖ Submit a Community Grant application prior to the deadline along with a letter supporting the request. The letter should include how the funds will be used, including the benefit to citizens, number and types (children, seniors etc.) of community members served, positive impacts to the community and any other information relevant to the request. Each evaluation criteria should be addressed for the application to be consider complete.
- ❖ Provide a letter to the City of Rockaway Beach upon completion of the project/or fiscal year end detailing how the funds were used. This shall include a leger of expenses and including recipes for all grant expenditures.
- ❖ Attend a City Council meeting and present how the money was spent, and how it benefitted the community.

I am requesting \$20,000 to help us add retail displays and replace some that are badly worn and weakened and those we are losing.

Our store has been sold and we are going to have to move to another location and many of our displays will have to be left due to rules of realty. All of the wood shelving around the perimeter that our garments are hanging on will need to be left. The kitchen cabinets we have been using to display our merchandise in will need to remain also.

All of our displays, shelving, cabinets have all been donated since our opening in Rockaway February 13, 2004. We did purchase the cash register counter. The large cupboards and shelving units in the linen/book room we anchored to the wall to protect our customers and volunteers should a disaster happen. These are needing to be left because they are attached to the wall.

This is limiting us to very few display fixtures. We need more garment racks to accommodate our clothing merchandise. We need standing cabinets for the linens, books, kitchen items to hold coffee pots, toasters, microwaves etc.

I ask you to please consider us for this grant as it would help us greatly to be able to re-open the Hope Chest Thrift Shop Too so we may continue our mission helping so many in our community. Thank you.

Sincerely,

Terry A Walhood,  
President, Hope Chest Thrift Shop Charity

My name is Terry Walhood and I am president of the Non-Profit Tillamook County Charities, doing business under the name: Hope Chest Thrift Shops. We are all volunteers and all of our merchandise is donated. We donate all of our proceeds back to other Non-Profits in Tillamook County each month.

The following is a list of Non-Profits we donate to each month:

HOSPICE, FAITH IN ACTION (this is a respite center that allows Care givers a day they may bring their patients/loved ones for a day of care so they may have some time for themselves for a modest fee of \$28.00 for six hours). MEALS FOR SENIORS in Rockaway Beach, Oregon, NORTH COUNTY FOOD BANK, 1<sup>st</sup> CHRISTIAN CHURCH (they serve the homeless, once or twice a week.) NEHALEM METHODIST CHURCH and their FOOD PANTRY (that serve seniors and those in need). We are donating to the MIDDLE SCHOOL and HIGH SCHOOL'S CLOSET, TIDES OF CHANGE. We serve others when they request help.

We are also listed with Fire Stations in nearby cities, Police Departments, and the Red Cross to help those when they have lost their homes or because of emergencies must leave their homes and need clothing, or blankets, pots and pans, coffee makers, toasters etc. to help them at that time. They may call me on a 24/7 basis for either store. We have a store in Nehalem/Manzanita area, and one in Rockaway Beach, Oregon.

It is our store in Rockaway Beach that we received is up for sale and has a pending sale at this time. We cannot afford to purchase the building so are planning on moving into another building as one becomes available so we may continue our mission.

Our Mission is: The primary purpose of the Hope Chest Thrift Shops shall be to support Charities in Tillamook County, Oregon.

This charity was begun in 1998, and in 1999 they were able to make a donation of \$1,000.00 To Hospice. Since that time, in December 2022 we had donated back to the county Non-Profits Over \$2,049,000.00. We are an important resource in North Tillamook County.

In February, 2023 there was a large article written in the Headlight Herald, The Pioneer and the North Coast Citizen about our achievements. In 2006 Philanthropist Gerry Frank named us the Number One Volunteer Charity in Oregon.

**From:** office smittysvending.com <[REDACTED]>  
**Sent:** Tuesday, March 26, 2024 5:04 PM  
**To:** [citymanager@corb.com](mailto:citymanager@corb.com) <[citymanager@corb.com](mailto:citymanager@corb.com)>  
**Subject:** Hope Chest Future Location

Good afternoon Luke, this is Markus Smith, (Smitty). We met eight years ago when I purchased the Rockaway Beach Storage. I just wanted to inform you that I am closing the purchasing of the old US Bank building in Rockaway. Terry Walhood, President of the Hope Chest in Rockaway has signed an intent to lease. It is contingency on her current landlord, letting her out of her currently lease. We are hopeful that this will all come about in the next 60 days. We would like to see the Hope Chest in their new location before summer is upon us. I thought I might share this with you and give you an update as we progress forward. Please let me know if you have any ideas or concerns. Thank you, Markus Smith.

