



City of Rockaway Beach City Council Workshop Meeting Agenda

Date: Wednesday, May 13, 2026

Time: 4:30 PM

Location: Rockaway Beach City Hall, 276 Hwy 101 - 2nd Floor Conference Room

Watch meeting here: rockawaybeachoregon.gov/meetings

Join here to attend remotely:

<https://us06web.zoom.us/j/85191872215?pwd=WjXfcNzPGEklpbLC5Wj4PaOcbRzi2J.1>

Meeting ID: 851 9187 2215

Passcode: 142128

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.*

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

1. CALL TO ORDER

2. ROLL CALL

Mayor: Charles McNeilly

Councilors: Penny Cheek, Kiley Konruff, Tom Martine, Mary McGinnis, Pat Ryan

3. COUNCIL BRIEFING/DISCUSSION

- a. Short-Term Rental (STR) Accessibility Review & Next Steps - Becoming rentABLE, Lorraine Woodward (4:31 p.m.)
- b. Large Community Grant Application Review (5:00 p.m.)
- c. Draft Master Fee Schedule & Review of Ordinances Amending Code Related to Fees (5:10 p.m.)

Rockaway Beach City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder Melissa Thompson at cityrecorder@corb.us or 503-374-1752.

d. Review of City Charter Draft Amendment Public Comments (5:20 p.m.)

4. ADJOURNMENT (5:35 p.m.)

RESOLUTION NO. 2026-20

**A RESOLUTION APPROVING AWARDS FOR THE 2025-2026
LARGE COMMUNITY GRANT PROGRAM**

WHEREAS, the City Council appropriated \$75,000 for the Community Grant Program in the 2025-2026 fiscal year adopted budget; and

WHEREAS, the Council has awarded Small Community Grants in the amount of \$16,796.00, leaving \$58,204.00 available to award to Large Community Grants; and

WHEREAS, the Large Community Grants grants provide funding to non-profit, not-for-profit organizations that serve the Rockaway Beach community in the amount of \$5,000 to \$20,000; 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 2025-2026 Large Community Grants to the following recipients in the amounts specified below:

Recipient & Event/Project:	Grant Amount:
Meals for Seniors Food for Seniors	\$ 19,934.82
Hope Chest Thrift Store Blinds, Counter removal, covert bathroom to sales room	\$ 9,360.69
Neah-Kah-Nie Coast Arts Music & Cultural Foundation (NCAM) Rockaway Beach Music Festival	\$ 19,934.82
Rockaway Beach Business Association Community Events Support	\$ 8,973.67

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

**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 13TH DAY OF MAY
2026.**

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

From: Patricia <rbaor@gmail.com>
Sent: Friday, April 24, 2026 4:33 PM
To: City Manager <citymanager@corb.us>; Jen Troxel <rockawayrocks@gmail.com>; Nancy Albro <nalbro@comcast.net>
Subject: RBBA Revised budget and proposal for Large Community Grant 2026

Hi Luke,

As per the conversation you had with Victor, attached is the amended grant proposal and budget, eliminating the Trunk or Treat event and replacing it with a Haunted Highway event that would run concurrently and support the Fire Department's event.

If you have any questions please let me know or reach out to Victor.

Thanks again,
Corinne Rupp

From: Nancy Albro <nalbro@comcast.net>
Sent: Tuesday, April 21, 2026 7:44 AM
To: Luke Shepard <lukeshepard@corb.us>
Subject: Trunk or Treat

Luke,

I spoke with Victor and we're going to back away and let Go Rockaway do the event. They are well suited to assist the fire department in making it a success. I'm sure they will do a good job, and it will allow us to work on the downtown trick or treating that we help the businesses with each year. Having both events going on at the same time only happens from time to time, so there is really going to be a lot for the kids to do!

