



# City of Rockaway Beach

## City Council Workshop Agenda

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**Date:** Wednesday, April 9, 2025  
**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:**

<https://us06web.zoom.us/j/84991247893?pwd=CUH7fbUldRSrgsJgvT7yal2kepNesF.1>

Meeting ID: 849 9124 7893

Passcode: 720664

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 Small Community Grant Recommendations (4:31 p.m.)**
  - b. Review Sustainable Northwest Memo Regarding Next Steps Towards Acquisition and Management of Jetty Creek Watershed - Clean Water State Revolving Fund (CWSRF) (5:00 p.m.)**
  - c. Review of Draft Revisions to City Council Rules & Procedures (5:10 p.m.)**
  - d. Other Regular Session Agenda Items Review (5:30 p.m.)**
- 4. ADJOURNMENT (5:35 p.m.)**



## City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5  
Rockaway Beach, OR 97136  
503.374.1752

### STAFF REPORT

**Date:** April 2, 2025  
**To:** City Council  
**From:** Luke Shepard, City Manager  
**Subject:** Review of Small Community Grant Award Recommendations

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### ISSUE STATEMENT

The City Council will consider approving Small Community Grant Awards by Resolution at the regular meeting. The Small Community Grant applications and proposed Resolution to award grants are included in the agenda packet for the Council's review.

### BACKGROUND

The Council appropriated \$75,000 for the Community Grant Program in the 2024-2025 fiscal year adopted budget. The Small Community Grant provides funding to non-profit, not-for-profit organizations and community entities that serve the Rockaway Beach community in the amount of \$4,999.99 or less. The Planning Commission has reviewed applications based on established grant evaluation criteria and has made funding recommendations to the City Council. A total of six applications were received and all were recommended for funding, totaling \$22,773.58.

### Planning Commission Recommendations:

At their March 20, 2025 regular meeting, the Planning Commission recommend that the City Council award Small Community Grants in the dollar amounts and subject to the conditions indicated below:

Tillamook County Developmental Disabilities: \$1,000

Rockaway Beach Business Association: \$4,999

Friends of Rockaway Beach Library: \$1,864

North Coast Communities for Watershed Protection (NCCWP): \$4,980 subject to the agreement that to not spend the funds for administration purposes.

Neah-Kah-Nie Coast Arts Music & Cultural Foundation (NCAM): \$4,999

International Police Museum: \$4,931.58; subject to the agreement that the meeting room will be made available to all community members on the same basis.

Both NCCWP and NCAM have met conditions by providing written agreement (attached).

## **CITY MANAGER’S COMMENT**

### **Exemption Regarding Potential Conflicts of Interest:**

Several Council members are also members of local nonprofit groups. As a nonprofit member, Councilors are exempt from potential conflicts of interest related to the consideration of these grant awards and may vote on the matter without making a public announcement or giving a written notice. State law [ORS 244.020(13)(c)] provides that:

*(13) “Potential conflict of interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated, unless the pecuniary benefit or detriment arises out of the following:*

...

*(c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.*

## **COUNCIL OPTIONS**

The Council may:

- **Approve awards as recommended by the Planning Commission.**
- **Revise the Planning Commission award recommendations.**  
To revise awards, come to consensus on changes in the Workshop. In the Regular Meeting, make a motion to amend Resolution 2025-15 in the Regular Meeting prior to a motion to approve the amended Resolution.
- Provide other or no direction, as desired.

## **ATTACHMENTS**

- Applicant’s Written Agreement to Conditions
- Resolution No. 2025-15 Approving Awards for the 2024-2025 Small Community Grant Program
- Small Community Grant Applications (in agenda packet)

## **FOR MORE INFORMATION**

Staff Contact: Luke Shepard, City Manager

Telephone: (503) 374-1752

Staff E-Mail: [citymanager@corb.us](mailto:citymanager@corb.us)

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**From:** nancy webster <rockawaycitizen.water@gmail.com>  
**Sent:** Friday, March 28, 2025 10:57 AM  
**To:** City Planner  
**Cc:** City Manager; Melissa Thompson; Lark Reifensahl; Lyndsey Matteson  
**Subject:** Re: Small Community Grant Application - North Coast Communities for Watershed Protection

Dear Mary Johnson,

We are thrilled to hear the Planning Commission recommended funding the grant request for the eligible items! I would like to confirm, under no uncertain terms, that **we will not use any of the grant funds to pay for NCCWP staffing hours**. This was an oversight in filling out the application, and I appreciate your understanding. Please let me know if there are any other questions I can answer. Thank you!

Best,  
Nancy Webster  
North Coast Communities for Watershed Protection

On Fri, Mar 21, 2025 at 7:41 PM City Planner <[cityplanner@corb.us](mailto:cityplanner@corb.us)> wrote:

Hi Nancy,

Last night our Planning Commission met and made funding recommendations on the Small Community Grant applications that were received. The application that was received from NCCWP made a funding request in the amount of \$4,999.99, however included in the expense descriptions was a request for staffing hours (\$3,600) which is not an eligible item.

The remaining items, which were eligible under the grant terms, totaled \$4,980.

The Planning Commission recommended funding the grant request for the eligible items, totaling \$4,980, and directed staff to make it clear that NCCWP staffing hours cannot be funded through this grant. If awarded by the City Council, these grant funds may be use for the items you have described on p. 6 of your application, excluding NCCWP staffing hours.

For your reference, I've attached your grant application and the Small Community Grant flyer. Please note that ineligible projects (p. 4) include "day-to-day operational expenses and payroll".

Please confirm in writing, prior to the Council meeting on April 9<sup>th</sup>, that if awarded, the grant funds will not be used for NCCWP staffing hours.



Thank you,



**Mary Johnson**

*City Planner*

**City of Rockaway Beach**

(503) 374-1752

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

[www.corb.us](http://www.corb.us) | [cityplanner@corb.us](mailto:cityplanner@corb.us)

*PUBLIC RECORDS LAW DISCLOSURE: Emails are generally public records and therefore subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. Emails can be sent inadvertently to unintended recipients and contain confidential or privileged information. If you are not the intended recipient (or authorized to receive for the recipient), please advise by return email and delete immediately without reading or forwarding to others.*

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**From:** Ed Wortman <edl195@aol.com>  
**Sent:** Monday, March 24, 2025 12:24 PM  
**To:** City Planner  
**Cc:** Jane McClain; Melissa Thompson; Lark Reifensahl  
**Subject:** Re: Small Community Grant Application - International Police Museum

Thank you Mary  
We look forward to opening May 15.  
Ed  
Sent from my iPhone

On Mar 24, 2025, at 9:28 AM, City Planner <cityplanner@corb.us> wrote:

Hi Ed,

Thanks for the email back and confirming that IPM's meeting room will be available to all members of the public. That was all we needed to confirm to move the funding recommendation forward to the City Council.

During the Planning Commission meeting, there was some discussion regarding who would be allowed to use the meeting room. If you're interested in viewing the discussion, you can check it out on our website here: <https://youtu.be/g4jlOZtZMJ4>

<image001.jpg>

**Mary Johnson**  
City Planner  
City of Rockaway Beach  
(503) 374-1752  
276 S Hwy 101 | PO Box 5 | Rockaway Beach, OR 97136  
[www.corb.us](http://www.corb.us) | [cityplanner@corb.us](mailto:cityplanner@corb.us)

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**From:** Ed Wortman <edl195@aol.com>  
**Sent:** Sunday, March 23, 2025 8:20 PM  
**To:** City Planner <cityplanner@corb.us>  
**Cc:** Jane McClain <jane@internationalpolicemuseum.org>  
**Subject:** Re: Small Community Grant Application - International Police Museum

Mary,  
Thank you for letting me know of the Planning. Commission concerns. We were surprised, as IPM has always been welcoming to all.

I was in Seattle over the weekend. May I call you on Tuesday to discuss the specific issues which were raised? We want to continue to be a good partner with the City and all of the public.

Please cc Jane, our Board Secretary, on all grant correspondence so we don't miss an email.

Thanks for your assistance,

Ed

206 999-8474

Sent from my iPhone

On Mar 21, 2025, at 12:26 PM, City Planner <[cityplanner@corb.us](mailto:cityplanner@corb.us)> wrote:

Hi Ed,

Last night our Planning Commission met and made funding recommendations on the Small Community Grant applications that were received. During their deliberations, there were questions regarding who would have access to the meeting room. Some members of the Planning Commission were concerned that the meeting room would not be available to all members of the public and that its use may be restricted.

Please confirm in writing, prior to the Council meeting on April 9<sup>th</sup>, that the meeting room will be available to all members of the public or provide details on how the room's use would be limited.

For your reference, I've attached the IPM grant application and the flyer for the Small Community Grant.

Thank you,

<image001.jpg>

**Mary Johnson**

City Planner

City of Rockaway Beach

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## RESOLUTION NO. 2025-15

### A RESOLUTION APPROVING AWARDS FOR THE 2024-2025 SMALL COMMUNITY GRANT PROGRAM

**WHEREAS**, the City Council appropriated \$75,000 for the Community Grant Program in the 2024-2025 fiscal year adopted budget; and

**WHEREAS**, the Small Community Grant provides funding to non-profit, not-for-profit organizations and community entities that serve the Rockaway Beach community in the amount of \$4,999.99 or less; and

**WHEREAS**, the Planning Commission has reviewed applications based on established grant evaluation criteria and has made funding recommendations to the City Council; and

**WHEREAS**, the City Council has reviewed the grant applications and Planning Commission recommendations, and has determined to award the following grants to applicants as specified below.

#### **NOW, THEREFORE, THE CITY OF ROCKAWAY BEACH RESOLVES AS FOLLOWS:**

**Section 1.** The City of Rockaway Beach City Council hereby awards 2024-2025 Small Community Grants to the following recipients in the amounts specified below:

<b>Recipient &amp; Event/Project</b>	<b>Grant Amount:</b>
<b>Tillamook County Developmental Disabilities</b> 3rd Annual Intellectual/Developmental Disabilities Picnic	\$ 1,000
<b>Rockaway Beach Business Association</b> Fundraiser projects	\$ 4,999
<b>Friends of Rockaway Beach Library</b> Entrance railing & Square device	\$ 1,864
<b>North Coast Communities for Watershed Protection</b> Speaker Series	\$ 4,980
<b>Neah-Kah-Nie Coast Arts Music &amp; Cultural Foundation</b> 3rd Annual Writers Rendezvous	\$ 4,999
<b>International Police Museum</b> Community Room furniture, displays & storage	\$ 4,931.58

**Section 2.** This Resolution shall be effective immediately upon adoption.

**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 9<sup>th</sup> DAY OF APRIL  
2025.**

APPROVED

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Charles McNeilly, Mayor

ATTEST

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Melissa Thompson, City Recorder

CITY OF ROCKAWAY BEACH

2024/2025

# SMALL COMMUNITY GRANT

APPLICATION I/DD ANNUAL PICNIC  
11AM - 3PM  
JUNE 26, 2025

## APPLICANT INFORMATION

Organization Name TILLAMOOK COUNTY DEVELOPMENTAL DISABILITIES  
Contact Name PAM HILLER CO-Title - ADVISORY BOARD MEMBER  
Phone Number CO - DAVID RICHMOND ID 503 740-8598  
Organization Type PROGRAM DIRECTOR  
Physical Address (971) 341-1716  
Mailing Address 904 MAIN AVE  
TILLAMOOK OR 97141

## PROJECT CHECKLIST

- ✓ Complete Application
- ✓ Attach Plans, as needed
- ✓ Submit Application by 12:00 pm on March 6, 2025

Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.

## PROJECT OVERVIEW

Project Title 3RD ANNUAL I/DD ADVISORY BOARD PICNIC  
Grant Request \$1000.00  
Total Project Cost \$2000.00

Questions? Need assistance?  
Grant Manager, Lark Reifenhahl  
LReifenhahl@corb.us  
(503) 374-1752 ext. 104

1

MY EMAIL - pamhiller3@gmail.co

DAVIDS EMAIL - davidr@tfcc.org

## PROJECT DESCRIPTION

Answers must fit in the space with provided formatting.

Provide a complete description of the project's intended function and demographic(s) that will be served by the project. If relevant, attach design drawings, plans, etc.

WE ARE PLANNING THE 3RD ANNUAL  
I/DD PICNIC IN ROCKAWAY BEACH  
AT PHYLLIS BAKER CITY PARK  
THURSDAY  
JUNE 26, 2025 FROM 11<sup>00</sup> AM - 3<sup>00</sup> PM  
(PARK RESERVED 2/26/2025)

WE ARE PLANNING THE  
"SUPER HEROES" THEME

WE INVITE ANYONE WITH ANY DISABILITY  
AND THEIR FAMILY — FOCUSING ON  
THE I/DD GROUP  
WE ARE WORKING WITH AGENCIES  
AND RESOURCES TO COME AND  
GET TO KNOW OUR COMMUNITY  
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LIFE — GETTING OUT/MAKING FRIENDS  
INCREASES SOCIAL GROWTH — GETTING  
TO KNOW COMMUNITY  
RESOURCES, CITY COUNCILORS  
AND BUSINESSES



## HEALTHY COMMUNITY

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**Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

WE CONTINUE TO MEET AT PHYLLIS  
BAKER  
PARK -

THE PARTICIPANTS HAVE EXPRESSED  
FEELING SAFE AND THERE IS ROOM TO  
EXPAND AS MORE PEOPLE SHOW UP.

WE WORK WITH ENVIRONMENT<sup>TIJAMOOK CO.</sup> HEALTH  
DEPT SO WE CAN PROVIDE A SAFE  
AND HEALTHY LUNCH/BBQ FOR ALL WHO  
ATTEND. THERE ARE ACTIVITIES  
APPROPRIATE FOR VISITORS  
ABILITIES. CAREGIVERS ARE ALL  
INVITED TOO.

## INCLUSIVE COMMUNITY

Answers must fit in the space with provided formatting.

**Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

THIS WEEKEND WORKS SO GREAT BECAUSE WE TIE IN W/ THE RB COMMUNITY "4TH OF JULY CELEBRATIONS" AND OUR FAMILIES FEEL LIKE THEY ARE INCLUDED IN THE FESTIVITIES - WE SHOW WHATS COMING IN A FEW DAYS TO THE WHOLE COMMUNITY AND ENCOURAGE THEIR INVOLVEMENT AND OPPORTUNITIES TO VOLUNTEER THE PARK IS ACCESSIBLE FOR WHEELCHAIRS AND PEOPLE W/HANDICAPPING CONDITIONS

AT THE 1ST PICNIC IN 2023, WE HAD OVER 135 PEOPLE

AT THE 2ND PICNIC IN 2024 WE HAVE OVER 170 GUESTS

AT THIS ONE WE ARE EXPECTING AT LEAST 180 THIS YEAR.

## CHARITABLE COMMUNITY

Answers must fit in the space with provided formatting.

**Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

THIS EVENT IS FREE TO PARTICIPANTS  
THE COMMUNITY BUSINESSES DONATE,  
VOLUNTEER AND INVITE PEOPLE INTO  
OUR COMMUNITY.

## EQUITABLE COMMUNITY

Answers must fit in the space with provided formatting.

**Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

"INCLUSION ISNT JUST INVITING SOMEONE  
TO SIT AT YOUR TABLE. ITS BELIEVING  
THEY BELONG THERE" AUTHOR UNKNOWN

OUR COMMUNITY WANTS TO BE AN ACCEPTED  
PART OF THE "WHOLE" COMMUNITY - PICNIC/  
BBQ/PLAYING TOGETHER HELPS TO  
BRING DIFFERENCES TOGETHER,

# PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Small Community Grant	\$ 1000 <sup>00</sup>

## Other Income

Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources

WE APPLIED TO TILLAMOOK CO ARC \$  
FOR A KARAOKE MACHINE  
AND T.C. DEVELOPMENT DISABILITIES  
TO ASSIST WITH COSTS IF NEEDED.

## TOTAL INCOME

WE ARE CURRENTLY WORKING ON \$  
DONATIONS

## Expenses

Description	Estimate Obtained (Y/N)	Budget
-------------	-------------------------	--------

If estimates from tentative vendors have been obtained, please attach those to the application.

WE USUALLY BBQ / FOOD / DRINKS \$ 800<sup>00</sup>  
SALADS \$  
PURCHASED AT COSTCO \$  
PAPER SUPPLIES = \$ 200<sup>00</sup>  
(PRIZES ARE INCLUDED) \$  
BUYING FROM OUR COMMUNITY BUSINESSES

\* THERE IS A FEE FOR THE PARK \$  
AND TO ENVIRONMENT HEALTH... \$

\$ PARK FEE IS 40<sup>00</sup> FOR 1/2 DAY -

## TOTAL BUDGET

\$ 1000<sup>00</sup>

Total income should equal total expenses

TO INCLUDE IN GRANT APP.  
3RD ANNUAL I/DD PICNIC

## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

**I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.

**I agree to comply with federal, state, and local rules and regulations, where applicable.**

**Legal title affirmation.** I understand that legal title to the completed project must be held for at least 3 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 3-year period.