126,LLC.  
[REDACTED]

Rockaway Beach, OR 97136  
[REDACTED]

Mailing address:  
[REDACTED]

Portland, OR 97214-3422

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Empty search bar

Cart *This is a portion of what we need.*

SKU	Qty	
<input type="text"/>	<input type="text" value="1"/>	<input type="button" value="Add To Cart"/>

### SHOPPING CART



#### 48 inch Black Wall Unit Fully Assembled with Lighting

SKU # 65611LT

Price: \$762.50

Update | Remove

Item Subtotal: \$2,287.50



#### Boutique Vintage Caramel Oak Slatwall Rolling Merchandiser

SKU # 60841

This item is currently out of stock

Price: \$229.00

Update | Remove

Item Subtotal: \$687.00



#### 48 x 16 inch Economy Upper Shelf for Economy Units

SKU # 63121

Price: \$33.74

Update | Remove

Item Subtotal: \$607.32



#### Starter Economy Metal Aisle Gondola Unit

SKU # 63111

Price: \$337.29

Update | Remove

Item Subtotal: \$674.58

**12 x 12 x 4 inch White Mini Wire Grid Basket for Slatwall or Pegboard**

SKU # 45162

Price: \$6.95

Update | Remove

Item Subtotal: \$27.80

**24 x 12 x 4 inch Black Mini Wire Grid Basket for Slatwall or Pegboard**

SKU # 45167

Price: \$8.98

Update | Remove

Item Subtotal: \$35.92

**SUBSCRIBED PRODUCTS**

Subtotal

\$4,320.12

**Total**

**\$4,320.12**

+ shipping & tax

 As low as \$224.10/mo. [Learn more](#)

CHECKOUT NOW

**Recommended For You**



Empty search bar

# Cart

SKU	Qty	
<input type="text"/>	<input type="text" value="1"/>	<input type="button" value="Add To Cart"/>

## SHOPPING CART



**70 inch Full Vision Black Metal Framed Display Case Fully Assembled with Lighting**

SKU # 65562LT

**Price: \$731.25**

|

**Item Subtotal: \$731.25**

### SUBSCRIBED PRODUCTS

**Subtotal** **\$731.25**

**Total** **\$731.25**

+ shipping & tax

Pay in 4 interest-free payments of \$182.82. [Learn more](#)



# Rockaway Beach Community Grant Application

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | [www.corb.us](http://www.corb.us)



FEB 29 14 9:55 AM

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- The ability to measure and track effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

Please type or print clearly:

1. Organization: MEALS FOR SENIORS, INC.
2. Non-Profit #: 90-0097197
3. Mailing Address: PO Box 852 Rockaway Beach, OR 97136
4. Telephone No.: 503-317-8967
5. Email: mealsforseniorsinc@gmail.com
6. Contact Person: Theresa Bruneau, President
7. Requested Amount: \$8,000
8. Project/Use for funds: Purchase food for our program
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

Return completed applications and letters to one of the following:

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276 S Hwy 101, PO Box 5  
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*"Our mission is to enable the senior citizens of North Tillamook County to continue living independently in their own homes by providing access to nutritious meals and social occasions."*



*Meals for Seniors, Inc.  
P.O. Box No. 852  
Rockaway Beach, Oregon 97136  
503-317-8967*

*Tax ID Number 90-0097197*

February 29, 2024

Mayor Charles McNeilly and Members of the Council  
Mr. Luke Shepard, City Manager  
City of Rockaway Beach  
P.O. Box 5  
Rockaway Beach, Oregon 97136

Dear Mayor McNeilly, Council Members and Mr. Shepard:

On behalf of Theresa Bruneau, President, and the Board of Directors of Meals for Seniors, Inc. I am pleased to submit an application for funding through the *2024 Rockaway Beach Community Grant Program*. This application is in the amount of \$8,000 and would be used to purchase food for our program.