That being said, there is much we can do to bolster the business trick or treating tradition and would like to change the "Trunk to Treat" portion of our grant to "Trick or Treat". I think if we could supply the participating stores with candy we'd get more participation. It's expensive to buy the candy and some of the businesses have really struggled this year. One of RBBA's goals is to be there as support to each of them and give them an opportunity to participate in something they might not have been able to afford to do. We would like to encourage each of them to decorate and maybe wear costumes.. Let me know what needs to be done so the planning commission is aware and we know what we need to change.

Thanks for letting the Chief know...if he wants to reach out to me or Sue, please tell him to do so.

Nancy Albro
RBBA Secretary
503-703-8860
nalbro@comcast.net

Rockaway Beach Business Association (RBBA) has worked with the City of Rockaway Beach (CORB) and other nonprofits for many years to provide community events, including the Scavenger Hunt at Easter weekend, Trunk or Treat with the Fire Department and a community-wide decorating contest during the Halloween season, the Tree Lighting at the Wayside to kick off the winter holiday season, and our newest project, Movies in the Park.

Scavenger Hunt: The Scavenger Hunt takes place the Saturday before Easter and has become a popular event guests return to year after year. It is a great opportunity for individuals, friends, and families to participate in a fun afternoon following a scavenger hunt map that will take them to solve a clue at each participating business. They turn in their completed maps and receive raffle tickets for special baskets designed for children and adults. This event gives participants the opportunity to explore the unique shops we have in town, and is great for visitors and locals alike.

Movies in the Park: This program provides a free movie in Phyllis Baker Park for nine Saturday evenings, beginning July 11 through September 12 (the week of August 15 will be skipped due to NCAM's Music Festival). These movies drew in a mix of locals and visitors last year, and with the evening being changed from Thursdays to Saturdays we expect a much larger draw to each week's event.

Tree Lighting Event: RBBA works in conjunction with CORB and OCSR for the annual lighting of the Christmas Tree in the Wayside. This holiday celebration transforms the parking lot into a holiday celebration, with decorations, complimentary hot cocoa and cookies, and live music and caroling. Guests are encouraged to bring a homemade ornament for the tree as well as write a letter to Santa and watch him arrive on a special train and hold visits with children and their families. This event also raises over a hundred pounds of food for the Food Bank.

Haunted Highway Trick or Treat: This event brings the community into the business district with an all day trick or treat event on October 31. Businesses will be encouraged to decorate and lanterns will be hung outside participating businesses giving the downtown core a unified look. Kids and families will be able to trick or treat the businesses, showing off their Halloween spirit. This event would tie together with the Fire Departments Trunk or Treat event, extending the festive atmosphere throughout the town.

RBBA 2026/27 Large Community Grant	Amount	Note
EASTER SCAVENGER HUNT (2027)		
Printing 60 color posters	\$95.00	
Printing 300 Color maps	\$255.00	
Easter Baskets - Adult	\$80.00	
Easter Baskets - Child	\$120.00	
Raffle Tickets	\$45.00	
EVENT TOTAL	\$595.00	
MOVIES IN THE PARK (2026)		
Movie Rights	\$2,120.00	Anticipating the same as last year
Concessions	\$200.00	
Printing 60 color posters	\$95.00	
A-Frame Filler x2	\$180.00	
Park Fees	\$460.00	\$40 x 9 events + \$100 deposit
Entertainment	\$450.00	\$50 per event
1 Metal Storage Rack	\$90.00	
Supplies	\$200.00	Replacement parts, movies if needed to purchase, etc
Storage	\$384.00	8'x8' storage x \$0.50 per sq ft
Additional Insurance	\$355.00	\$2M liability policy for the season
EVENT GRANT TOTAL	\$4,534.00	
Haunted Highway Trick or Treat (2026)		
Treat bags	\$200.00	
Candy Pails	\$550.00	
Candy	\$600.00	
Lanterns	\$300.00	
Posters	\$95.00	
EVENT GRANT TOTAL	\$1,745.00	
TREE LIGHTING (2026)		
Health Dept License	\$20.00	
Candy Canes	\$150.00	
Cookies	\$200.00	
8 oz cups	\$115.00	
Hot Cocoa mix	\$495.00	
Water	\$95.00	
Printing 60 Color Posters	\$95.00	
Canopy (1)	\$470.00	
5 gal Hot Beverage Dispenser	\$95.00	
4 Christmas Blow Ups	\$300.00	
2 Metal Storage Rack	\$180.00	
5 gal Propane Tank	\$25.00	
Storage	\$384.00	8'x8' storage x \$0.50 per sq ft
EVENT TOTAL	\$2,624.00	
TOTAL GRANT REQUEST	\$9,498.00	