*Required for facility improvement projects only.*

**I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding.

**I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**

*Not applicable to other community entities.*

**I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**

**Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.

**Authorization.** I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature



Date

3/4/2025

Printed Name

David Richmond

Title

DD Program Manager

7





# 2nd Annual Summer Picnic

COME CELEBRATE  
WITH THE PERSONS  
AND  
FAMILIES LIVING  
WITH ID/DD IN OUR  
COMMUNITY

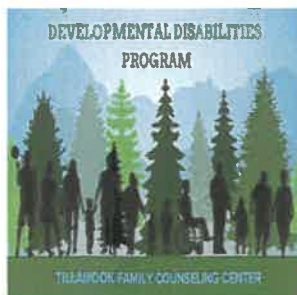
**Thursday,  
June 27th, 2024  
11am-3pm  
Phyllis Baker  
City Park  
Rockaway  
Beach**



## Hamburgers and Hot Dogs Provided!

Join us for Karaoke, Basketball, Face painting, Raffle Prizes, Photo Booth & more!

Bring Chairs & Blankets



For safety reasons, any food brought by guests can not be shared





# El Segundo Picnic Anual del Verano

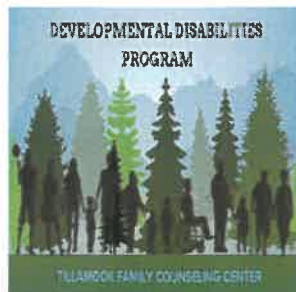
VEN A CELEBRAR CON LAS  
PERSONAS Y FAMILIAS QUE  
VIVEN CON DISCAPACIDADES  
DEL DESARROLLO Y DISCAPACI-  
DADES INTELECTUALES EN  
NUESTRA  
COMUNIDAD

Jueves,  
27 de Junio, 2024  
11am-3pm  
Phyllis Baker  
City Park  
Rockaway Beach

**¡Se proporcionarán hamburguesas y hot dogs!**

¡Únase a nosotros para karaoke, baloncesto, pintura de caras, premios de rifa,  
fotomatón y más!

Traiga una silla y cobija



Por razones de seguridad, la comida que traigan los huéspedes no se puede compartir.

CITY OF ROCKAWAY BEACH

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Phone Number CO - DAVID RICHMOND ID MEMBER  
Organization Type PROGRAM DIRECTOR 503 740-8598  
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Grant Request \$1000.00  
Total Project Cost \$2000.00

INTELLECTUAL/DEVELOPMENTAL  
DISABILITY  
PICNIC

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LReifenhahl@corb.us  
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1



MY EMAIL - pamhiller3@gmail.co

DAVIDS EMAIL - davidr@tfcc.org

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City of Rockaway Beach Small Community Grant	\$ 1000 <sup>00</sup> —

### Other Income

Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources

WE APPLIED TO TILLAMOOK CO ARC \$  
FOR A KARAOKE MACHINE  
AND T.C. DEVELOPMENT DISABILITIES  
TO ASSIST WITH COSTS IF NEEDED.

### TOTAL INCOME

WE ARE CURRENTLY WORKING ON \$  
DONATIONS

### Expenses

Description	Estimate Obtained (Y/N)	Budget
-------------	-------------------------	--------

If estimates from tentative vendors have been obtained, please attach those to the application.

WE USUALLY BBQ / FOOD / DRINKS \$ 800<sup>00</sup>  
SALADS \$  
PURCHASED AT COSTCO \$  
PAPER SUPPLIES = \$ 200<sup>00</sup>  
(PRIZES ARE INCLUDED) \$  
BUYING FROM OUR COMMUNITY BUSINESSES

\* THERE IS A FEE FOR THE PARK \$  
AND TO ENVIRONMENT HEALTH... \$.

\$ PARK FEE IS 40<sup>00</sup> FOR 1/2 DAY —

### TOTAL BUDGET

\$ 1000<sup>00</sup>—

Total income should equal total expenses

TO INCLUDE IN GRANT APP.  
3RD ANNUAL I/DD PICNIC

## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

**I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.

**I agree to comply with federal, state, and local rules and regulations, where applicable.**

**Legal title affirmation.** I understand that legal title to the completed project must be held for at least 3 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 3-year period.

*Required for facility improvement projects only.*

**I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding.

**I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**

*Not applicable to other community entities.*

**I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**

**Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.

**Authorization.** I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature



Date

3/4/2025

Printed Name

David Richmond

Title

DD Program Manager

7





# 2nd Annual Summer Picnic

COME CELEBRATE  
WITH THE PERSONS  
AND  
FAMILIES LIVING  
WITH ID/DD IN OUR  
COMMUNITY

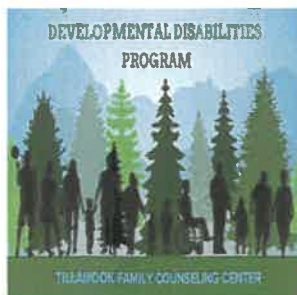
**Thursday,  
June 27th, 2024  
11am-3pm  
Phyllis Baker  
City Park  
Rockaway  
Beach**



## Hamburgers and Hot Dogs Provided!

Join us for Karaoke, Basketball, Face painting, Raffle Prizes, Photo Booth & more!

Bring Chairs & Blankets



For safety reasons, any food brought by guests can not be shared





# El Segundo Picnic Anual del Verano

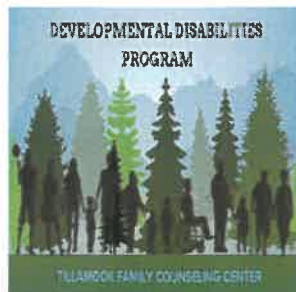
VEN A CELEBRAR CON LAS  
PERSONAS Y FAMILIAS QUE  
VIVEN CON DISCAPACIDADES  
DEL DESARROLLO Y DISCAPACI-  
DADES INTELECTUALES EN  
NUESTRA  
COMUNIDAD

Jueves,  
27 de Junio, 2024  
11am-3pm  
Phyllis Baker  
City Park  
Rockaway Beach

**¡Se proporcionarán hamburguesas y hot dogs!**

¡Únase a nosotros para karaoke, baloncesto, pintura de caras, premios de rifa,  
fotomatón y más!

Traiga una silla y cobija



Por razones de seguridad, la comida que traigan los huéspedes no se puede compartir.

# CITY OF ROCKAWAY BEACH

## 2024/2025

# SMALL COMMUNITY GRANT

## APPLICATION

### APPLICANT INFORMATION

**Organization Name** Rockaway Beach Business Association (RBBA)

**Contact Name** Debbie Weissenfluh

**Title** Board Member RBBA

**Phone Number** 773-551-4979

**Email** debweissenfluhdebweissenfluh@gmail.com rbbaor@gmail.com

**Organization Type** Non Profit

**Physical Address** 111 S Miller st. Rockaway Beach 97136

**Mailing Address** PO Box 1586 Rockaway Beach 97136

### PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Submit Application by 12:00 pm on March 6, 2025**

*Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.*

### PROJECT OVERVIEW

**Project Title** RBBA 2025 Fundraiser Projects

**Grant Request** \$4,999

**Total Project Cost** \$4,999

Questions? Need assistance?  
Grant Manager, Lark Reifenstahl  
LReifenstahl@corb.us  
(503) 374-1752 ext. 104

1

## PROJECT DESCRIPTION

*Answers must fit in the space with provided formatting.*

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project.** *If relevant, attach design drawings, plans, etc.*

RBBA works with the city of Rockaway Beach and other non profits to include, The Easter Egg Hunt, 4th of July fundraising, Trunk or Treat and The Christmas Tree lighting event.

Easter Egg Hunt: We have over a dozen raffle baskets from various local artisans and vendors, a pancake breakfast at the Rockaway Beach Firehouse (by donation), an Easter Hunt and A Scavenger hunt with prizes for children and adults. We work within the local area to get donations and discounted products for this fundraiser.

4th of July Fundraiser Booth: We offer a wide variety of patriotic hats, shirts, leis, beads, wands and even fur baby costumes. Townspeople can wear their purchases in the parade or on the route creating a visual impact of celebration.

Trunk or Treat: We have over 20 decorated car trunks, a pumpkin patch, hot cider, hot dogs, and other munchies. We have pictures with Punkin Pete with a fall background. We decorate our park turning it into a Halloween extravaganza!

Tree Lighting: The day after Thanksgiving we light up our Holiday Tree. The Wayside is turned into a winter wonderland of decoraitons! We will have raffle baskets from our local businesses. We have complimentary hot chocolate and cookies and treats from Santa.



## HEALTHY COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

RBBA interaction is a big part of community health. By sponsoring events that engage the local friends and family members of all ages, we promote healthy lifestyle by sharing a meal (that includes healthy options). This helps create a sense of belonging and connection which can reduce stress and strengthen relationships. The Easter Egg and Scavenge hunt promotes walking, teamwork, as well as mental stimulation. Most of this event takes place outdoors which is great for mental and physical health.

The 4th of July Fundraiser Booth contributes to mental well-being and fosters a positive lifestyle. Wearing patriotic attire fosters a sense of belonging, strengthens community bonds and reduces feelings of isolation. The fundraiser can inspire more volunteering and support within our community. The booth and corresponding 4th of July activities are outdoors which is great for vitamin D and overall health.

The Trunk or Treat provides an active fast paced walking (and running) atmosphere for parents and children! Dressing up and the festive atmosphere offer a distraction from daily stresses. The fun and excitement of the event can offer positive memories which and have a long-term impact on mental health. Breathing in that crisp fall air is a great promoter of well being.

The Community Tree Lighting is a long standing tradition. Walking to and from the event and participating in the activities as well as volunteering for decoration and tearing down are a great way to make this a very healthy event. Spending time outdoors, especially during the winter months can provide fresh air for overall health benefits. The event fosters a sense of community and belonging reducing feelings of isolation and loneliness, which can have a positive impact on mental well-being,

## INCLUSIVE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

The combination of a pancake breakfast and egg hunt attracts people of all ages, encouraging interaction and connection between different generations. The scavenger hunt encourages teamwork and collaboration, as participants work together to solve clues and find the hidden baskets. Proceeds from the event support the Rockaway Beach Volunteer Firefighters Association and the Rockaway Beach Business Association, demonstrating a commitment to the community's well-being and economic vitality. By highlighting the involvement of local businesses in the event, the organizers encourage community members to support local enterprises. The event celebrates the community's spirit and encourages residents to take pride in their town. The event caters to all ages, ensuring that everyone has the opportunity to participate and enjoy the festivities. The event is held at the Rockaway Beach Fire House and Phyllis Baker Park, locations that are easily accessible to all community members. The pancake breakfast is offered by donation, making it accessible to families of all income levels. The event brings together community members to support a common cause, fostering a sense of shared purpose and collective action. The event relies on volunteers to organize and execute, providing an opportunity for community members to contribute their time and skills to a worthwhile cause. The proceeds from the event will directly benefit the community, supporting essential services and local businesses.

By selling 4th of July merchandise The fundraiser itself creates opportunities for volunteering and interaction between businesses and all ages of community members. The Business Association can create a platform for community engagement, foster a sense of shared purpose, and strengthen the bonds that connect residents,

People of all ages share the spirit of Halloween and reinforce the idea that Rockaway Beach is a place where people come together to celebrate fun. It provides a casual and fun environment for residents to meet their neighbors, especially those who may be new to the area. By making this an annual event it becomes a tradition that strengthens community bonds and creates lasting memories. It's a valuable community-building initiative that strengthens social connections.

## CHARITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

The Easter Egg Hunt, 4th of July Fundraiser Booth, Trunk or Treat and the Tree Lighting offer volunteer opportunities for cooking, serving, cleaning, egg hiding, event coordination, family assistance, monitoring, prize distribution, setup, takedown, marketing and promotion. Volunteering fosters a sense of community pride and strengthen social bonds. All of this helps to keep the town vibrant. This benefits the community directly by contributing to the success of the Rockaway Beach Volunteer Firefighters Association and the Rockaway Beach Business Association. Each and every one of these events is an annual opportunity to provide continued services to meet new people and make a positive impact.

## EQUITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

Easter Egg Hunt, 4th of July Fundraiser Booth, Trunk or Treat and Tree Lighting play a role in supporting vulnerable populations. Many individuals, especially seniors or those with disabilities experience social isolation. These events provide opportunities for connectgion and interaction which can improve mental health. For thsoe with limited social networks these gatherings can be a vital source of belonging. Free or low-cost events like these make recreation accessible to everyone, regardless of income. This is especially important for families with limited financial resources. The “donation-based” pancake breakfast is a great example of this. The festive atmosphere of each event can be very upliftitng. By bringing people together, these events can help build informal networks within the community, where neighbors can help neighbors. In a small community like Rockaway Beach, these events are very important. They help to keep the community connected and provide support to those who may need it.

## PROJECT BUDGET

Income		BUDGET
City of Rockaway Beach Small Community Grant		\$ 4,999
Other Income		
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>		
		\$
		\$
		\$
TOTAL INCOME		\$ 4,999

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Expenses - See Attached		\$ 5,740
Less: Excess over grant amount		\$ ( 741)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL BUDGET		\$4,999

*Total income should equal total expenses*

## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

- DW **I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.
- DW **I agree to comply with federal, state, and local rules and regulations, where applicable.**
- DW **Legal title affirmation.** I understand that legal title to the completed project must be held for at least 3 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 3-year period.  
*Required for facility improvement projects only.*
- DW **I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding.
- DW **I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**  
*Not applicable to other community entities.*
- DW **I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**
- DW **Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.
- DW **Authorization.** I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature **Deb Weissenfluh**

Digitally signed by Deb  
Weissenfluh  
Date: 2025.03.05 13:30:46  
-08'00'

Date **3/5/25**

Printed Name **Deb Weissenfluh**

Title **Board Member**

7



## Easter Egg Hunt

### Pancake Breakfast

Food.....	574
Beverage.....	150
Utensils, napkins, misc.....	128
Decor, table cloths.....	105
Permit fee.....	35
Auction baskets (12) 20 each....	240
Prizes for scavenger hunt	
Children's baskets.....	140
Adult Baskets.....	140
Advertisement flyer printing.....	<u>125</u>
TOTAL COST.....	1637

## 4th of July Fundraiser Booth

T-shirts.....	274
Pet costumes.....	135
Hats.....	148
Earrings.....	27
Advertisement flyer printing.....	125
Face jewels, tattoos, sparklers..	<u>199</u>
TOTAL COST.....	908

## Trunk or Treat

Treat Bags.....	280
Apple Cider.....	160
Hot dogs & Snacks.....	950
Paper products.....	198
Decor.....	248
Advertising flyer printing.....	<u>125</u>
TOTAL COST.....	1961

## Tree Lighting

Cookies.....	225
Hot Chocolate.....	150
Treats.....	225
Canopy (2).....	359
Decorations.....	150
Advertising flyer printing.....	<u>125</u>
TOTAL COST.....	1234

# CITY OF ROCKAWAY BEACH

## SMALL COMMUNITY GRANT APPLICATION

2024/2025

### APPLICANT INFORMATION

**Organization Name** Friends of the Rockaway Beach Library

**Contact Name** Jean Scholtz

**Title** Former president/board member

**Phone Number** 240-423-8600

**Email** scholtzjeanc@gmail.com

**Organization Type** non profit

**Physical Address** 120 North Coral Street

**Mailing Address** PO Box 180, Rockaway Beach, OR

### PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Submit Application by 12:00 pm on March 6, 2025**

*Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.*

### PROJECT OVERVIEW

**Project Title** Replacement of the entrance railings and Purchase of a Square Device

**Grant Request** \$1864

**Total Project Cost** \$1864

Questions? Need assistance?  
Grant Manager, Lark Reifentahl  
LReifentahl@corb.us  
(503) 374-1752 ext. 104

1

## PROJECT DESCRIPTION

*Answers must fit in the space with provided formatting.*

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project.** *If relevant, attach design drawings, plans, etc.*

Part 1 is to improve the railings on the stairs and ramp to improve safety. Note that we had a grant earlier to redo the ramp. This grant took care of providing a new nonslip surface for the ramp, but the railings were not replaced at that time as they were still fine. The library is entered by either going up a flight of stairs or by using the alternative ramp (for wheelchairs, strollers, and those that find it easier than using stairs). The stairs also have railings. Since all of this is wood, we have to ensure that the steps, ramp and railings and posts are solid. With the wet climate we have here in Oregon, we have to keep an eye on these entrances. We are requesting funds to work on the railings as they are in varying degrees of rot and pose a safety risk. Fixing these railings will also increase the curb appeal.

Part 2 of the grant is requesting the purchase of a square device that customers can use to charge items purchased at our yearly holiday sale (by donation), used books on sale for \$2 and \$3, or just a donation to the library. A square device is a small electronic device which allows a patron to input a charge card which it reads and charges for the items input by the customer and/or librarian. It has come to our attention that not everyone carries cash. While we have used a square system at our yearly book sale with much success, we have relied on patrons having money to pay for books during the year and for purchases at the holiday sale. We would like to be able to use a square device that librarians can provide to the user to accomplish this task.