In 2023 we prepared 13,155 meals for senior citizens. To meet these demands for our services, our 2024 budget for the purchase of food is \$26,000 and should \$8,000 be awarded, these funds would assist in the purchase of food.

We do receive donations of food from local hatcheries and fishermen/women, Tillamook Fred Meyer, local farmers, and in the summer from gardeners, and gleaners. However, because of the sheer number of meals we prepare, we must purchase a significant amount of our food. We are a member agency of the Tillamook Regional Food Bank which is a key source of food for us. We purchase large quantities of food from Costco and US CHEF' STORE, both in Warrenton. The on-going increase in food costs, and with higher than normal inflation, has a significant impact on us.

We believe Meals for Seniors, Inc. meets the following **Program Criteria:**

- **Provides assistance for essential utilities, food, medical needs, clothing or shelter.**

**Food**

Meals for Seniors, Inc. provides food for senior citizens with the vast majority of them on fixed incomes. While we do serve meals on-site in our rented dining facility, the majority of the meals we cook are delivered to fragile homebound seniors. We prepare freshly cooked, hot and nutritious meals three days a week, 52 weeks a year. For the homebound seniors, we provide meals and snacks for six days of the week.

In 2023 we prepared 13,155 meals, of which 7,964 were delivered to homebound seniors and 5,191 meals were served in our dining hall. Our volunteers gave 5,640 hours of their personal time to the community to fulfill our mission and our volunteer drivers logged in 2,400 miles with their own automobiles to get meals to the door of our homebound seniors.

Our meals are well balanced and nutritious. In particular, our seniors relish having meals with fish as the main course and in 2023 we began looking for ways to increase the amount of fish we cooked. In the first five months of 2023 about 11% of our meals had fish as the main course. We developed a relationship with a local fishing company and the owners began donating fresh caught fish. From June through December when they began donating fish we were able to increase our fish related meals to 23%, a significant increase over the initial five months of 2023.

Having high quality fresh food, with significant amounts of proteins and other nutrients is crucial to us. We value having fresh fish but this is oftentimes out of our reach financially. We post our monthly menu on our website and social media and the days we are able to provide fresh fish we always see an increase in the number of seniors who come to our dining facility which also provides for more social interaction, which is crucial to the elderly.

We are the only community based, Oregon Health Authority approved commercial kitchen in this area. With a commercial sized generator, that we were able to purchase through grants as part of our kitchen re-model, and with our group of long-time and well-trained volunteers, we are available to assist the broader community in case of a community-wide emergency or disaster.

### **Medical Needs**

In partnership with the Tillamook County Community Health Center we sponsor and advertise a Flu/ COVID vaccine clinic in the Fall; most recently on October 18, 2023. These are open to the public beginning at 9:00 am and are held in our dining room, on a day in which we also serve meals.

We provide flyers for health assistance such as for Medicare and Medicaid, flyers for fitness and access to COVID-19 vaccinations, etc.

We have a close working relationship with Tillamook Adventist Health Social Services Department where they refer patients to us who may need meals during rehabilitation, after surgery, etc. and we are then able to deliver food and do welfare checks.

### **Essential Utilities/Clothing**

Since the Fall of 2021, we are also providing utility, clothing and holiday assistance to families who might otherwise “fall through the cracks”. In addition to our services to senior citizens, we maintain a completely separate Family Fund which raises monies to assist families during the holiday season and assist with electricity and water utility bills to avoid shut off at other times during the year. The Family Fund is funded solely through separate donations or grants, but because we are able to put it under the non-profit umbrella of Meals for Seniors, Inc. our donors are able to receive tax donations.

Electricity and water utilities notify us when they see customers with serious need; we review the need and provide help in order to avoid utility shutoff. In December, 2023 alone, we were able to assist six families who were in critical need and are helping others throughout the year.

In 2023 once again, we worked with Tillamook County CARES, in conjunction with the Tillamook County Ecumenical Council who had already vetted families. On November 16<sup>th</sup> we selected 15 families with a total of 61 children ranging in age from two months to 18 years. We spoke with each head of household regarding their needs and their outpouring of gratitude was very humbling.