LARGE COMMUNITY GRANT APPLICATION

APPLICANT INFORMATION

Organization Name Rockaway Beach Business Association

Contact Name Corinne Rupp

Title Board Member

Phone Number [REDACTED]

Email [REDACTED]

Organization Type 501(c)4 nonprofit

Physical Address [REDACTED] Rockaway Beach OR 97136

Mailing Address [REDACTED] Rockaway Beach OR 97136

PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Attach 3 Letters of Support**
- ✓ **Submit Application by 12:00 pm on April 2, 2026**

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 Community Events Support

Grant Request \$9,003.00

Total Project Cost \$9603.00

Questions? Need assistance?
Grant Manager, Lark Reifenstahl
lreifenstahl@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.*

Rockaway Beach Business Association (RBBA) has worked with the City of Rockaway Beach (CORB) and other nonprofits for many years to provide community events, including the Scavenger Hunt at Easter weekend, Trunk or Treat with the Fire Department and a community-wide decorating contest during the Halloween season, the Tree Lighting at the Wayside to kick off the winter holiday season, and our newest project, Movies in the Park.

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Movies in the Park: This program provides a free movie in Phyllis Baker Park for nine Saturday evenings, beginning July 11 through September 12 (the week of August 15 will be skipped due to NCAM's Music Festival). These movies drew in a mix of locals and visitors last year, and with the evening being changed from Thursdays to Saturdays we expect a much larger draw to each week's event.

Trunk or Treat/Decorating Contest: RBBA collaborates with the Rockaway Beach Fire Department to turn Anchor Street Parking Lot into a Halloween extravaganza featuring Halloween decorated cars, a public patch, hot cider, free hot dogs, and music. Pete the Pumpkin is available for photos, and there is, of course, candy! This event is also when the winners of the city wide decorating contest are announced. There are two categories, one for commercial and one for residential. First, second, and third place winners are announced and receive gift certificates to local businesses as well as a first place trophy.

Tree Lighting Event: RBBA works in conjunction with CORB and OCSR for the annual lighting of the Christmas Tree in the Wayside. This holiday celebration transforms the parking lot into a holiday celebration, with decorations, complimentary hot cocoa and cookies, and live music and caroling. Guests are encouraged to bring a homemade ornament for the tree as well as write a letter to Santa and watch him arrive on a special train and hold visits with children and their families. This event also raises over a hundred pounds of food for the Food Bank.

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 events are critical to a healthy community. There are dozens of ways these events promote physical and social well being. All occur outdoors and encourage both physical movement through the environment as well as interacting with other community members. Walking through town on a scavenger hunt promotes physical activity, attending a movie in the park is a great time to interact with our parks, decorating your car and parking it next to a strangers at Trunk or Treat is an amazing way to make a new friend and strengthen community ties, and the positive effects of singing together in a group as happens at the Tree Lighting is well documented (see link below).

(<https://www.ox.ac.uk/research/choir-singing-improves-health-happiness-%E2%80%93-and-perfect-icebreaker>)

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.

RBBA has a proud history of inclusivity. All our events are free to participate and help build community.

The scavenger hunt encourages groups of friends and family to work together to solve puzzles while encouraging folks to talk with their neighbors and local business owners.

Movies in the Park is a free movie event with some form of entertainment beforehand. It encourages guests and locals to come enjoy one of the Cities many parks while watching a movie with others.