We have spoken to the Head of the Tillamook County Library, who provides us with librarians, and he has determined that the librarians can be asked to make sure that the Square Device is kept charged and can be trained to help users make their payments with the device.

## HEALTHY COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

Our patrons are already thrilled that they can obtain books here rather than having to drive to the main library in Tillamook. We need to ensure that our older and younger patrons have easy and safe access to the building.

The Friends have always had used book sales (used books sell for \$2 and \$3) along with special book prices. By providing the capability of being able to charge the purchase of these used books, we ensure that those who no longer carry cash or have selected more books than their cash can purchase are accommodated.

The same is true of the holiday sale. Perhaps a patron finds a number of items at the holiday sale and feels that they should donate more than the cash they have with them. The purchase of the square device which would be made possible by this grant will allow them to charge the purchase. We feel that the use of charge cards for the Holiday sale will increase our sales.

## INCLUSIVE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

Fixing up the railings on the entrances to the library will ensure that elderly library users and users with mobility issues can easily enter and exit the library. This will help moms and dads with small children in strollers or buggies.

The use of the square device will help patrons who no longer carry cash or those with less cash than the cost of the books they wish to buy. The Holiday sale is open for a month before the holidays and patrons make a donation for anything they wish to purchase. Again, patrons currently must have cash to make those purchases. Having the ability to charge these purchases will help both the patrons and the friends.

## CHARITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

Basically, both the holiday sale and the used book sales count on the donations of local patrons. Board members and patrons bring in home-made items: jewelry, stained glass ornaments, wood carved ornaments for holiday sale. Patrons also bring in their already read books for sale at our book sale. These used books are also available for purchase throughout the year.

## EQUITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

We believe that our efforts at the library help residents obtain books, videos and other library supplies at a small cost. Visitors can also use the computers and copying service at the library, while also getting "beach reads" at a small price. They can also use our computers to read their emails.

And as we have already said, patrons can find low-cost books and holiday gifts and decorations and present that fit within their budgets.

## PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Small Community Grant	\$ 1864.00
Other Income	
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>	
	\$
	\$
	\$
TOTAL INCOME	
	\$

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Square Reader		\$ 299
hub to connect to the internet		\$ 39
Supply of paper for printed receipts		\$ 26
		\$
Paint and Supplies for railings		\$ 200
Wood for railings		\$ 525
Labor: 15 hours @\$50/hour		\$ 750
Charge for dump (removed wood)		\$ 25
		\$
		\$
		\$
		\$
TOTAL BUDGET		
		\$ 1864.00

*Total income should equal total expenses*



## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

JES

**I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.

JES

**I agree to comply with federal, state, and local rules and regulations, where applicable.**

JES

**Legal title affirmation.** I understand that legal title to the completed project must be held for at least 3 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 3-year period.

*Required for facility improvement projects only.*

JES

**I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding.

JES

**I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**

*Not applicable to other community entities.*

JES

**I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**

JES

**Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.

JES

**Authorization.** I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature

Jean C. Scholtz

Date

3/3/2025

Printed Name

JENN E. SCHOLTZ

Title

Friends Board

member / Past President

7

# CITY OF ROCKAWAY BEACH

# SMALL COMMUNITY GRANT

## APPLICATION

2024/2025

### APPLICANT INFORMATION

**Organization Name** North Coast Communities for Watershed Protection

**Contact Name** Nancy Webster

**Title** President

**Phone Number** 971-386-3788

**Email** rockawaycitizen.water@gmail.co

**Organization Type** Nonprofit

**Physical Address** 26536 White Dove Lane Rockaway Beach, Or 97316

**Mailing Address** P.O. Box 1291 Rockaway Beach, Or 97136

### PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Submit Application by 12:00 pm on March 6, 2025**

*Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.*

### PROJECT OVERVIEW

**Project Title** Speaker Series: Ensuring the Air We Breathe and the Water We Drink are Safe

**Grant Request** 4,999.99

**Total Project Cost** 8580.00

Questions? Need assistance?  
Grant Manager, Lark Reifenstahl  
LReifenstahl@corb.us  
(503) 374-1752 ext. 104

1

## PROJECT DESCRIPTION

*Answers must fit in the space with provided formatting.*

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project. *If relevant, attach design drawings, plans, etc.***

NCCWP proposes to host a speaker series 'Ensuring the Air We Breathe and the Water We Drink are Safe ' as a public forum for community education and engagement on the critical issue of protecting the quality and quantity of drinking water in Rockaway Beach. The series will bring three expert speakers to the community, each addressing key aspects of safeguarding coastal drinking watersheds, with a focus on sustainable practices that protect water sources.

This in-person event aims to educate and empower local residents by providing science-based insights into the impact of industrial forest practices on watersheds, particularly the effects of aerial and ground pesticide spraying. As well as practical solutions for preserving clean water. The speakers will offer expertise on how these practices affect both water quality and quantity, and how communities can advocate for responsible forest management to ensure a sustainable water future.

The goals of this series align with NCCWP's mission to educate the community on the vital connection between forest practices, clean water, and air. By raising awareness, the series will create a more informed, active community dedicated to advocating for responsible environmental practices that protect the natural resources essential to our health and well-being. A healthy community depends on a healthy ecosystem.

Format: The series will be held in person, during 2025. We don't have exact dates locked in yet. Time slots will be the third Saturday of the month: 12:00-2:00pm. Location: St. Mary by the Sea Catholic Church, Rockaway Beach. Format: Speaker presentation with slides, followed by a Q&A session for community networking and engagement. The event will conclude with a reception featuring food and drinks from local businesses, including Barview Jetty Store and Wolfmoon Bakery.

Proposed speakers:

Ernie Niemi-an economist and environmental advocate known for his work in the areas of sustainability, natural resources, and environmental policy. He has been involved in projects that examine the intersection of economic development and environmental preservation, often focusing on the value of natural systems and the potential of green economies.

Deke Gunderson-a professional in the field of sustainability, environmental advocacy, and community development. He has been involved in various initiatives focused on ecological health, conservation, and responsible resource management. Gunderson is known for his expertise in connecting environmental issues with practical solutions for communities, businesses, and governments.

Linda Perrine-an individual known for her work in the environmental and sustainability sectors. She has contributed to various community initiatives, particularly in the fields of conservation, resource management, and environmental education.

## HEALTHY COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

The speaker series, "Ensuring the Air We Breathe and the Water We Drink are Safe" directly contributes to a healthier local community by addressing a critical environmental issue that underpins public health—clean and safe drinking water. Access to fresh, healthy food and water is fundamental to community well-being, and protecting the quality and quantity of the Jetty Creek watershed ensures that the residents of Rockaway Beach have a sustainable source of clean drinking water for years to come.

This speaker series will not only educate the community about the importance of water conservation and pollution prevention, but it will also promote environmental stewardship. Educating residents about the direct link between water quality and public health creates a sense of responsibility and empowerment, motivating people to take action to protect their local environment. This kind of engagement encourages long-term community participation in safeguarding natural resources, which benefits everyone's physical health by ensuring the availability of safe drinking water.

Moreover, the series will provide a platform for learning about the broader impacts of watershed protection, which touches on many aspects of community health. For instance, clean water impacts mental health by reducing stress related to concerns over water contamination and scarcity. Additionally, by highlighting recreational opportunities within the watershed, the series encourages physical activity in a natural, scenic environment, which promotes physical fitness and overall well-being.

This project fosters education, action, and advocacy to protect a vital natural resource—water—thereby supporting a healthy, thriving, and environmentally conscious community.

## INCLUSIVE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

The proposed in-person speaker series will be free and open to the public to permit community engagement with knowledgeable presenters. Topics will be relevant to drinking watershed protection of concern to us all, to enable community members to better understand where their water comes from, the importance of watershed protection and ecologically sustainable forest plans, so that they can more informatively get involved in planning Jetty Creek's future. A weekend timeslot should make the series more amenable to working folks' schedules. A reception with food and drink will follow the Q&A to provide an opportunity for community interaction and networking.

NCCWP will widely publicize each event through electronic and social media to reach as broad an audience as possible. We will outreach with posters/flyers, phone trees and local newspapers.



## CHARITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

The speaker series "Ensuring the Air We Breathe and the Water We Drink are Safe" supports local charitable efforts by encouraging community involvement in protecting drinking water sources. The project fosters a culture of giving back and volunteerism by educating residents about the importance of water conservation and providing opportunities for them to engage in local efforts.

By raising awareness and offering practical ways to help, the series motivates people to contribute time, energy, and resources toward preserving the watershed. It also strengthens partnerships between local nonprofits, government entities, and residents, encouraging collaboration to address community needs and create ongoing volunteer opportunities.

In this way, the project not only promotes environmental stewardship but also strengthens the spirit of charity, collaboration, and civic engagement within the community.

## EQUITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

The speaker series encourages equity throughout the local community by ensuring that all residents, particularly those from underserved or marginalized groups, have access to valuable information and opportunities to get involved in protecting vital water resources.

By making the series accessible to a diverse audience, we aim to bridge gaps in knowledge and empower individuals from all backgrounds to actively participate in the stewardship of their local watershed. By providing hands-on, volunteer-driven activities, we ensure that individuals can contribute regardless of their socio-economic status, creating an environment of shared responsibility and mutual support.

Ultimately, the project promotes environmental justice by involving all community members in addressing the challenges related to water conservation and ensuring that all voices are heard in the effort to safeguard our natural resources.

## PROJECT BUDGET

Income		BUDGET
City of Rockaway Beach Small Community Grant		\$4999.99
Other Income		
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>		
NCCWP Private Donations		\$3380.01
In-Kind Donations - 300 volunteer hours (planning, postering, setting up, taking down, providing housing) food and beverage donations		\$ 200
TOTAL INCOME		\$ 8580

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Honoraria \$300 x 3		\$ 900
St. Mary Parish Hall Rental \$100 x 3		\$ 300
Video Recording (Jane Scott) \$300 x 3		\$ 900
Advertising in local newspapers \$300 x 3		\$ 900
Printing flyers at Beach Beagle \$90 x 3		\$ 180
Food & Drinks (Barview Jetty, Wolfmoon Bakery, etc) \$300 x 3		\$ 900
NCCWP pain staffing hours 120 x \$30		\$ 3,600
Honoraria Travel Expenses (lodging, gas, food) x 3		\$ 900
		\$
		\$
		\$
		\$
TOTAL BUDGET		\$8,580

*Total income should equal total expenses*

## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

- LM **I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.
- LM **I agree to comply with federal, state, and local rules and regulations, where applicable.**
- LM **Legal title affirmation.** I understand that legal title to the completed project must be held for at least 3 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 3-year period.  
*Required for facility improvement projects only.*
- LM **I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding.
- LM **I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**  
*Not applicable to other community entities.*
- LM **I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**
- LM **Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.
- LM **Authorization.** I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature 

Printed Name **Lyndsey Matteson**

Date ~~5/5/20~~ **5/5/25**

Title **Volunteer Coordinator-NCCW**



CITY OF ROCKAWAY BEACH

2024/2025

SMALL COMMUNITY GRANT

APPLICATION

APPLICANT INFORMATION

Organization Name

Contact NameTitle

Phone NumberEmail

Organization Type

Physical Address

Mailing Address

PROJECT CHECKLIST

- ☒ Complete Application
- ☒ Attach Plans, as neededATTACHED AT END
- ☒ Submit Application by 12:00 pm on March 6, 2025

Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.

PROJECT OVERVIEW

Project Title

Grant Request

Total Project Cost

Questions? Need assistance?  
Grant Manager, Lark Reifenhahl  
LReifenhahl@corb.us  
(503) 374-1752 ext. 104



## PROJECT DESCRIPTION

*Answers must fit in the space with provided formatting.*

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project.** *If relevant, attach design drawings, plans, etc.*

## HEALTHY COMMUNITY

*Answers must fit in the space with provided formatting.*

**Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.



## INCLUSIVE COMMUNITY

*Answers must fit in the space with provided formatting.*

**Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

## CHARITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

**Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

## EQUITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

**Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

## PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Small Community Grant	\$
Other Income	
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>	
	\$
	\$
	\$
TOTAL INCOME	
	\$

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL BUDGET		
		\$
<i>Total income should equal total expenses</i>		

## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

- CJ I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.
- CJ I agree to comply with federal, state, and local rules and regulations, where applicable.**
- CJ Legal title affirmation.** I understand that legal title to the completed project must be held for at least 3 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 3-year period.  
*Required for facility improvement projects only.*
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- CJ I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**  
*Not applicable to other community entities.*
- CJ I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**
- CJ Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.
- CJ Authorization.** I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature *Cosmo Jones*

Printed Name Cosmo Jones

Date March 4, 2025

Title Treasurer/Board Member





## ATTACHMENTS

### Other Supporting Materials

#### WEBSITES

- Rockaway Writers Rendezvous, <https://www.rbwriters.com/>
- Neah-Kah-Nie Coast Art & Music Cultural Foundation, <https://www.ncamfoundation.org/>

#### SOCIAL MEDIA:

- RWR, <https://www.facebook.com/profile.php?id=61556117139270>
- NCAM Foundation, <https://www.facebook.com/profile.php?id=61562631316851>
- @rbwriters Instagram
- @ncamfoundation Instagram

#### SUPPORTING LINKS

- RWR Anthology 2024 link for sale in Amazon (\$20),  
[https://www.amazon.com/gp/product/B0D2VD4PJQ?ref\\_=dbs\\_m\\_mng\\_rwt\\_calw\\_tpbk\\_0&storeType=ebooks&qid=1739838131&sr=8-1](https://www.amazon.com/gp/product/B0D2VD4PJQ?ref_=dbs_m_mng_rwt_calw_tpbk_0&storeType=ebooks&qid=1739838131&sr=8-1)
- RWR Program from 2024, <https://www.rbwriters.com/2024-program>
- RWR Program thus far for 2025 (coming soon), <https://www.rbwriters.com/2025-program>

#### ATTACHMENTS

- This coversheet
- Letter of Support from Rockaway Beach Business Association
- Flyer for Rockaway Writers Rendezvous writing contests 2025
- Photo of the two students who won RWR arts scholarships in 2023



ROCKAWAY BEACH BUSINESS ASSOCIATION  
111 S. MILLER STREET #C,  
ROCKAWAY BEACH, OREGON 97136

March 3, 2025

**Subject: Letter of Support for Neah-Kah-Nie Coast Arts Music & Cultural Foundation**

To Whom It May Concern,

The Rockaway Beach Business Association is pleased to express our strong support for Neah-Kah-Nie Coast Arts, Music & Cultural Foundation (NCAM). As a nonprofit dedicated to fostering artistic expression and cultural enrichment in our community, NCAM has significantly contributed to both the economic vitality and social cohesion of Rockaway Beach.

Since its inception, NCAM has demonstrated a deep commitment to strengthening our local economy by hosting dynamic, off-season events that bring visitors to our town. The **Rockaway Writers Rendezvous (RWR) in April** and the **Rockaway Music Festival in September** have become highly anticipated events, attracting participants from across Oregon and beyond. These events not only showcase artistic talent but also generate meaningful economic benefits by driving foot traffic to local businesses, filling hotels and vacation rentals, and increasing patronage at restaurants, retail stores, and service establishments.

Our business community has directly benefited from NCAM's initiatives. Over the past three years, we have observed a measurable uptick in business activity during NCAM event weekends. **Sequest Treasures** reported increased sales each event weekend over the previous year, with customers citing NCAM's events as their reason for visiting Rockaway Beach. Similarly, **All Professional Real Estate** saw a notable increase in walk-in traffic during NCAM's festivals, as visitors explored the area and inquired about local property listings.

Beyond economic impact, NCAM fosters strong partnerships with local businesses, many of whom contribute in-kind donations, financial sponsorships, and volunteer support. Several NCAM board members are also business owners, ensuring that event planning aligns with the needs and interests of the local economy.

The Rockaway Beach Business Association enthusiastically supports NCAM's efforts to expand its programming and continue enhancing the livability and economic resilience of our community. We believe that with additional funding, NCAM will not only sustain but further amplify its positive impact, creating year-round opportunities for business growth, tourism, and cultural engagement.

We are proud to stand behind NCAM and look forward to continuing our collaboration in strengthening Rockaway Beach as a thriving destination for the arts, culture, and commerce.

A handwritten signature in cursive script that reads "Nancy Albro".