We shopped on Black Friday after Thanksgiving and purchased clothing, shoes, toys and bedding and three bicycles. Each family received a food basket which included ham or turkey, potatoes, vegetables, rolls, butter, fruit, milk and a Fred Meyer Gift Card from \$50 to \$100. These were all then delivered by our board members and our volunteers.

- **Provides educational or recreational opportunities for children or seniors.**

Having open dining room service provides critical socialization for our senior citizens – both among themselves and interaction with our volunteers. We are open Monday, Wednesday and Friday, 52 weeks of the year and seniors join us for about two hours each of those days, or close to 6 hours a week.

We partner with the Neah-Kah-Nie School District to have two special needs students from the high school work in our dining room, helping to build a resume toward employment. They have obtained their Oregon Food Handler's Card. One of these students has now obtained part-time work in the food industry, with the promise of a full-time job upon graduation this Spring. We have an additional high school student who is volunteering in our kitchen with food preparation and is obtaining high school credit for volunteer work.

Throughout the year we strive to provide more social/recreational activities for our seniors. A good example is the annual Christmas party we sponsor for our seniors. In addition to a special meal, we provide musical entertainment, a visit from Santa and Mrs. Claus and Christmas baskets. Last December we put together 120 gift baskets for senior citizens (which were also delivered to our home bound seniors) that included salmon we smoked ourselves, cheese donated from the Tillamook Creamery, fruit and baked goods.

- **Generates/supports economic activity in Rockaway Beach**

St. Mary by the Sea Church is the only facility in Rockaway Beach that has a commercially approved kitchen with adjacent dining room. In addition to hosting our meals, we use these facilities to host our fundraisers each year (in 2023 this included a sold-out prime rib dinner and our French Toast Breakfasts). In addition, we host a free community-wide Thanksgiving Dinner. The five French Toast Breakfasts are held on holiday weekends and are legendary for attracting second homeowners and visitors, thus helping to support the community economically. In 2023, we had 266 people attend our July 4<sup>th</sup> weekend breakfast. Also, in the summer we sponsor a free community wide Ice Cream Social.

Since 2003 we have continuously provided a part-time job, with benefits for one employee.

We are also pleased to address the **Evaluation Considerations** by the City:

- **The requesting organization's history of success.**

Meals for Seniors, Inc. has been in business continuously in Rockaway Beach as a registered non-profit for 21 years, working in the same facility since 2003. We provide services 52

weeks of the year. The need for our services increases each year. In 2003 we served 3,387 meals and in 2023 we served 13,155 meals. We have prepared and served over 208,000 meals since we began.

- **The organizational and financial stability of the requesting organization.**

In 2003, Meals for Seniors, Inc. was registered as a Federal 501 (c) (3) corporation. We have a 13-member board of directors. Bob Dempster, a founder of Meals for Seniors, Inc. has been on the board since its inception. He has just retired from the Board as an active member, but retains a position as Honorary Board Member. Board members not only serve on the Board but are also active in all aspects of managing and operating the organization – from managing our coin canister fundraising project to supervising volunteer drivers, to managing the kitchen operations, to fundraising, to managing our finances and beyond.

Meals for Seniors, Inc. derives its revenues from 1.) donations from those who partake in meals, 2.) donations from individuals, businesses, and the community at large, and 3.) grants and 4.) our own fundraising activities. We do not receive permanent state, national or federal agency funding, nor are we affiliated with any state or national organization. We believe a diversified income strategy serves us well over time, and to date, that strategy has worked. Our 2024 budget is \$126,508.

In addition to these metrics we have a number of financial metrics that we measure on a monthly basis. Since our inception we contracted with Marilyn Phegley, CPA, PC to review our financials on an annual basis, manage our payroll, prepare taxes, and report to the State or Oregon on our corporation and non-profit status. Upon her retirement we continue those same services with Weitman & Simpson, LLC in Tillamook.

- **The number and types of community members served by the request.**

Meals for Seniors, Inc. serves senior citizens, including those who are active enough to come to our dining facility to partake of meals and visit with their friends and neighbors. A key component of our services is to deliver meals to our most vulnerable home bound senior citizens. Geographically, we serve senior citizens from Nehalem to Garibaldi, while the majority are within Rockaway Beach. No one is ever turned away. We keep our statistics by the number of meals served each month, as our service population shifts from time to time. In 2023 we served 13,155 meals. In January, 2024 we prepared 756 meals. Also, as previously mentioned, our Family Fund provides help to families.