Nancy Albro  
Secretary  
Rockaway Beach Business Association  
nalbro@comcast.net



THIRD ANNUAL

YEAR



# ROCKAWAY WRITERS RENDEZVOUS

EST 2023

APRIL 25-27, 2025

- \* WORKSHOPS
- \* SPEAKERS
- \* READINGS
- \* OPEN MIC
- \* BOOKS
- \* PRIZES
- \* RAFFLES
- \* ANTHOLOGY

## ***STUDENT & ADULT CONTESTS CALL FOR ENTRIES STARTS NOW!***

### ***WRITING COMPETITIONS***

Categories: Poetry, Fiction, Non-Fiction, Journalism, Music Lyrics

**All winning writing entries are published in our 2025 Anthology!**

**Students:** Open to grades 7-12 residing on the coast of Oregon. Cash Prizes!

**Adults:** Open to all adults 18 & older. No cash prizes.

### ***ART COMPETITIONS***

Open to ALL students K-12 & all adults 18+. **All winning art entries are published in our 2025 Anthology!**

Your paintings, drawings, illustrations, photography, sculpture, music, video, installation art, furniture design, interior design, food or beverage creation.

... OR ANYTHING ELSE YOU CONSIDER ART!

## ***SUBMISSION DEADLINE MARCH 1, 2025***



# **www.rbwriters.com**

**BENEFITTING THE NEAH-KAH-NIE HIGH SCHOOL SCHOLARSHIP FUND**

**Visit our website to learn more & enter the contest!**

**ROCKAWAY WRITERS RENDEZVOUS**

**STUDENT SCHOLARSHIP WINNERS 2023**



CITY OF ROCKAWAY BEACH

2024/2025

SMALL COMMUNITY GRANT

APPLICATION

APPLICANT INFORMATION

**Organization Name** International Police Museum

**Contact Name** Ed Wortman **Title** Director

**Phone Number** 206-999-8474 **Email** Edl195@aol.com

**Organization Type** 501(c)(3) Museum

**Physical Address** 320 S. Hwy 101

**Mailing Address** P O Box 165, Rockaway Beach, Oregon 97136

PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Submit Application by 12:00 pm on March 6, 2025**

Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.

PROJECT OVERVIEW

**Project Title** Furniture For Community Room, Displays, and Storage

**Grant Request** 4,931.58

**Total Project Cost** 4,931.58

Questions? Need assistance?  
Grant Manager, Lark Reifenhahl  
LReifenhahl@corb.us  
(503) 374-1752 ext. 104





## PROJECT DESCRIPTION

*Answers must fit in the space with provided formatting.*

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project. If relevant, attach design drawings, plans, etc.**

The building which houses the International Police Museum, 320 South Highway 101, has a space on the north side, with an exterior entrance, which will be renovated into a meeting space. This space, about 17'x25' feet, may be rented out as a public space or community room.

Our goal is to create a secure, comfortable space for use by locals to hold meetings, classes, and fundraising events. Currently the museum and other small entities have limited affordable meeting space in Rockaway Beach. Such use not only provides local citizens with a available evenings and weekends as well as during the day, but will also serve as a small revenue source to sustain our mission to keep IPM a free attraction for visitors to Rockaway Beach.

Our immediate need is 12 conference chairs for attendees, 8 6' tables and 2 4' tables, which can be used for meetings, crafts, and small classes, and 20 folding chairs for overflow or during educational programs. Our intent with the overflow is to have adequate seating for a school class or other educational opportunity.

We are also seeking eight chrome wire rolling racks which can be used for storage of educational materials, museum supplies, displays, and artifacts, in addition to products and supplies reserved for use in the community room.

The demographic served by this area is expected to be Rockaway Beach and North Tillamook County.

Currently small groups, 4-10 people seeking a place for a board or organizational meeting, have very limited options. IPM, as an example, has had to push displays out of the way to make room for a meeting table and chairs, meet at the home of one of the board members, or find an open table at a local restaurant. Such an arrangement is not conducive to using flip charts or video presentations, or even in some cases, animated discussions. Equally important, having a separate meeting space means a meeting can be held without disrupting museum visitors.



## HEALTHY COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

International Police Museum (hereinafter IPM) will continue to offer both educational and recreational resources, as it has for the last nine years. However, its new and now permanent home, where it will enjoy a 5-year lease, will allow us to expand both of those opportunities. IPM has been a source of education for Rockaway residents, with a focus on children. The museum offers an opportunity to share learning experiences with family, and teach children what life used to be like, how it has changed, and how those changes help us. We often hear comments such as "That is the kind of phone used when I was your age, We had to ask an operator who answered the phone to help us make a call. If we lost power, we could still talk on the phone. We didn't have internet, you know." We see parents and children encouraged to interact with each through the experience of talking about history and how things have changed.

Per its mission statement, it is also IPM's goal to foster "harmony and respect between the police and they community they serve". Any community which does not fear or distrust the local police because they know those officers are there to protect the citizens and their community is a safer community in which to live. People come to care about saving the trees, or the whales, or how to protect their beaches, because they have been given a chance to learn about those things and their importance to a better world. IPM offers exhibits and educational opportunities for people to get a glimpse of the inside world of policing, and come to know the profession as one where police are just moms and dads, brothers and sisters, aunts, uncles, and friends who have chosen a profession that protects and serves others.

IPM has been a fun indoor excursion to take family and guests when the weather is bad. We have visitors who drop in to get out of the rain, and stay because they are entranced by badge displays or radar equipment so large it had to be carried in the trunk of a police car.



## INCLUSIVE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

Inclusivity is IPM's forte, and always has been. We have resisted the suggestions to charge admission, and will continue to do so as long as it is viable because an admission fee restricts those who can enter. No admission equates to ALL are invited to visit here. Large families will not have to choose between lunch or a museum visit. They can do both. A local has an indoor activity to take guests to without checking the admission fee. Locals, and tourists, small families and large, all ages, all backgrounds, all walks of life, are welcomed.

IPM will be handicap accessible, with plans to eventually add audio assistance for some exhibits. Other museums tell us that many visitors enjoy their experience more by being able to listen to information rather than reading cards. While IPM may not be able to offer the myriad of language translations such as those that sometimes come with financial statements, we hope to eventually offer some translations on exhibit placards, or perhaps as a handout sheet.

IPM is not naive. We encourage a nominal admission fee, but we neither require it nor attempt to assign guilt if a visitor cannot afford such a fee. In addition to our other fundraising efforts and donations, we do plan to use revenue from our community meeting room to help offset operating expenses.



## CHARITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

As outlined above, IPM meets the needs for the community of Rockaway Beach because it welcomes people of all ages, nationalities, genders, and abilities. It provides education about both Rockaway Beach and police history in a fun and entertaining way, offering new exhibits so people have a reason to return.

Rockaway's community room will provide a convenient area that is specifically reserved not for IPM exhibits, but for use as space for meetings, demonstrations, classes, holiday sales, fundraisers, and similar events. We have been told already that many are looking forward to having a meeting without having to re-arrange their living room furniture.

IPM is currently an all volunteer run organization, and - with the possibility of one paid employee to take primary charge of day to day activities, will continue to be. Volunteer applications are available on our website.

## EQUITABLE COMMUNITY

*Answers must fit in the space with provided formatting.*

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

As an all volunteer run organization, IPM understands the trial of relying on donations and contributions for daily expenses. IPM also understands the value of volunteers. Even while an integral part of IPM, most, if not all, IPM board members volunteer at - or donate personal funds to - one or more churches or community organizations who serve "residents in need and meet the needs of under-served community members". Some of our members have also quietly contributed support those in need with bags of groceries, transportation, and/or payment of a utility.

PROJECT BUDGET

Income			BUDGET
City of Rockaway Beach Small Community Grant			\$ 4,931.58
Other Income			
Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources			
			\$
			\$
			\$
TOTAL INCOME			
			\$

Expenses		
Description	Estimate Obtained (Y/N)	Budget
If estimates from tentative vendors have been obtained, please attach those to the application.		
12 conference chairs @ \$169.99 = \$2039.88		\$ 2039.88
8 6' plastic folding banquet tables @ \$189.29 = \$1,519.92		\$ 1519.92
2 4' plastic folding tables @ \$49.99 = \$99.98		\$ 99.98
20 steel, padded with folding chairs @ \$19.99 = \$399.80		\$ 399.80
8 rolling wire racks; exhibits & supply storage @ \$109 = \$872		\$ 872.00
		\$
Banquet Tables - Lowell brand or equivalent. Office Depot bid		\$
Folding Tables - Costco or equivalent		\$
Padded Folding Chairs - Costco or equivalent		\$
Wire Rolling Racks - 48" x 18" x 72", Home Depot or equivalent		\$
		\$
		\$
TOTAL BUDGET		
		\$ 4,931.58
Total income should equal total expenses		



## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications



**I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.



**I agree to comply with federal, state, and local rules and regulations, where applicable.**



**Legal title affirmation.** I understand that legal title to the completed project must be held for at least 3 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 3-year period.

*Required for facility improvement projects only.*



**I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding.



**I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**

*Not applicable to other community entities.*



**I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**



**Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.



**Authorization.** I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature 

Printed Name Edward L Wortman

Date 02-25-25

Title Executive Director

7

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

OCT 26 2015

INTERNATIONAL POLICE MUSEUM  
212 N HIGHWAY 101 PO BOX 165  
ROCKAWAY BEACH, OR 97136-0165

Employer Identification Number:

DLN:

26053695001365

Contact Person:

CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

September 10, 2015

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

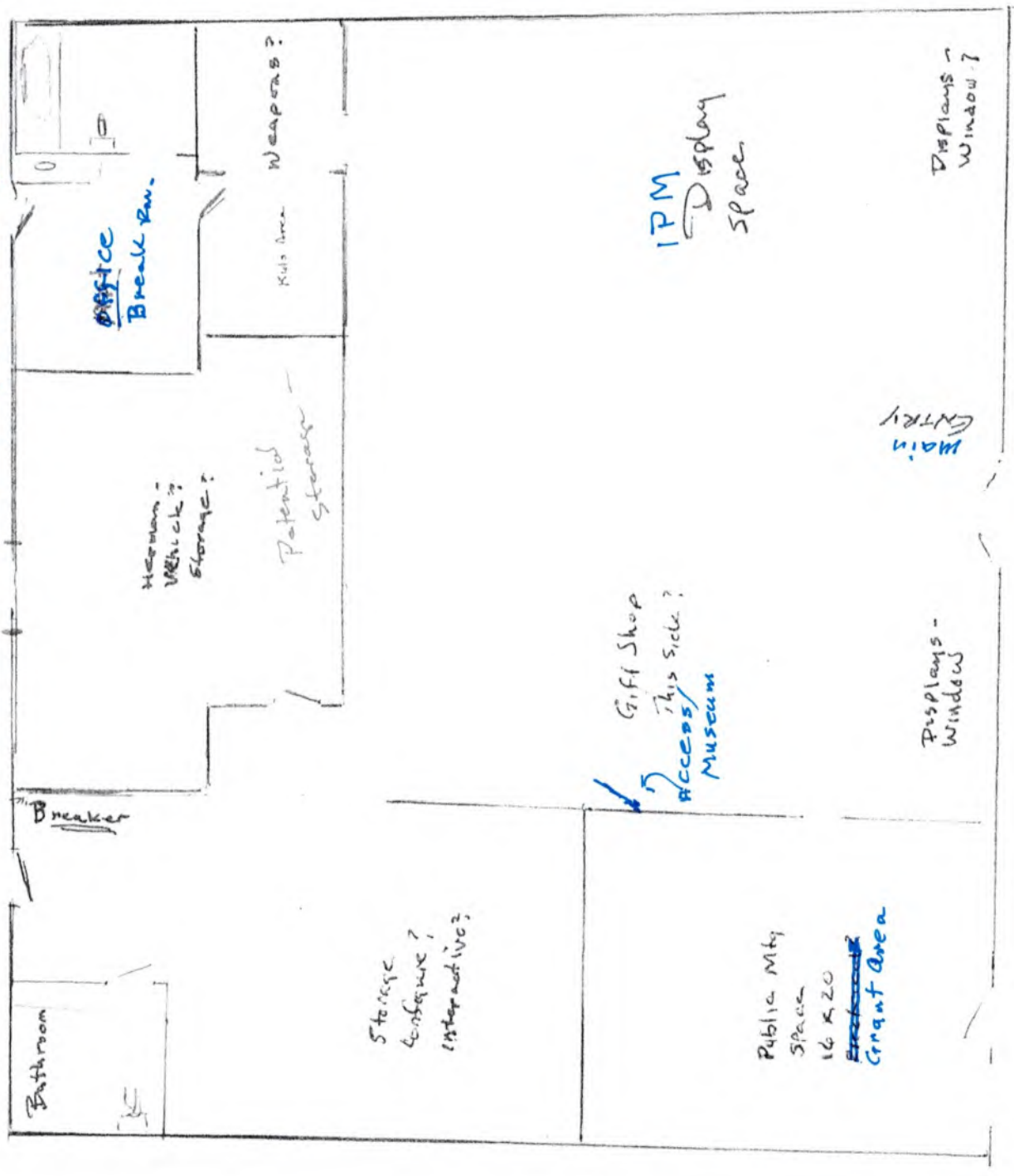
Sincerely,



Jeffrey I. Cooper  
Director, Exempt Organizations



1PM 320 S. Hwy 101, Rockaway Beach



↔

Front - Hwy 101



Date: 2.10.2025  
Store #:  
Loyalty #:

Contact Name: International Police Museum  
Phone: 206.999.8474  
Email: [EDL195@AOL.COM](mailto:EDL195@AOL.COM)  
Account #:

**Prepared By**  
Name: Miguel Diaz  
Phone: 206.338.2669  
Email: [miguel.diaz@officedepot.com](mailto:miguel.diaz@officedepot.com)

Ship To: Rockeway Beach, Oregon

Bill To:

Additional Notes:

Line #	Item Number	Description	Quantity	Quote	Ext-Quote
1	604924	WorkPro® 1000 Series Ergonomic Mesh/Mesh Mid-Back Task Office Chair	12	169.99	2,039.88
2					0.00
3					0.00
4					0.00
5					0.00
6					0.00
7					0.00
8					0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
Sub-Total:			12	169.99	2,039.88

Sales Tax:	Tax Percent >>>>	0.00	0.00
Grand Total:		169.99	2,039.88

Thank you for an opportunity to assist with your business needs.  
Guard your investment from accidents and common malfunctions with our SquareTrade Protection Plans.

**PLEASE NOTE:**  
\* Quote Price is available for 30 Days.  
\* Space Planning is available at no extra cost.  
\* Furniture Assembly is available with additional pricing.



**MESH OFFICE CHAIR  
OFFICE DEPOT \$169.99  
CITY OF ROCKAWAY  
SMALL COMMUNITY GRANT**



Office DEPOT®

OfficeMax®

Contact Name: International Police Museum

Phone: 206.999.8474

Email: [EDL195@AOL.COM](mailto:EDL195@AOL.COM)

Account #:

Ship To: Rockaway Beach, Oregon

Bill To:

Date: 2.10.2025

Store #:

Loyalty #:

Prepared By

Name: Miguel Diaz

Phone: 206.338.2669

Email: [miguel.diaz@officedepot.com](mailto:miguel.diaz@officedepot.com)

Additional Notes:

Free Shipping

Line #	Item Number	Description	Quantity	Quote	Ext-Quote
1	9796586	Lorell® 72"W Rectangular Banquet Table	8	189.99	1,519.92
2					0.00
3					0.00
4					0.00
5					0.00
6					0.00
7					0.00
8					0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
Sub-Total:			8	189.99	1,519.92

Sales Tax:	Tax Percent >>>>	0.00	0.00
Grand Total:		189.99	1,519.92

Thank you for an opportunity to assist with your business needs.

Guard your investment from accidents and common malfunctions with our SquareTrade Protection Plans.

PLEASE NOTE:

- \* Quote Price is available for 30 Days.
- \* Space Planning is available at no extra cost.
- \* Furniture Assembly is available with additional pricing.



**ROLLING WIRE RACK WITH CASTERS**  
**COSTCO \$109.00**  
**CITY OF ROCKAWAY**  
**SMALL COMMUNITY GRANT**

**HDX 48X72X18 WIRE W/ CASTERS 5 TIER**

**\$109<sup>00</sup>** ea

WAS  
**\$139<sup>00</sup>**

1005-447-581

AISLE BAY  
**46 015**

HD1848

AD 12-17 03-12

6 72763 11082 3

**EXCLUSIVE 5-Tier Wire**  
**Storage Shelf with Casters**  
**48"W x 72"H x 18"D, Chrome**  
SKU 1005-447-581

★★★★★ (8,827)\*

**HOLDS  
1,750  
lbs.**

**HDX**





**TO:** Rockaway Beach City Council

**FROM:** Daniel Wear, Sustainable Northwest

**SUBJECT MEMO:** City of Rockaway Beach – Next Steps Towards Acquisition and Management of Jetty Creek Watershed

**DATE:** April 2, 2025

### **Discussion / Analysis**

The City of Rockaway Beach (CORB)'s primary water supply comes from Jetty Creek, a stream which originates within a 1,300-acre forested watershed located 3 miles north of CORB. The watershed itself is owned and managed between two different timber companies, Nuveen Natural Capital (formerly Greenwood Resources) and Stimson Lumber Company. Since 2023, CORB has been actively engaged in developing approaches to bring the portions of the watershed into City ownership, including the development of a Letter of Intent (Attachment A) between CORB and Nuveen Natural Capital (Nuveen) identifying a target acquisition deadline of December 31, 2026.

In the past year, CORB has worked directly with partners, including Sustainable Northwest (SNW), to secure funding and other resources to support the acquisition and management of an identified parcel which contains 595-acres of the 1,300-acre Jetty Creek Watershed, identified as the "Lower Jetty Creek Watershed". The notable achievements include:

1. The submission of a proposal for the Oregon Watershed Enhancement Board's Drinking Water Source Protection Grant Program.
2. The submission of a funding proposal to the Federal Forest Legacy Program, via Oregon Department of Forestry.
3. The contract negotiation to secure funding from the Oregon Health Authoring to develop a forest stewardship plan and a timber price valuation.
4. The extension of the Memorandum of Understanding between members of the Jetty Creek Working Group.

More details and recommended next steps on each of these projects are listed below:

### **Oregon Watershed Enhancement Board (OWEB) – Drinking Water Source Protection Grant Program**

In December of 2024, CORB Staff submitted a request for funding to support the Lower Jetty Creek Watershed acquisition. This funding is intended to support a portion of the estimated acquisition cost, the costs of property appraisal, legal fees, and staff and contractor time, to ensure the City can effectively acquire the identified parcel. **In March of 2025, the OWEB review committee recommended the Lower Jetty Creek Watershed Acquisition proposal for full funding. When awarded, this will provide \$1,422,700 to support the efforts identified above.** At the OWEB Board Meeting on April 22 and 23, 2025, the application will be officially recommended for full award. Funds to support this program will become available in the Summer of 2025 and require full expenditure by the Fall of 2026. This aligns with the timeline that has been identified between CORB and Nuveen regarding property acquisition in the 2024 Letter of Intent.

The next step to utilize this funding is to work with a property appraiser to develop a Yellow Book appraisal. When complete, the Appraisal will inform the upper limit of the property's that can be funded through state and federal dollars.

### **Forest Legacy Program**

In the Summer of 2024, CORB submitted an application to the Oregon Department of Forestry (ODF) to support a request for funding with the Federal Forest Legacy Program. This application was approved by ODF in September of 2024 and submitted for Federal review. Currently, this application is awaiting review by the US Forest Service. If awarded, the funding would be available during the 2026 Federal Fiscal Year and would support 75% of the estimated acquisition costs. When paired with the OWEB program above, this funding would

The review and award of this funding is contingent on available funding for the program, as well as CORB's ranking among other projects. Given the uncertainty around new funds being awarded at the federal level, **CORB should not rely on this source of funding to be awarded and available prior to the 2026 deadline identified in the Letter of Intent.**

### **Drinking Water Source Protection (DWSP) Grant – Oregon Health Authority**

In 2024, CORB was awarded funding to support the development of a forest stewardship plan and initial timber valuation. This funding totaled \$70,000, split between these two efforts.

The development of a forest stewardship plan is highly important for CORB. This plan will identify how forestlands should be managed in line with CORB's identified goal of water quantity and quality protection. The project included additional funding to support community engagement efforts. These efforts will allow selected community members to participate in the development of a forest management plan to ensure that any developed plan will align with the goals of the city. The intention is to develop a forest stewardship plan during 2025 and submit it for approval with CORB City Council in early 2026.

The second aspect of this application is timber valuation. This proposal supported the preliminary valuation of the property and available timber. When completed, the City will begin effectively negotiating a land acquisition price with the landowner.

### **Updated Memorandum of Understanding – Jetty Creek Working Group**

In December of 2024, the Jetty Creek Working Group was able to update the Memorandum of Understanding (MOU), which committed the members of CORB, North Coast Land Conservancy, Nuveen, and SNW to continue developing collaborative management solutions within the Jetty Creek Watershed. This updated MOU reaffirmed the current landowner, Nuveen Natural Capital's commitment to eliminating herbicide and pesticide use within the watershed through 2026, remaining in line with the Letter of Intent between CORB and Nuveen, signed in 2024.

Additionally, this MOU identified the continued commitment of conservation partners, North Coast Land Conservancy and SNW. Both organizations will continue to commit time and resources as needed to ensure the Jetty Creek Watershed management effort remains effectively supported.

### **Recommended Next Steps:**

Following the award of OWEB Drinking Water Source Protection Funding, CORB is on an 18-month timeline to acquire the Lower Jetty Creek Watershed. While additional funding from federal sources, such as the Forest Legacy Program, remains under review, CORB should pursue other avenues for funding. This will ensure CORB will satisfy the OWEB requirements and goals in the Letter of Intent (LOI).

SNW recommends pursuing a loan from the Clean Water State Revolving Loan Program (CWSRF) as described in Attachment B, administered by Oregon's Department of Environmental Quality, **for \$5 million in funding**. This loan will support the acquisition of the Lower Jetty Creek Watershed. This program will act as a complement to the OWEB funding that has been recommended for funding in the following ways:

1. This is a low-interest loan program with terms up to 30 years.
2. Final loan request can be reduced prior to contracting.
3. This program provides partial loan forgiveness of 50% of project costs up to \$2 million to qualifying communities.<sup>1</sup>
4. This program prioritizes projects that support clean water infrastructure and provide long-term water quality and clean water benefits.
5. This program has funded watershed acquisition projects in prior years.
6. Applicants can withdraw their application at any point during the process.
7. The program accepts applications in April, August, and December and awards funding on a 12-to-18-month timeline.

The recommendation for a **\$5 million application** is to ensure the availability of sufficient funding. By securing \$5 million from the CWSRF program, CORB will ensure access to the liquid assets needed acquire the property in full in line with the LOI. This will eliminate the risk of funding gaps due to timing and process requirements of the OWEB Drinking Water Source Protection Funding, if any arise. If the loan is awarded, CORB will be able to take on a CWSRF loan of up to \$5 million.<sup>2</sup>

If pursued, CORB should submit an application at the April 11 deadline, an effort that SNW can support.

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<sup>1</sup> Loan forgiveness confirmed upon the final contracting between the CWSRF program and CORB, based on available funds held with the State.

<sup>2</sup> If paired with the awarded OWEB Funding, CORB could take out a loan of between \$3 and 4 million.





*D wear*

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Daniel Wear, Senior Forest Program Manager, Sustainable Northwest.

**CC:** Luke Shepard, City Manager  
Charles McNeilly, Mayor

Attachment A: Letter of Intent, CORB & Nuveen

Attachment B: Clean Water State Revolving Loan Program Overview



May 8, 2024

Lewis and Clark Tree Farm LLC  
Attn: Kevin Brown  
Head of North America Timberlands  
Nuveen Natural Capital  
101 SW Main St., Suite 1500,  
Portland, OR 97204

Re: Proposed sale to the City of Rockaway Beach, an Oregon City, or interim landowner, to be identified, ("**Buyer**"), by L & C Tree Farms LLC, by and through its manager, Nuveen Natural Capital, LLC., a company organized under the laws of the State of Delaware ("**Seller**"), of certain timberlands situated in Tillamook County, Oregon containing approximately five hundred ninety five acres, of forest identified within the boundary of the Jetty Creek Watershed, along with an additional acreage amount to be identified by Nuveen Natural Capital to best align with the reflecting tax lot boundaries, up to 800 total acres. The property will be best depicted in the maps attached hereto as Exhibit "A" (the "**Timberlands**")

Mr. Brown:

Buyer and the local community that it serves in Rockaway Beach, Oregon, deeply desire to protect in perpetuity as a community forest the Timberlands, which comprise a significant portion of the watershed that serves as the drinking water source for the City of Rockaway Beach. Public ownership of all or a significant portion of the City of Rockaway Beach drinking watershed, adjacent to the Nehalem Bay State Park and three miles north of the City, would, among other things, protect municipal drinking water, return forest management decision making to the local community, and allow a significant portion of the Oregon North Coast rainforest to continue to thrive for generations to come.

In furtherance of these goals, Buyer and Seller (each a "**Party**," and collectively, the "**Parties**") have entered into negotiations regarding a potential transaction (the "**Transaction**") involving the sale to Buyer of fee simple interest in the Timberlands which collectively comprise the lower watershed of Jetty Creek and the headwaters of the water supply for the Rockaway Beach community. Buyer intends to operate the Timberlands as city-managed forest that meets the multiple goals of drinking water protection, community forestry, habitat for rare species, and recreational uses. Buyer may also explore ownership structures that include ownership by a

nonprofit or other public entity the city believes can manage the property long-term for the stated goals.

Buyer very much appreciates Seller's willingness to engage in good faith in these negotiations regarding the Transaction. Buyer has already applied for and received funding for the development of a source water protection plan, public outreach, and advisory committee formation from the Oregon Department of Environmental Quality and Oregon Health Authority. Buyer will also be applying to the federal Forest Legacy Program authorized by the Cooperative Forestry Assistance Act of 1978 for significant funding to facilitate the actual acquisition of the interests in the Timberlands as well as other State and federal funding opportunities that align with the land acquisition intentions of the Timberlands. Additionally, Buyer has applied for funding from Oregon Health Authority to support the development of a forest management plan, related due diligence, and appraisals. Buyer also intends to engage forestry professionals to analyze the timber inventory situated upon the Timberlands, and qualified timber counsel and conservation specialists to advise Buyer with respect to the various aspects of the Transaction.

In order to continue this momentum regarding the Transaction, the Parties desire to memorialize their understanding regarding certain aspects of the Transaction, as more particularly set forth below:

1. Buyer desires to obtain from Seller the Timberlands for a total purchase price (the "**Purchase Price**"), to be negotiated upon completion of an appraisal (the "**Appraisal**") to be performed in accordance with the specific terms and conditions of a Timberlands Option and Purchase and Sale Agreement (the "**Option Agreement**") to be negotiated in good faith between Buyer and Seller in between the date of this letter of intent (the "**LOI**") set forth above and December 31, 2025 (the "**Negotiation Period**"). If Seller and Buyer so mutually agree, the Option Agreement may provide for phased closings of the acquisition of various portions of the Timberlands, as applicable (each, a "**Closing**," and collectively, the "**Closings**"), the last of which Closings shall occur no later than December 31, 2026 (the "**Final Closing Deadline**"), or such other date as the Parties agree to in the Option Agreement.

2. The Parties shall negotiate in good faith with respect to the terms applicable to the Transaction, which terms shall be incorporated into the Option Agreement to be mutually negotiated between Seller and Buyer, attached to which shall be the forms of all ancillary documents to be executed by the Parties in connection with the Closing(s), including (without limitation) any deed or deeds, conservation easement instruments (as applicable), assignment and assumption agreements, owner's affidavits and closing certificates (collectively, the "**Related Documents**"). Buyer will cause its counsel to prepare and circulate initial drafts of the Option Agreement and Related Documents.

3. During the Negotiation Period, Buyer may conduct a review of the Timberlands to examine whether or not they are suitable for Buyer's purposes. This review will include both the Timberlands condition and the economic feasibility of the Timberlands for Buyer's intended use. Buyer's investigation may include, but not be limited to, a review of the following: forest inventory; historical harvest operations executed by Seller and all timber harvest plans pertaining to the Timberlands filed by Seller with the Oregon Department of Forestry, whether in effect or

proposed, of whatever kind or nature; historical log prices and operating costs inclusive of production costs and management costs, to the extent that is publicly available; applicable road easements and access rights appurtenant to or burdening the Timberlands; the presence of threatened and endangered species on or adjacent to the Timberlands; zoning; geotechnical; environmental; utilities; title, maps and surveys; all water rights appurtenant to the Timberlands, if any, all mineral rights, and all timber cutting rights, grazing rights, or agricultural rights which may be appurtenant to or burden the Timberlands; rights arising under any unrecorded agreements; and all licenses, certificates, permits, franchises, approvals, authorizations, variances, certificates, exemptions, or registrations issued by any governmental body or any other similar rights which are necessary to conduct timber management and related operations on the Timberlands (the "**Due Diligence**"). During the Negotiation Period, Buyer's Due Diligence may include (i) a timber cruise on the Timberlands and, (ii) a Phase I environmental inspection of the Timberlands. Seller shall permit access to the Timberlands for Due Diligence activities requiring access to the Timberlands. During the Negotiation Period, Buyer may elect to move forward with the Transaction or not for any or no reason in Buyer's sole discretion. If during the Negotiation Period, Buyer elects to not move forward with the Transaction, Buyer shall promptly notify Seller. Buyer shall be responsible for any and all costs associated with Due Diligence performed by Buyer, except as otherwise set forth below.

5. The title company and escrow agent for purposes of this LOI shall be First American Title Insurance Company, with an office address at 9755 SW Barnes Rd #46, Portland, OR (the "**Title Company**"). Seller hereby agrees that Buyer, as part of its Due Diligence during the Negotiation Period, may, at its sole discretion and cost, order a preliminary title report and related underlying title documents (collectively, the "**Title Report**") from the Title Company.

6. From the date hereof through the end of the Negotiation Period; Seller will use commercially reasonable efforts to continue managing the property to the standard set forth in the previously agreed upon Jetty Creek Working Group MOU. Attached hereto as Exhibit "B" (the "**MOU**")

7. The Parties agree and acknowledge that the Transaction and any Closing shall at all times be contingent on and subject to (among other contingencies that may be set forth in the Option Agreement or elsewhere herein) Seller obtaining, on terms acceptable to Seller in its sole discretion, the prior written consent of any lender of Seller currently holding a security interest in and to the Timberlands. Seller agrees to make commercially reasonable efforts following the execution of an Option Agreement to obtain all such written consents from any lender of Seller currently holding a security interest in and to the Timberlands.

8. The Parties and all of their agents, accountants, attorneys, and consultants shall treat all information obtained concerning the Timberlands and Transaction as confidential in accordance with that certain Non-Disclosure Agreement dated June 17, 2024 (the "**NDA**") between Buyer and Seller. If the Option Agreement is not executed, or if the transaction contemplated thereby is not consummated, then in either of such events each Party hereto shall return to the other all documents and other information previously obtained from the other Party.

9. Seller will be solely responsible for the payment of any real estate brokerage commission due Seller's broker (if any) in accordance with a separate agreement between Seller

and Seller's broker. Buyer will solely pay through escrow at Closing to Buyer's broker (if any) a real estate brokerage commission in an amount as separately agreed between those parties. The Parties hereby agree to mutually indemnify and hold one another harmless from and against any claims for brokerage commissions made by the respective brokers of the Parties. Additionally, Buyer and Seller will be responsible for their respective expenses, including attorneys' fees and due diligence, associated with the preparation of this LOI, the Option Agreement, and Related Documents.

10. With respect to any dispute arising out of or relating to this LOI, or in the event that a suit, action, arbitration, or other proceeding of any nature whatsoever, including, without limitation, any proceeding under the U.S. Bankruptcy Code and involving issues peculiar to federal bankruptcy law, the prevailing Party shall be entitled to recover from the non-prevailing Party its reasonable attorneys, paralegals, accountants, expert witness (whether or not called to testify at trial or other proceeding) and other professional fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, including but not limited to deposition transcript and court reporter costs, as determined by the judge or arbitrator at trial or other proceeding, or on any appeal or review, in addition to all other amounts provided by law.

11. Buyer shall keep the Timberlands free and clear of all liens (other than those prior and existing liens) and indemnify and hold Seller harmless from all resulting liability, claims, demands, damages, and costs caused by the presence and activities of employees and/or contractors of Buyer on the Timberlands during the Negotiation Period. Buyer shall carry or shall require anyone acting on their behalf to carry policies of general commercial liability and workers' compensation insurance in form and amount of coverage reasonably acceptable to Seller and consistent with industry practice, defending and protecting Seller from liability for any injuries to persons or the Timberlands occurring during any investigations or work done on the Timberlands at Buyer's direction.

12. This LOI may be executed in multiple counterparts (whether by facsimile, electronic .pdf version or otherwise) which, taken together, shall form one original document, and shall be effective as of the date of execution hereof by the Parties.

13. It is understood by the Parties that the consummation of the Transaction is absolutely contingent upon the negotiation, execution and delivery by the Parties of the Option Agreement, and that the Option Agreement must be in form and substance satisfactory to the Parties and their respective counsel, in their sole and absolute discretion. For avoidance of doubt, the Parties acknowledge that the terms contained within this LOI are intended to be interpreted solely as an expression of the Parties interest, and shall not be construed or relied upon as a definitive agreement to consummate the Transaction. Except as expressly provided for, no rights or obligations of the Parties shall arise solely by virtue of the execution of this LOI. Seller understands any future Option Agreement negotiated between the Parties will be subject to the approval of Buyer's governing body, the Rockaway Beach City Council. Seller further understands that the Rockaway Beach City Council, in its complete discretion, may accept or reject the negotiated agreement. Each party shall bear its own costs and expenses incurred in connection with the negotiation, preparation and execution of the Option Agreement. If Buyer and Seller do not execute the Option Agreement prior to the expiration of the Negotiation Period,



this LOI shall terminate and be of no further force or effect; provided, however, that Sections 8, 9 and 11 above shall survive termination.