- **The ability to measure and track the effectiveness of the project or service.**

On a monthly basis the Treasurer reports to the Board the following information:

Total number of meals prepared.	Total
number of meals delivered to the homebound.	
Total number of meals served in the dining room or picked up.	
The number of volunteer hours by volunteers.	
The number of volunteer hours provided by the Board of Directors.	
The number of miles driven by our volunteer drivers.	

On a periodic basis we conduct a *Customer Satisfaction Survey*, where we ask our seniors the following questions:

What are your three favorite entrees?

What is your least favorite entrée?

What items would you like to see more of?

What items would you like to see less of?

What town do you live in?

Additional comments.

We have not yet conducted this survey in 2024, but plan to do so.

- **Community grant funds will not be used for travel, budget deficits or for routine operating expenses.**

We commit that any granted funds will not be used for travel, budget deficits or routine operating expenses, such as rent, insurance, etc. Funds would be used to purchase food.

Thank you for the opportunity to apply for these Community Support funds and we would be happy to provide additional information. We commit to providing a final grant report with accompanying receipts, as well as appearing before the City Council.

Sincerely,

A large black rectangular redaction box covering the signature of John Garcia.

John Garcia, Vice-President



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Meals for Seniors, Inc.



MAR28 '24 11:49AM

*Meals for Seniors, Inc.  
P.O. Box No. 852  
Rockaway Beach, Oregon 97136  
503-317-8967*

*Tax ID Number 90-0097197*

March 28, 2024

Luke Shepard, City Manager  
City of Rockaway Beach  
PO Box 5  
Rockaway Beach, OR 97136

Dear Mr. Shepard:

On February 29, 2024 Meals for Seniors, Inc. submitted a 2024 *Community Support Grant Application*. On March 19, 2024 we received an e-mail from you giving applicants an opportunity to provide supplemental information to address the program's criteria and have additional information submitted by April 2<sup>nd</sup>.

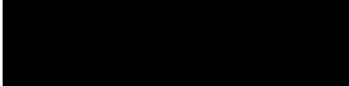
Our initial grant application details the importance of our program to the community; however, a synopsis may be helpful in your review of our application.

As our population continues to age, ensuring the well-being of our senior citizens becomes increasingly imperative. Access to healthy, nutritious meals is not only essential for maintaining physical health but also plays a crucial role in promoting overall well-being and quality of life for our elderly population. Many seniors face challenges in accessing nutritious food, whether due to financial constraints, mobility issues, or lack of support. Our grant application seeks to address this pressing need by maintaining our comprehensive program that provides senior citizens with regular access to balanced and nourishing meals. These meals are delivered directly to their homes or offered in a communal dining opportunity providing important social interaction. By investing in this initiative, we not only support the health and vitality of our senior population but also contribute to fostering a more inclusive and compassionate society.

We appreciate this opportunity and have reviewed our application and the extent to which we have addressed each of the program's criteria. Since we structured our application around each of the criteria, at this time we do not have supplemental information to submit.

Thank you again for this opportunity and we would be happy to have a representative available at the Council's review on April 10<sup>th</sup> in order to address any questions you may have.

Sincerely,

  
John Garcia, Vice-President

cc: Melissa Thompson, City Recorder

# Rockaway Beach Community Grant Application

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | [www.corb.us](http://www.corb.us)



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Effective Date: TBD

Approval: City Council

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- The requesting organization's history of success and fulfilment of previous grant obligations.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

Please type or print clearly:

1. Organization: Rockaway Lions Club
2. Non-Profit #: 93-603077
3. Mailing Address: PO Box 517
4. Telephone No.: [REDACTED]
5. Email: [REDACTED]@gmail.com
6. Contact Person: Don Hembert
7. Requested Amount: 20,000.00
8. Project/Use for funds: New Handicap ramp
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

Return completed applications and letters to one of the following:

- 1) [CityHall@Corb.us](mailto:CityHall@Corb.us)
- 2) City of Rockaway Beach  
Community Grants  
276 S Hwy 101, PO Box 5  
Rockaway Beach OR 97136

For additional information please contact the City Hall at [CityHall@corb.us](mailto:CityHall@corb.us) or by calling 503-374-1752.

## City of Rockaway Beach

Policy: Community Grant Criteria

Number: CG2019

Effective Date: TBD

Approval: City Council

- I. **Policy:** It is the policy of the City of Rockaway Beach to provide assistance to non-profits and for-profit entities and organizations, who serve the Rockaway Beach community.

Community entities and organizations that serve the Rockaway Beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activate in Rockaway Beach.

In evaluating requests from non-profit and for-profits entities and organizations the city will consider the following:

- The requesting organization's history of success
- The organizational and financial stability of the requesting organization.
- The number and types of the community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- The community grant funds will not be used for travel, budget deficits or for routine operating expenses.

- II. **Purpose:** To set forth the procedures, terms and conditions under which the City will consider making grant awards to community entities & organizations as budgeted funds allow.

III. **Procedures:**

City of Rockaway Beach

- ❖ In reviewing the annual budget, the City Budget Committee will set an amount targeted for community assistance grants.
- ❖ Publish an announcement in the City Newsletter and on the City Website announcing the City will be accepting Community Grant applications. The announcement will continue to run until the application due date.
- ❖ Collect date stamped applications until the deadline.
- ❖ Create a spreadsheet of all the community grant requests received.

- ❖ Schedule a regular City Council meeting for the City Council to discuss and determine who the grant recipients will be and the dollar amount of the grant. The City Council approves the grant recipients and amounts.
- ❖ The City Council approves the City Budget. The grant award is contingent on the Council's approval of the budget and appropriation of funds for the community grants for the upcoming fiscal year.
- ❖ Send a letter to the entities confirming grant amount awarded.
- ❖ Send a letter of regret to entities that were not chosen to receive grants.

#### **Community Grant Applicant**

- ❖ Submit a Community Grant application prior to the deadline along with a letter supporting the request. The letter should include how the funds will be used, including the benefit to citizens, number and types (children, seniors etc.) of community members served, positive impacts to the community and any other information relevant to the request. Each evaluation criteria should be addressed for the application to be consider complete.
- ❖ Provide a letter to the City of Rockaway Beach upon completion of the project/or fiscal year end detailing how the funds were used. This shall include a leger of expenses and including recipes for all grant expenditures.
- ❖ Attend a City Council meeting and present how the money was spent, and how it benefitted the community.



3/5/24

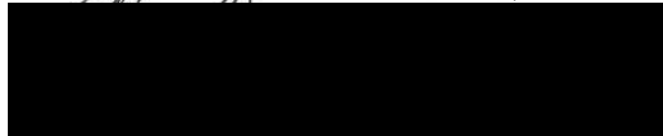
RE: Rockaway Beach Community Grant Application

Please consider the Rockaway Beach Lions Club for your grant in the requested amount of \$20,000.

These funds will be used to install a handicapped ramp at the front door of the Clubhouse. Currently the building is not handicapped accessible and installation of a ramp would remedy this.

The Lions Club building is used for many community events besides club meetings. Every Saturday night Bingo is held there, and it is hard for handicapped persons to access the building. Other events held at the Lions Club are various community dinners, SOLVE beach cleanup, as well as use by other community organizations for their events and meetings.

Thank you for your consideration,



Penny Cole  
Rockaway Beach Lions Club Treasurer

The Lions Club has been in Rockaway Beach for years. We put on several events such as Bingo, Dinners several times a year, the hall is used by many other groups all of which need a good ramp to get into the building.

We are having plans drawn for the ramp. the contractor will have a budget for the ramp in a month.

The city planner will be involved in the planning and design of the ramp.

The Lions Club has been in Rockaway Beach and has been involved in many city activities for years.

The Lions Club hall is used by many other groups as the thrift store school day of service etc.

The ramp will be used by at least 5,000 people a year.

the contractor will get a city permit for the ramp and will be working with the city planner.

the grant funds will not be used for travel, budget deficits, or operating expenses.