Sincerely,



City of Rockaway Beach

**Reviewed and agreed and accepted as of this 17 day of June, 2024:**

L & C Tree Farms, LLC, an Oregon limited liability company

By: Nuveen Natural Capital LLC., its Manager

By:

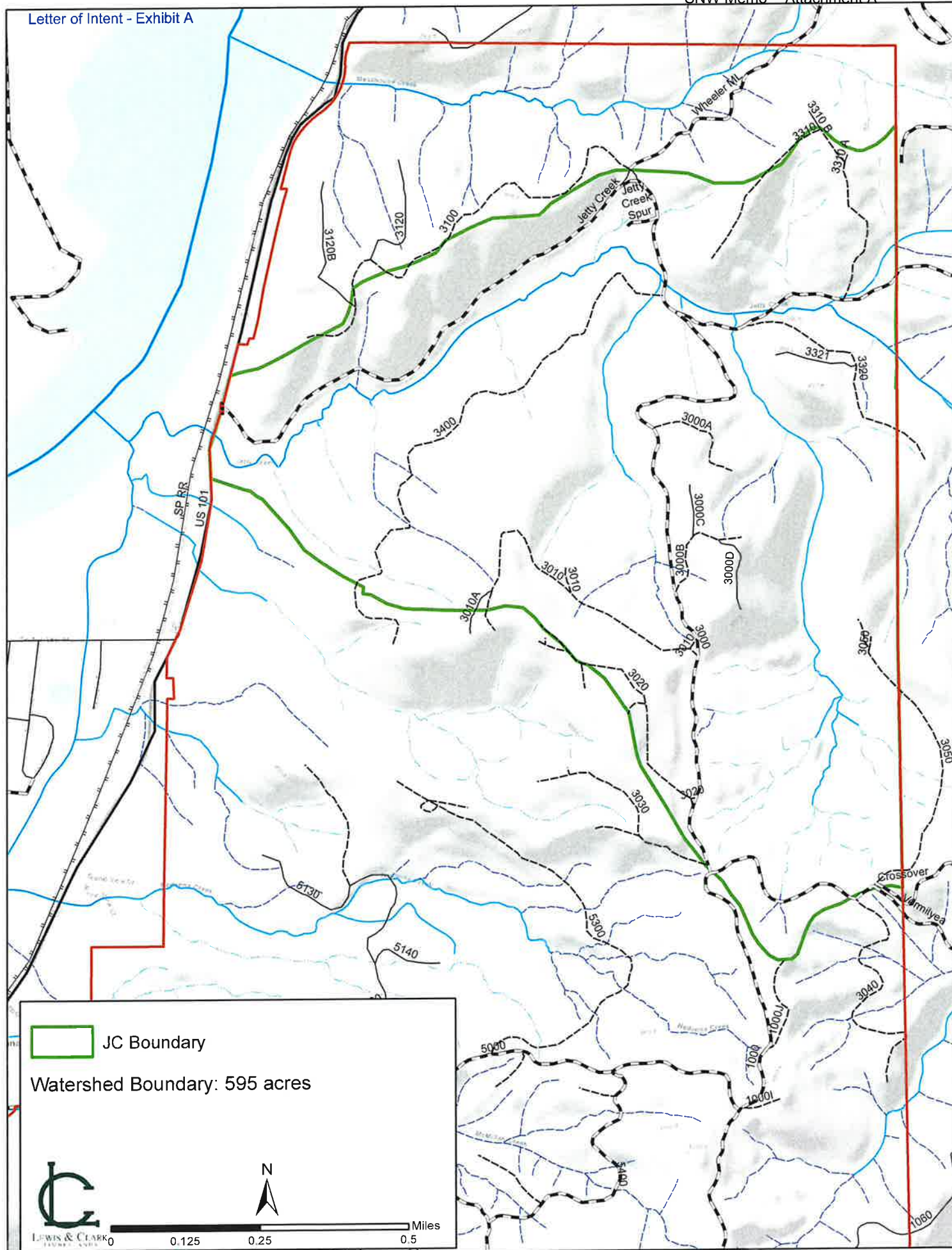
  
Kevin Brown,

*PNW Region Manager*

cc: Luke Shepard  
Charles McNeilly  
Mark Garrigues  
Greg Houle  
Daniel Wear

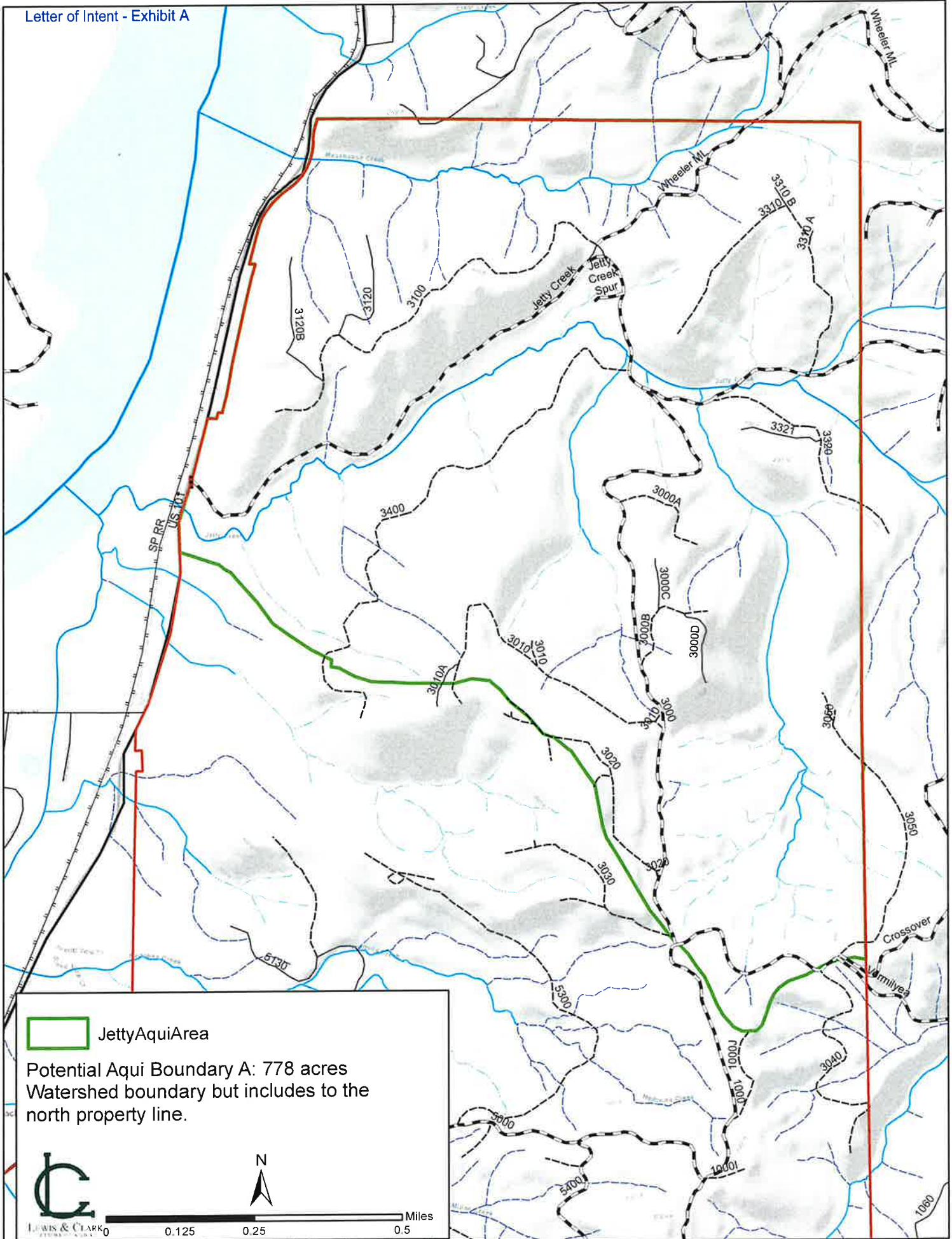
**Exhibits**

- A - Depiction of Timberlands
- B - Memorandum of Understanding

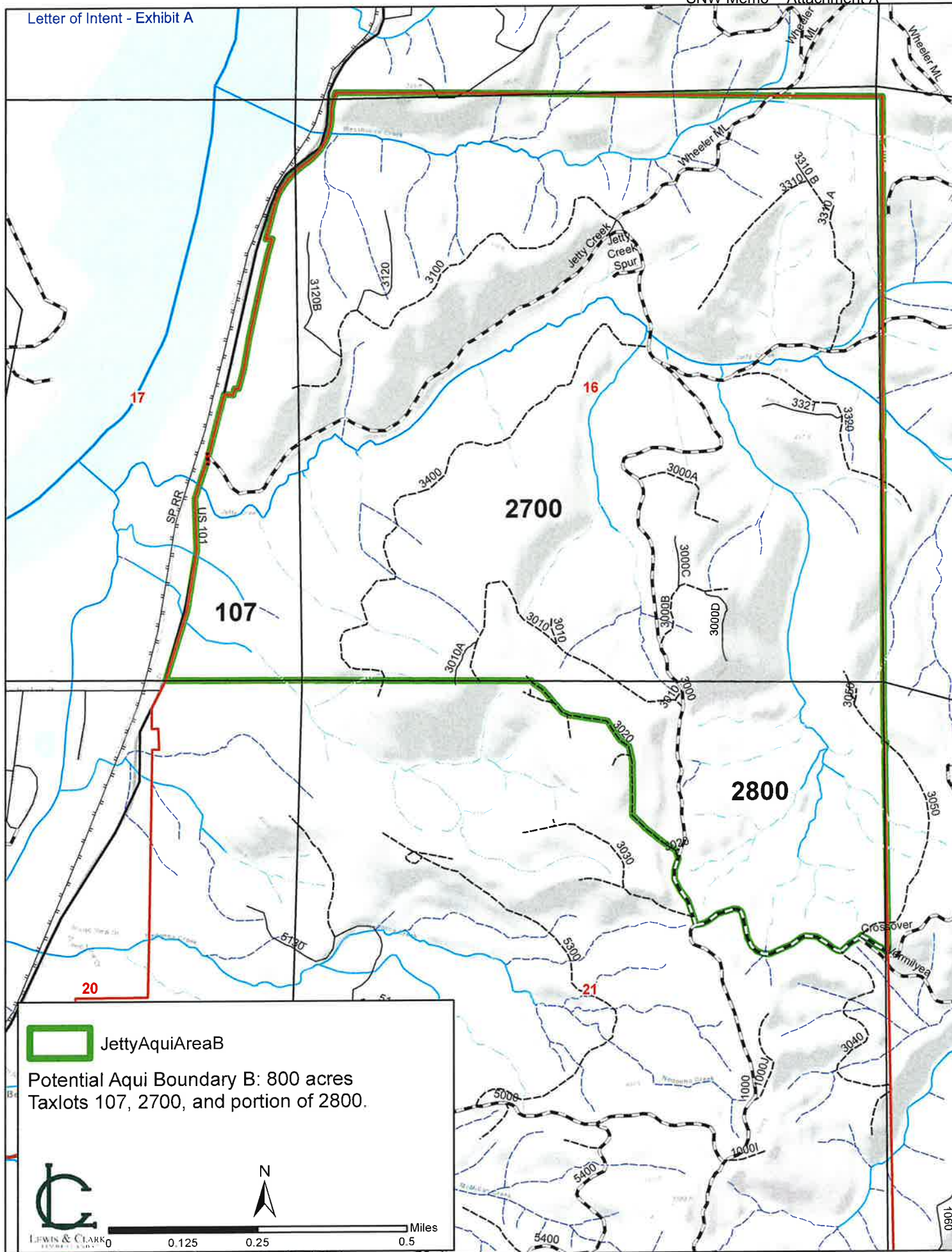




Letter of Intent - Exhibit A

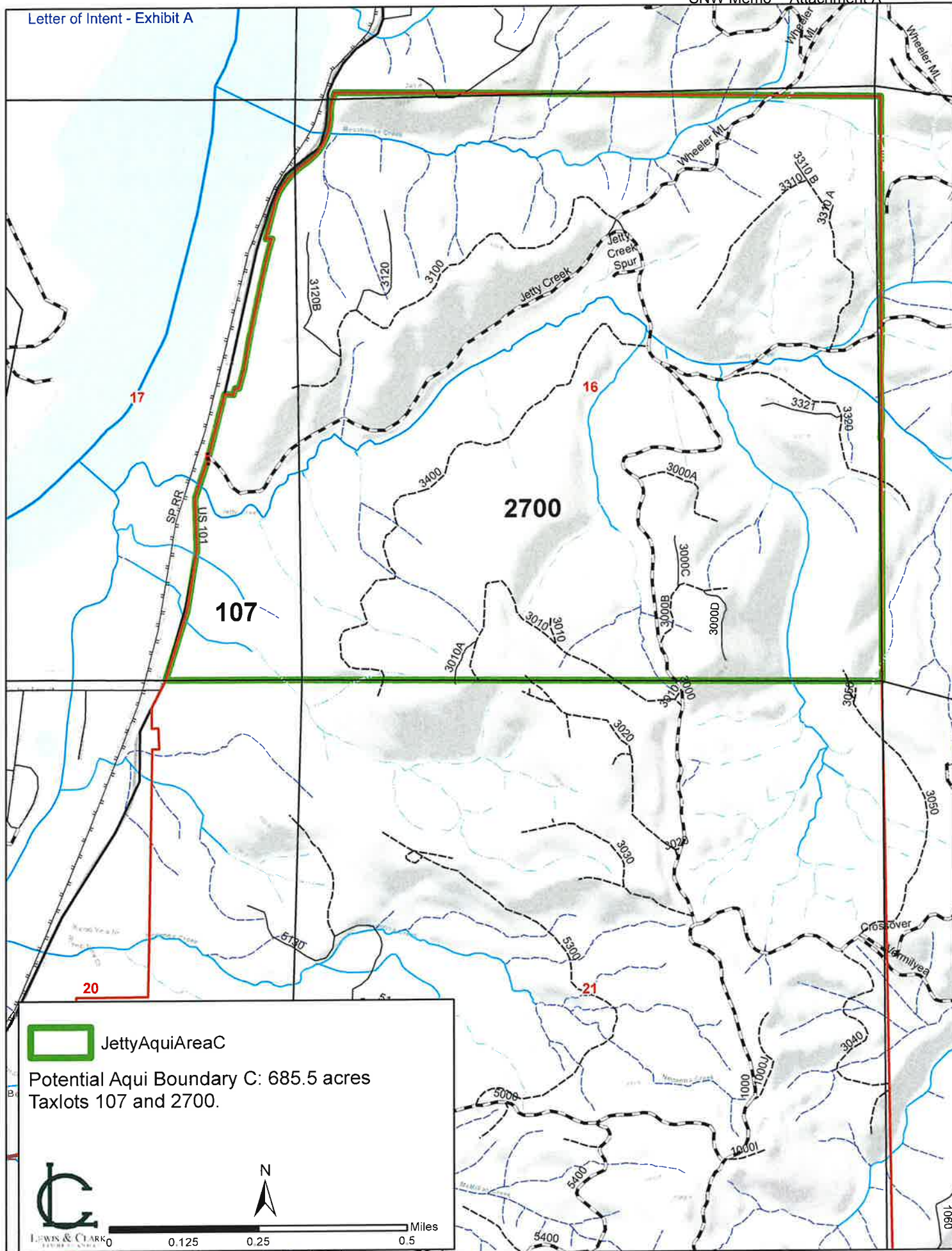








Letter of Intent - Exhibit A



## MEMORANDUM OF UNDERSTANDING

**Among Participants of the Jetty Creek Working Group:  
Nuveen Natural Capital, Sustainable Northwest,  
North Coast Land Conservancy and  
The City of Rockaway Beach**

### I. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to further define the respective roles and responsibilities of Nuveen Natural Capital, Sustainable Northwest, North Coast Land Conservancy, and local community representatives, collectively known as the Jetty Creek Working Group (the "Parties") in order to achieve mutually beneficial outcomes for the Parties and resources in the lower Jetty Creek watershed (in Tillamook County, Oregon) as described in the Jetty Creek Working Group Letter of Intent (LOI; attached, dated July 25, 2019). Moreover, through the Working Group and this MOU, the Parties intend to create a collaborative solution for long-term stewardship of the watershed, thereby continuing to transform characterization of the watershed from being a "problem" to becoming a "collaborative, sustainable solution."

This MOU is neither a fiscal nor a funds obligation document. No binding rights or obligations are created or implied by this MOU and it is expressly understood that the Parties are not bound to enter into or undertake any definitive obligations. Any endeavor involving reimbursement, contribution of resources, or transfer of anything of value between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures, and such endeavors will be outlined in separate agreements that will be made in writing by representatives of the Parties and independently authorized.