Ron Hemberry

[REDACTED]

[REDACTED]@gmail.com

RECEIVED  
MAR 19 2024  
BY: MKT

**CITY OF ROCKAWAY BEACH, OREGON  
ORDINANCE NO. 2024-03**

**AN ORDINANCE AMENDING THE ROCKAWAY BEACH CODE OF ORDINANCES,  
CHAPTER 91, SECTION 91.01 FEEDING AND KEEPING OF WILD ANIMALS**

**RECITALS:**

1. Rockaway Beach Code, Section 91.01 must be amended to update references to Oregon Revised Statutes (ORS); and
2. ORS 496.004(8) provides that “Fur-bearing mammal” means beaver, bobcat, fisher, marten, mink, muskrat, otter, raccoon, red fox and gray fox; and
3. ORS 496.004(9) provides that “Game mammal” means antelope, black bear, cougar, deer, elk, moose, mountain goat, mountain sheep, silver gray squirrel and gray wolf as a special status mammal defined by commission rule; and
4. ORS 609.205 defines “exotic animal”.

**Now, therefore, the City of Rockaway Beach ordains as follows:**

**Section 1.** The City of Rockaway Beach Code of Ordinances, **Section 91.01** is hereby amended to read as follows, as presented in attached Exhibit A (underline/strikeout version) and Exhibit B (clean version):

**§ 91.01 FEEDING AND KEEPING OF WILD ANIMALS.**

- (A) No person shall intentionally feed or keep fur-bearing mammals as defined in ORS 496.004, which includes beaver, bobcat, fisher, marten, mink, muskrat, otter, raccoon, red fox and gray fox, on either public or private property.
- (B) No person shall intentionally feed or keep game mammals as defined in ORS 496.004, which includes antelope, black bear, cougar, deer, elk, moose, mountain goat, mountain sheep, silver gray squirrel and gray wolf, on either public or private property.
- (C) No person shall intentionally feed or keep exotic animals as defined in ORS 609.205.

**Section 2.** Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section or part of this ordinance shall not affect the validity of the remaining parts to this ordinance.

**Section 3.** Effective Date. This ordinance shall become effective 30 days after its adoption by the City Council and approval by the Mayor.

1st reading by the Rockaway Beach City Council \_\_\_\_\_.  
2nd reading by the Rockaway Beach City Council \_\_\_\_\_.



Adopted and Approved by the Rockaway Beach City Council\_\_\_\_\_.

\_\_\_\_\_  
Charles McNeilly, Mayor

City Council	Aye/Nay
Mary McGinnis	/
Tom Martine	/
Kristine Hayes	/
Alesia Franken	/
Penny Cheek	/

Attest:

\_\_\_\_\_  
Melissa Thompson, City Recorder

DRAFT

WILD LIFE

§ 91.01 FEEDING AND KEEPING OF WILD ANIMALS.

(A) —No person shall intentionally feed or keep ~~wildlife-fur-bearing mammals~~ as defined in ~~O.R.S. 496.004 and O.R.S. 609.205~~, which includes beaver, bobcat, fisher, marten, mink, muskrat, otter, raccoon, red fox and gray fox, on either public or private property.

(B) ~~No person shall intentionally feed or keep game mammals as defined in ORS 496.004, which includes antelope, black bear, cougar, deer, elk, moose, mountain goat, mountain sheep, silver gray squirrel and gray wolf, on either public or private property.~~

(C) ~~No person shall intentionally feed or keep exotic animals as defined in ORS 609.205.~~

(Prior Code, Ord. 2000-359, passed 4-1-2000) Penalty, see § 91.99

## WILD LIFE

### § 91.01 FEEDING AND KEEPING OF WILD ANIMALS.

- (A) No person shall intentionally feed or keep fur-bearing mammals as defined in ORS 496.004, which includes beaver, bobcat, fisher, marten, mink, muskrat, otter, raccoon, red fox and gray fox, on either public or private property.
- (B) No person shall intentionally feed or keep game mammals as defined in ORS 496.004, which includes antelope, black bear, cougar, deer, elk, moose, mountain goat, mountain sheep, silver gray squirrel and gray wolf, on either public or private property.
- (C) No person shall intentionally feed or keep exotic animals as defined in ORS 609.205.