### II. TERM

This Memorandum will be effective upon execution and remain in effect until December 31, 2024, which shall be the termination date. At the time of or any time prior to the termination, this Memorandum can be modified or extended upon mutual agreement by the parties.

### III. OBJECTIVES

The Parties shall work together to achieve the following objectives:

1. Develop a habitat conservation and restoration plan for the lower portion of the Jetty Creek Watershed managed by Greenwood Resources, Inc, the "property."
2. Delineate areas of the property for conservation and restoration activities and work towards design and execution of strategies (e.g., a working forest conservation easement) that integrate beneficial, practical, and verifiable restoration and conservation actions.
3. Tier and prioritize restoration and conservation actions to meet the programmatic parameters of the Oregon Watershed Enhancement Board (OWEB) and other potential funding entities.

### IV. STATEMENTS OF SHARED UNDERSTANDING

## Letter of Intent: Exhibit B

It is mutually agreed to and understood by the Parties that it is the best interest of the Parties and the watershed to:

1. Continue to assess baseline conditions and the future quality and function of the Jetty Creek Watershed as a safe and sustainable drinking water source for the community of Rockaway Beach.
2. Communicate respectfully, without denigration, both internally and externally.
3. Share information, data and ideas to facilitate cooperative work towards the objectives detailed in section III of this MOU.
4. Strive to be as efficient as possible and respectful of the time the Parties invest individually and together in working towards the objectives described in section III of this MOU.
5. Build trust among the Parties, community members, local government, land managers and other stakeholders.

#### V. ROLES AND RESPONSIBILITIES

The Parties collectively will:

1. Work cooperatively and collaboratively to fulfill the individual roles and responsibilities outlined below by the estimated time frames provided in parentheses. Communicate as early and clearly as possible when timeframes require adjustment.
2. Discuss planning a photo tour that will memorialize a visual baseline of the lower watershed (especially key locations of primary interest for future conservation/restoration) and allow additional representatives of the Parties and the community to digitally share in the project and vision for the future management of the watershed. The photo tour planning discussion(s) will include, but may not be limited to, the tour route, any necessary permissions, talking points, and digital distribution. (Discussion followed by tour: Summer 2023)
3. Assess the feasibility of various management options, which may include, but may not be limited to, modified management, conservation easement strategies, erosion management, timber management, and community/stakeholder acquisition of all or portions of the watershed.
4. Explore fee-title acquisition by the City of Rockaway Beach or conservation easement configurations that are financially feasible, practical, and manageable (from a monitoring and compliance perspective) and that are most likely to effectively balance resource management and protection objectives.
5. Identify potential sources of funding to support creative, aspirational and pragmatic solutions that meet the needs of the Parties.
6. Focus potential proposals and strategies on the lower watershed that is owned and managed by Nuveen Natural Capital.
7. Continue to work with the City of Rockaway Beach to understand their interests and needs related to drinking watershed management and challenges.

Nuveen Natural Capital will:

1. Work with Sustainable Northwest and the North Coast Land Conservancy to compile available mapping and data into a central location/database/folder in support of ongoing assessment of current conditions, potential easements, and funding applications. If Parties identify additional data needs useful to compiling/supporting watershed analysis, those needs and scope will be discussed with the Working Group to determine necessity, timing, costs, etc. (ongoing)
2. Work with North Coast Land Conservancy and Sustainable Northwest to outline the desired framework for a draft working forest conservation easement and/or other easement(s) which



## Letter of Intent: Exhibit B

will include, but may not be limited to, forest stand delineation and identification; buffer types, widths and configurations; and “optimal” age class distribution. (Fall 2023)

3. Implement an innovative pilot field-scale harvest plan in the lower reaches of the watershed, as described in the LOI, and that will be directly tied to the parameters outlined in the draft working forest conservation easement and/or other easement(s).
4. Provide easement constraint value calculation (easement cost) and all data needed for third-party verification.
5. Retain the authority to pursue habitat enhancement and restoration efforts such as culvert replacement, Large woody debris (LWD) placement, snag creation and young stand density management, prior to the granting of the working conservation easement holder and subsequently subject to consultation with the easement holder.
6. Retain the right to perform routine road maintenance, excluding the application of herbicides.
7. Work with the easement holder to confirm communication procedures and an approval-to-proceed mechanism for management activities within the easement.
8. Assume responsibility for controlling other user and recreational access via additional signs, gates, etc. as necessary and appropriate.
9. Retain the authority to perform basic timberland management activities that are not expressly constrained by the easement, including wildland fire response.
10. Assume the lead role in communicating with the City of Rockaway and property owners adjacent to the lower watershed about the Working Group activities.

## Sustainable Northwest will:

1. Work with Nuveen Natural Capital and North Coast Land Conservancy to compile available mapping and data into a central location/database/folder in support of ongoing assessment of current conditions, potential easements, and funding applications. (Spring 2023)
2. Work with Nuveen Natural Capital and North Coast Land Conservancy to outline the desired framework for a draft working forest conservation easement and/or other easement(s) as described under GreenWood Resources, Inc. above. (Fall 2023)
3. Seek letters of support for further OWEB grant funding. (Prior to funding submission)).
4. Identify potential funding opportunities which align with the solutions proposed within the working group.
5. Coordinate collaborative education and outreach efforts.

## North Coast Land Conservancy will:

1. Work with Nuveen Natural Capital and Sustainable Northwest to compile available mapping and data into a central location/database/folder in support of ongoing assessment of current conditions, potential easements, and funding applications. (Fall 2023)
2. Work with Nuveen Natural Capital and Sustainable Northwest to outline the desired framework for a draft working forest conservation easement and/or other easement(s) as described under Nuveen Natural Capital above. (Fall 2023)
3. Consider holding fee-title ownership to the property or a working forest conservation easement and/or other easement(s).
4. Assume the lead role in establishing a stable fund to cover monitoring costs.

## The City of Rockaway Beach will:

1. Review and provide input into the mapping and data compiled as part of the watershed analysis described in this MOU.



Letter of Intent: Exhibit B

2. Work with Nuveen Natural Capital, Sustainable Northwest, and North Coast Land Conservancy to outline, review, and finalize the desired framework for a draft working forest conservation easement and/or other easement(s) as described under Nuveen Natural Capital above. (1st Quarter 2024)
3. Support the research, writing, review, and submission of funding applications (and other various written documentation) associated with efforts of the Working Group and under this MOU.
4. Consider holding fee-title ownership to the property or a working forest conservation easement and/or other easement(s).
5. Assume the lead role in community and stakeholder engagement.

Items completed to date by the working group:

1. For the purposes of prioritizing restoration and conservation actions, the group completed a watershed analysis in partnership with current landowners. Among the attributes mapped were, for example, land cover, stream classification, soil classification, slope and soil erodibility, wetlands, fisheries, roads and infrastructure. Emphasis was mapping and data compilation sufficient for discussion and planning purposes, not necessarily a detailed narrative report required for purposes of funding applications, easement agreements/instruments, and other needs.
2. The group has completed a draft outlining potential conservation options for the property and mapping detailing potential conservation easement harvest, stream setbacks and conservation zones.
3. Nuveen Natural Capital has completed several restoration projects in the lower reaches of Jetty Creek.

#### VI. MODIFICATION

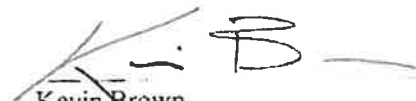
This MOU may be modified or amended only by written agreement signed by each of the Parties to this MOU. New parties may be added to the MOU by modifying this MOU as described.

#### VII. TERMINATION

Any of the Parties may terminate their participation in this MOU following a 30-day advance written notice to the other Parties.

IN WITNESS WHEREOF, the undersigned have fully executed this Memorandum as of the 18<sup>th</sup> day of ~~September 2023~~ January 2024.

Nuveen Natural Capital  
a *Limited Liability Company*

  
Kevin Brown  
Pacific Northwest Area Manager

Sustainable Northwest

*D wear*  
Daniel Wear

Letter of Intent: Exhibit B

a Oregon Nonprofit Corp.

North Coast Land Conservancy  
a Oregon Nonprofit Corp.

City of Rockaway Beach  
a Oregon municipal corporation

Forest Program Manager



Greg Block  
President



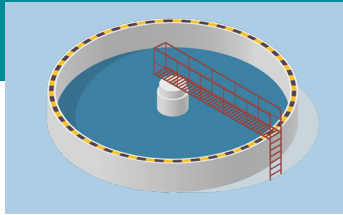
Jon Wickersham  
Associate Director



Luke Shepard  
City Manager

# Below-market rate loans for planning, design and construction

The Oregon Clean Water State Revolving Fund helps protect public health, restore natural areas and promotes economic development. We can help you decide which treatment approach and loan type will meet your water quality needs.



## Point Source

- Any single identifiable source of pollution discharge
- Common types are factories, sewage treatment plants and paper mills, among others



## Nonpoint Source

- Pollution carried by rain, snowmelt, seepage or drainage, including:
- Oil
  - Animal waste
  - Bacteria
  - Agricultural chemicals



## Planning

- Data collection and measurement
- Evaluation, analysis and security
- Report preparation
- Environmental review and any other activity leading to a written document



## Local Community

- Enables communities to develop their own water quality loan program
- Projects may include septic work, estuary management and irrigation projects



# The Clean Water State Revolving Fund is affordable and flexible

- All public agencies and tribes are eligible
- Below-market rate financing
- Terms of up to 30 years
- FREE project and application assistance
- Repayment generally begins six months after project completion

## Eligible projects

- Planning and design
- Wastewater treatment facilities
- Recycled water distribution
- Interceptors, force mains and pumping stations
- Infiltration and inflow correction
- Overflow correction and collector sewers
- Sewer replacement/rehabilitation
- Stormwater management

- Some projects may qualify for limited principal forgiveness
- Applications reviewed three times a year
- Affordable loans keep user rates low
- No interest charged on unused loan dollars

- Estuary restoration and protection
- Nonpoint source control activities
- Land purchase
- Agricultural conservation
- Protection or restoration of riparian habitat
- Green infrastructure
- And more! Call **503-229-LOAN** to discuss your needs

**Millions**  
available to  
lend for big or  
small projects!



## Accessibility

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

Call 503-229-LOAN or visit us online  
[oregon.gov/deq/wq/cwsrf](http://oregon.gov/deq/wq/cwsrf)







## CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

<b>POLICY NUMBER:</b> 100.1	<b>EFFECTIVE DATE:</b> August 11, 2023 <b>REVIEWED:</b> <b>REVISED:</b>
<b>CATEGORY:</b> Administration	<b>RELATED DOCUMENTS:</b> City Charter Code Chapter 33: City Council Ordinance 23-444 – amending Code Ch. 33 Resolution 23-995 – adopting this policy

### Section 1. **AUTHORITY.**

- 1.1 The authority for adopting this policy is Chapter III, Section 9, Charter of the City of Rockaway Beach which states, "The Council must by resolution adopt rules to govern its meetings."
- 1.2 These Council rules are to be supplementary and subordinate to the City Charter, the laws of the State of Oregon and the United States of America.
- 1.3 The Council shall review these rules at least once every two years. Amendments shall be adopted by a majority vote of the full Council excluding the Mayor.

### Section 2. **MEETINGS AND WORKSHOPS.**

- 2.1 **Definition.** ORS 192.610 (5) states that a meeting means the convening of the governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Council meetings and workshops are subject to Oregon Public Meetings Law (ORS 192.610-192.690).
- 2.2 **Regular Meetings.** The Council shall meet regularly, at least once each month, on the second Wednesday at 6:00 p.m. within the City of Rockaway Beach. The meeting calendar shall be set by the Council each December for the following year.
  - 2.2.A. **Mayor's Vote.** The Mayor has no vote unless the voting members of the Council are split evenly, or as otherwise provided in the City Charter.
  - 2.2.B. **Mayor's Functions:**
    1. Act as Chairperson of Council meetings and preside over deliberations of the Council.
    2. Preserve order.
    3. Enforce Council rules.

## CITY OF ROCKAWAY BEACH

# COUNCIL MEETING RULES AND PROCEDURES

4. Determine the order of business before the Council.

2.2.C. **Council President.** Except in voting on questions before the Council, the President shall function as Mayor when the Mayor is:

1. Absent from a Council meeting.
2. Unable to function as Mayor.

2.3 **Special Meetings.** The Mayor, or in the Mayor's absence the president of the Council, or the City Manager may call a meeting at any time, or shall on written petition of three Councilors, call a meeting at any time for the transaction of the business mentioned in the petition.

2.3.A. Special meetings shall be noticed in accordance with Oregon public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

2.3.B. Written notice of a special meeting shall be given each member of the Council.

2.3.C. Written notice shall be posted at City ~~Hall and the~~Hall, the Post Office, the City's website, City's Facebook page, and sent out through the City's email listserv. Members of the media who have asked to be notified of meetings shall be notified in the usual manner.

2.3.D. The Council President shall attempt to contact the Mayor, by the most expeditious means possible, if the President schedules a special meeting or executive session of the Council in the Mayor's absence. The intent would be to provide the Mayor with the opportunity to attend the meeting, if possible.

2.4 **Emergency Meetings.** In the case of an actual emergency, the Mayor, or in the Mayor's absence, the President of the Council, or in the Mayor's and President's absence, a quorum of the City Council, or the City Manager may call an emergency meeting on less than 24 hours' notice. The minutes of the meeting shall describe the emergency justifying less than 24 hours' notice [ORS 192.640(3)]. An attempt must be made to contact the media and other interested parties to inform them of the meeting. Such contacts may be by telephone, email, facsimile, or other electronic means.

2.5 **Public Hearings Generally.**

2.5.A. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.

## CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

- 2.5.B. Persons wishing to speak shall sign the “public comment sign-up sheet” with the person’s name and address prior to the commencement of the public hearing at which the person wishes to speak.
- 2.5.C. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
- 2.5.D. Each person shall, prior to giving testimony, state their name and shall indicate ~~whether they are a resident of the city in which city is their principal residence.~~ Speakers may indicate if they own property or a business within the city. All remarks shall be addressed to the council as a body and not to any member thereof.
- 2.5.E. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to four ~~three~~ minutes.

### 2.6 General Conduct of Hearings.

- 2.6.A. Any party may speak in person, through an attorney, or elect to have a representative from an officially recognized neighborhood association present the party’s case.
- 2.6.B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the City Recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the City Recorder, it shall not be included in the record for the proceeding.
- 2.6.C. No person may speak more than once without obtaining permission from the Presiding Officer.
- 2.6.D. Upon being recognized by the Presiding Officer, any member of the Council, the City Manager, City Planner or the City Attorney may question any person who testifies.
- 2.6.E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- 2.6.F. The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the City Recorder shall note the numbers of such persons for the record in the minutes.

### 2.7 Quasi-Judicial Land Use Matters.

## CITY OF ROCKAWAY BEACH

# COUNCIL MEETING RULES AND PROCEDURES

2.7.A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) or shall be held on the record.

2.7.B. Conflicts of Interest and Ex-Parte Contacts.

1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:

a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City Charter.

b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.

2. Members of the Council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding.

2.7.C.- Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

a. The decision of the Council shall be based on the applicable standards and criteria as set forth in the City's municipal code, the City's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule

b. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

2.7.D3. Hearing Procedures. Quasi-judicial land use hearings procedures shall be conducted in accordance with ORS 197.797 unless otherwise provided in the land use ordinances. The order of hearings in quasi-judicial land use matters shall include:

a. Land Use Hearing Disclosure Statement. The presiding officer shall read the land use hearing disclose statement, which shall include:

1) A list of the applicable criteria;

2) A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the



## CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

plan or land use regulation which the person believes to apply to the decision;

3) A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and

4) If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.

b. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the ~~C~~council announcing an ex parte contact shall state for the record the nature and content of the contact.

c. Call for abstentions. The presiding officer shall inquire whether any member of the Council must abstain from participating in the hearing due to a conflict of interest. Any member of the Council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.

d. Staff summary. Planning staff shall present a summary and recommendation concerning the proposal.

e. Presentation of the Case

1) Applicant/Proponent's case. (Encouraged to limit to twenty minutes total.)

2) Appellant, if other than applicant. (Encouraged to limit to twenty minutes total.)

2) Persons in favor. ~~Four~~Three-minutes per person.

3) Persons opposed. ~~Four~~Three-minutes per person.

4) Other interested persons. ~~Four~~Three-minutes per person.

5) Staff response/clarification.

## CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

5) Rebuttal. Ten minutes total. Rebuttal may be presented by the applicant/proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.

f. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.

g. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent date and time certain.

h. Findings and Order. The Council may approve or reject the proposal.

1) The Council may direct staff to prepare findings to support its decision.

2) The Council may incorporate findings proposed by the proponent, the opponent, or staff in its decision.

i. Continuances. A party can obtain either a continuance or an open record period. However, nothing in this section shall restrict the Council, in its discretion, from granting additional continuances. There is a 120-day time limitation, imposed by the Oregon Revised Statutes, and this 120-day period is not extended unless the applicant requested the continuance or if the applicant otherwise agrees to the extension of the time limitation.

### **2.8 Legislative Land Use Matters.**

2.8.A Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the Council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefore and shall not participate in the proceedings.

2. Staff summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.

3. Presentation of the Case.

a. Proponent's case. Twenty minutes total.

## CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

- b. Persons in favor. ~~Three~~Four minutes per person.
- c. Persons opposed. ~~Three~~Four minutes per person.
- d. Other interested persons. ~~Three~~Four minutes per person.

4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.

5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.

6. Reopening hearing. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the Council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

2.9 **Executive Sessions.** Executive sessions may be held during regular or special meetings, or as stand alone meetings, so long as appropriate statutory limitations are met. Written notice shall be posted at City Hall, the Post Office, the City's website, City's Facebook page, and sent out through the ~~city's~~City's email listserv~~-email listing~~. Members of the media who have asked to be notified of meetings shall be notified in the usual manner.

2.9.A. Only members of the Council, the City Manager and persons specifically invited by the City Manager or the Council shall be allowed to attend executive sessions.

2.9.B. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

2.10 **Continuation of a Meeting.** Upon majority vote of the Council any meeting may be continued to a later date or time, provided that no continuation or adjournment shall be for a period longer than the next regular scheduled meeting.

2.11 **Workshops.** Workshops are permitted to present information to the Council so that the Council is prepared for regular or special meetings. Workshops shall be held at least once a month, on the second Wednesday at 4:30 p.m., within the City of Rockaway Beach. Additional Special Workshops may be scheduled by the City Manager. Workshops allow the Council as-needed to gather information and informally discuss

## CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

specific issues or questions. The public may attend workshops, but may not participate unless expressly asked.

2.11.A All workshops are subject to Oregon's public meetings law and must be noticed accordingly.

2.11.B. Workshops are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a workshop.

~~2.11.C. Workshops are to be scheduled by the City Manager. Workshops are typically held at least once a month, on the second Wednesday at 4:30 p.m.~~

2.11.DC. The City Manager is to invite any relevant staff to workshops so that the sessions are as productive as possible.

2.12 **Attendance by City Manager.** The City Manager shall attend all Council meetings unless excused by the Council or the Mayor. Staff shall attend when requested by the City Manager.

### Section 3. **MECHANICS OF MEETINGS.**

3.1 **Quorum.** Pursuant to the City Charter, Section 11, three of the five voting council members shall constitute a quorum to conduct business. The Mayor, or in his/her absence the president of the Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the City Manager shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

3.2 **Rules of Order.** Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by *Robert's Rules of Order, Newly Revised*. The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose. Councilors should avoid invoking the finer points of parliamentary rules that serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens in general. The Presiding Officer shall determine all points of order, subject to the right of any member to appeal to the Council.

3.3 **Agenda.** An agenda for each regular Council meeting shall be prepared by the City Manager. Council members may request that specific items be included on the agenda. The City Manager should be given enough time to do necessary research or prepare

## CITY OF ROCKAWAY BEACH

# COUNCIL MEETING RULES AND PROCEDURES

necessary reports to address the agenda items. Agendas for regular Council meetings shall be posted at City Hall, ~~and the Post Office,~~ and the City website at least 5 days prior to the meeting time. The Council shall consider at the meeting only matters that appear on the agenda for that meeting, except in the case of an emergency. ~~The Council may discuss items added by a Council member at the meeting.~~ The City Manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements.

- 3.4 **Consent Agenda.** In order to make more efficient use of meeting time, the City Manager shall place minor administrative items, such as the approval of the order of business on the agenda, meeting minutes and financial reports, that are routine in nature and concerning which no debate is expected on a "consent agenda." Any item placed on the consent agenda shall be removed at the request of a Councilor prior to the time a vote is taken on the consent agenda. All remaining items on the consent agenda shall be disposed of by a single motion "to adopt the consent agenda," which shall not be debatable. Adoption of the consent agenda shall be by the affirmative vote of all Councilors present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the consent agenda shall be voted upon separately in the usual manner.

- 3.5 **Order of Business.** The order of business at regular Council meetings shall be as follows unless amended by the Council when adopting the consent calendar:

THE FOLLOWING SHOULD BE ALTERED AS NEEDED OR DESIRED

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Oaths of Office
- 5) Consent Agenda
- 6) Presentations, guests, and announcements
- 7) Staff Reports
- 8) Public Hearings
- 9) Public comment on non-agenda items
- 10) Old Business (includes opportunity for public comment)
- 11) New Business (includes opportunity for public comment)



## CITY OF ROCKAWAY BEACH

# COUNCIL MEETING RULES AND PROCEDURES

- 12) Items Removed From Consent Agenda
- 13) Committee reports
- 14) Council Comments
- 15) Mayor's Report
- 16) Adjournment

### 3.6 **Record of Proceedings.**

3.6.A A written record, commonly called minutes, shall be kept of all meetings except Executive Sessions and maintained by the city in accordance with the appropriate record retention schedule. Executive Sessions shall be recorded by audio only, except as required by law. The minutes shall contain the following information:

- 1) The date, time and place of the meeting;
- 2) The members present;
- 3) The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
- 4) The results of all votes and the vote of each member by name;
- 5) The substance of any discussion on any matter; and
- 6) A reference to any document discussed at the meeting.

Minutes shall record the substance of the meeting and be concise. Verbatim minutes are not required.

3.6.B The Council shall approve all minutes of any City Council meeting. All minutes shall be approved within ninety days of the meeting having occurred. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed. Upon receipt of the minutes in the Council agenda packet, the Council Members should review them and if possible, submit any corrections to the City Recorder in order that a corrected copy can be prepared prior to the meeting for approval. Generally, minutes appear under the Consent Agenda. If minor amendments are made to the minutes, a Councilor may offer such amendment prior to the Consent Agenda being adopted. For an extensive amendment, the Council shall remove the minutes from the Consent Agenda for separate consideration. Upon an affirmative vote of the majority of the Councilors present, the Council may postpone approval of the minutes until the City Recorder has reviewed the recording of the portion of the meeting in question. The Council is final authority as to the amendment to the minutes upon an affirmative vote of the majority of the Councilors present.

3.6.C A video or audio recording of meetings shall be posted online. Recordings will be posted online within 5 business days after the meeting, whenever feasible.

## CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

### 3.7 Written Communications to the Council.

- 3.7.A. Written comments concerning matters on the agenda received no later than 48 hours prior to the Council meeting will be distributed to the Council and posted online as Public Comment. Comments shall not be individually itemized on the agenda. All written comments submitted at a meeting become part of the permanent public meeting record.
- 3.7.B. Unsolicited communications to the Mayor and/or Council concerning matters that are not on an agenda and are not submitted as testimony for a meeting shall be distributed to the ~~M~~Mayor and/or Council but shall not be included in the agenda packet or online materials.
- 3.7.C. The City Manager may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action.

### 3.8 Decorum.

- 3.8.A. The Presiding Officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.
- 3.8.B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules. - Council members shall at all times conduct themselves in a manner appropriate to the dignity of their office.
- 3.8.C. Members of the city staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.
- 3.8.D. Audience members who are causing an actual disruption can be removed from the public meeting. Persons who interrupt a meeting's proceeding by repeatedly shouting out and yelling, including individuals located in a different room than an actual public meeting who are protesting so loudly that it interferes with the meeting, may be removed from the area, after fair warning, if the Presiding Officer so directs. In case the Presiding Officer should fail to act, any Councilor may obtain the floor and move to require enforcement of this rule. Upon affirmative vote of the majority of the Council present, the person or persons shall be removed as if the Presiding Officer so directed. If a person's disruption of a meeting is such that it threatens the safety and security of the

## CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

public, the Council can request that the person in question be arrested for disorderly conduct

### 3.9 **Speaking by Council Members and City Manager.**

- 3.9.A. Councilors, the City Manager and staff shall be recognized by the Presiding Officer before speaking, unless bringing up a point of order. Upon recognition by the Presiding Officer, the Council member or City Manager shall speak and confine his or her remarks to the matter at hand.
- 3.9.B. A Council member desiring to question a city employee shall address the questions to the City Manager who shall be entitled to either answer the inquiry or designate a staff member to do so. Council members may direct questions to employees as follow-up to their staff reports or Council meeting presentations.

### 3.10 **Public Comment by Members of the Audience.**

- 3.10.A. Two periods for public comment will be reserved for every regular meeting of the Council. Each period shall not exceed a maximum of 40 minutes, unless a majority of Councilors present vote to extend the time. The first period for public comment shall be used to comment on any issue of city business, other than agenda items or public hearings~~shall be allowed during scheduled business items placed on the agenda (other than public hearings)~~, and the second period of public comment ~~shall be used to comment on any issue of city business, other than agenda items~~ shall be allowed during scheduled business items placed on the agenda (other than public hearings). The Presiding Officer may, unless a member of Council objects, allow a person who desires to comment on an item not on the agenda to speak during the ~~first~~second comment period.
- 3.10.B. Audience members shall be recognized by the Presiding Officer before speaking. Persons wishing to speak in person during public comment must sign the “public comment sign-up sheet” with the person’s name, their city of principal residence, and ~~address~~ and the topic upon which the person wishes to speak, not later than the call to order. This information shall be used to ensure the minutes of the meeting properly reflect those persons who provided public comment. Persons wishing to speak remotely during public comment will be requested to use the “raise hand” feature.
- 3.10.C. Members of the public may speak about any topic during the ~~last~~first period for public comment, except as provided in 3.10.E of this rule.
- 3.10.D. Public comment is a time for comment, it is not a time for debate, nor is it a time for members of the public to ask questions of and receive answers from the Council or city staff.

## CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

3.10.E. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.

3.10.F. Speakers are limited to four minutes. Generally, the speakers will be called upon in the order in which they have signed in on the sign-up sheet. The Mayor or Presiding Officer may change the order of speakers at their discretion. Speakers shall identify themselves by their names and in which city is their principal residence. ~~by their place of residence.~~ Speakers may indicate if they own property or a business within the city. The Presiding Officer may allow additional persons to speak if they have not signed the speaker's roster and sufficient time is left in the 40-minute period.

3.10.G. Should there be more speakers than can be heard for four minutes each during either of the 40-minute periods provided for public comment, the Presiding Officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.

3.11 **Decisions.** The Council shall not make a decision on any item that affects the public, or any individual member of the public, unless the item is on the posted agenda, except in the case where an emergency is declared.

3.12 **Voting Generally.**

3.12.A. The vote on every motion shall be taken by roll call. Members shall not explain their votes during roll call. Names of voters in favor and against shall be entered in full upon the record. Any member of the Council may change his or her vote prior to the next order of business.

3.12.B. Vote Required. The express approval of a majority of a quorum of the Council is necessary for any Council decision, except when the City Charter requires otherwise. The City Charter provides that at least three affirmative votes are necessary to pass an ordinance.

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- 3.13 **Duty to Vote.** When a question is taken, every member of the Council eligible to vote shall vote unless a Councilor states a valid reason to abstain or has a direct conflict of interest.
- 3.14 **Reconsideration of Actions Taken.** A Councilor who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Council eligible to vote.
- 3.15 **News Media.** The provisions of this policy shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting. Any member of the news media which would like to receive copies of agendas or minutes of Council meetings shall request such copies in writing. There may be a charge for such copies.
- 3.16 **Standing Committees/Commissions/Boards.**
- 3.16.A. For purposes of approving a budget, state law requires that the governing body of each city establish a budget committee. The Budget Committee, as required by state law, shall be a standing committee. It shall be subject to Local Budget Law, ORS 294.311-294.565.
- 3.16.B. Planning commissions are authorized by state statute. The Planning Commission, ~~required by state law as established by the City Code,~~ shall be a standing commission. It is subject to state law, Code Section 31.01 and any other ordinances and resolutions which may amend it.
- 3.16.C. There are no standing boards.
- 3.17 **Ad Hoc and Advisory Committees.**
- 3.17.A. The Council may establish ad hoc and/or advisory committees as needed. Each such committee shall be established by ordinance or resolution for a specific purpose. It shall have a deadline to accomplish its purpose and shall be considered dissolved when its purpose is accomplished. If such a committee needs additional time to complete its purpose it shall request additional time from the Council. A Councilor may serve as liaison to a committee, but may not chair or vote.
- 3.17.B. Unless otherwise required by resolution of the City Council, at the first meeting of such a committee the members shall select a Chairperson, Vice-Chairperson, and set a meeting schedule. Minutes shall be kept of all committee meetings in accordance with applicable law. The committee may select a Secretary to prepare minutes, unless a staff member has been designated to do so by the



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City Manager. The City Recorder or designee shall post meeting notices in accordance with Public Meetings Law.

3.17.C. All meetings held by such committees are subject to the Oregon Public Meetings Law ORS 192.610-192.690.

3.18 **Appointing and Dissolving Committees, Commissions or Boards.** The Council may appoint and dissolve committees, commissions or boards as needed at their discretion.

Section 4. **FILLING CITY COUNCIL VACANCY.** A vacancy in the Council shall be filled by appointment by a majority of the Council. In this matter the Mayor is considered to have a vote (City Charter, Chapter VII, Section 31). In the event of a Council member vacancy, the Council will follow the recruitment and appointment process and vacancy procedure below:

4.1 **Recruitment Process.** Notice of the recruitment will be advertised through the use of a news release, the City website, City social media channels, and any other outreach the City deems helpful to reach a broad and diverse spectrum of community members who might be interested in applying.

4.2 **Application Process.** Candidates will be invited to complete a standard application with at least two additional questions to be answered in a cover letter: *1) Why are you interested in applying to serve on the City Council? 2) Do you have any experience serving on City boards, committees or commissions? (Prior service is not a requirement for appointments.) If you do, please describe the experience, and your length of service.* Applicants will include a cover letter and resume. Application materials are considered public records.

4.3 **Screening Process.**

4.3.A. If three or less applications are received, the Council will move directly to the **Interview Process.**

4.3.B. If there are more than three candidates, the Council will reduce the list of candidates to three as follows:

- Council members shall complete a ballot ranking their top three candidates in order of their preference for first, second and third choice. Under-voting is not permitted. First place votes will receive 3 points; second place votes will receive 2 points, and third place votes will receive 1 point.
- The City Manager or designee shall tabulate the votes.

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- The top three candidates with the highest totals shall be selected for interviews.
- Ballots and votes are considered public records.

#### 4.4 **Interview Process.** (Which may take place over multiple meetings.)

4.4.A. Applications from those selected to interview will be published with the Council meeting packet for a regular or special public meeting. Candidates will be interviewed separately; those waiting for interviews will be asked to remain outside the room. All candidates will be asked the same interview questions; follow-up questions to clarify answers are permitted.

#### 4.4 **Voting process.** After the conclusion of interviews, and any debate and discussion, the Council will vote using the process outlined below (which may take place over multiple meetings):

4.4.A. Each member of Council will complete a ballot ranking the candidates in order of their preference for first, second, and third choice. Under-voting is not permitted. The ballots are tabulated. If one candidate receives a majority of first choice votes, that candidate shall be considered the winning candidate. At the conclusion of balloting, if successful, the Council will then make a motion and hold a roll call vote to appoint the winning candidate to the vacant position.

4.4.B. If no candidate receives a majority of first choice votes a second ballot will be held. The top two vote-getters from the previous ballot will advance to the second ballot. For the second ballot, each member of the Council will vote for their first-choice candidate. If one candidate receives a majority of first choice votes on the second ballot, that candidate shall be considered the winning candidate.

4.4.C. If there is a tie after two ballots, the Council can choose to complete additional ballots at the same meeting or at another noticed public meeting.

4.4.D. At the conclusion of balloting and determination of a winning candidate, if successful, the Council will then make a motion and hold a roll call vote to appoint the winning candidate to the vacant position. In this matter the Mayor is considered to have a vote. All ballots and votes are considered public records.

#### Section 5. **FILLING BUDGET COMMITTEE AND PLANNING COMMISSION VACANCIES.**

- A. In the event of a Budget Committee or Planning Commission member vacancy, the Mayor shall nominate members for appointment by a majority of the Council, in accordance with the City

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Charter, Chapter III, Section 7.

B. The Mayor may choose to follow the recruitment and application process ~~in similar to~~ Section 4.1 and 4.2 of these rules. Before proceeding with recruitment, the Mayor may first consider reappointment of the incumbent.

B.

Section 6. **ETHICS.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the council shall refrain from:

- A. Disclosing confidential information.
- B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
- C. Expressing an opinion contrary to the official position of the council without so saying.
- D. Conducting themselves in a manner so as to bring discredit upon the government of the city.

Section 7. **STATEMENTS TO THE MEDIA AND OTHER ORGANIZATIONS.**

- A. **Representing City.** If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.
- B. **Personal Opinions.** If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

Section 8. **SEVERABILITY.** The invalidity of a section or subsection of this policy shall not affect the validity of the remaining sections or subsections.