Trunk or Treat/Decorating Contest is a social interaction for both the participants who decorate their cars as well as the families who attend. The pumpkin patch creates a way with no barrier for kids to get Halloween pumpkins for carving as well as show off their costumes and have fun with members of the community. The decorating contest is a friendly competition for businesses and locals to get into the Halloween spirit.

Tree Lighting has become a hallmark activity to kick off the Holiday season. This event brings together locals and visitors alike in a fun, festive, outdoor event. We have cider as well as hot cocoa for attendees who do not consume dairy.

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.

All four of these flagship events that RBBA manages are directly tied to giving back to the community. One way grants support these efforts to give back is by allowing RBBA to purchase prizes from our local business community instead of only asking them for donations. These events rely heavily on volunteers for setup and takedown. This manifests a sense of camaraderie among the volunteers in support of creating a fun event for the community to enjoy. Many volunteers return year after year to support their favorite event.

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.

Everyone is welcome and encouraged to participate in the events created and managed by RBBA. All our events have always been free to participate in to ensure there is no financial barrier to participation.

PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

GOAL #1:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Goal 1: Ensure everyone knows about our events	Budget: \$560		
Print posters to hang in business windows, A-Frame sandwich board for MitP	At least four weeks before each event begins	By handing out posters in person we can talk to business owners as well to help promote events	Seeing posters in 90% of business windows in RB and 60% in surrounding communities
Facebook events and other online marketing	Beginning as soon as we have the dates set, at least four weeks in advance	Create a place online for people to find out about our events	Having more people click the "interested in attending" than in previous years

GOAL #2:**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Goal #2: Have all the objects and people we need to run a successful event	Budget to complete goal: \$8443.00		
Identify and collect most cost effective option for each object	Six weeks before the event (except for food items)	Everything we need is available before the day of the event	We will be at or under our budget
Have a plan and have identified volunteers to assist with each event	Plan created six weeks in advance, volunteers two weeks in advance with confirmation 48 hours in advance	All our volunteers know where to be when and what they are doing there	The event will run smoothly with few hiccups

GOAL #3:**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Goal #3: We run events that the community is excited about participating in	Budget to complete goal: \$0		
Create facebook events	At least six weeks before events	People have engaged with the event online	At least as many people say they will attend as last year
We advertise our events in print and online	Six weeks before the event	People know about our events	At least as many people actually attend our events as they did the year before

PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$ 9003.00
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>	
Advertising and website changes	\$ 600
	\$
	\$
TOTAL INCOME	
	\$ 9603.00

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		\$

Total income should equal total expenses



AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

- CMR **I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.
- CMR **I agree to comply with federal, state, and local rules and regulations, where applicable.**
- CMR **Legal title affirmation.** I understand that legal title to the completed project must be held for at least 10 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 10-year period.
Required for facility improvement projects only.
- CMR **I agree to enter into an agreement with the City of Rockaway Beach upon grant approval.** The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.
- CMR **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.
- CMR **I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**
- CMR **I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**
- CMR **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.
- CMR **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 4/1/20

Printed Name Corinne Rupp

Title Board Member



RBBA 2026/27 Large Community Grant	Amount	Note
EASTER SCAVENGER HUNT (2027)		
Printing 60 color posters	\$95.00	
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Easter Baskets - Adult	\$80.00	
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Raffle Tickets	\$45.00	
EVENT TOTAL	\$595.00	
MOVIES IN THE PARK (2026)		
Movie Rights	\$2,120.00	Anticipating the same as last year
Concessions	\$200.00	
Printing 60 color posters	\$95.00	
A-Frame Filler x2	\$180.00	
Park Fees	\$460.00	\$40 x 9 events + \$100 deposit
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Supplies	\$200.00	Replacement parts, movies if needed to purchase, etc
Storage	\$384.00	8'x8' storage x \$0.50 per sq ft
Additional Insurance	\$355.00	\$2M liability policy for the season
EVENT GRANT TOTAL	\$4,534.00	
TRUNK OR TREAT (2026)		
Donut Holes	\$155.00	
Cider	\$145.00	
Pumpkins (300)	\$450.00	
8 oz cups	\$115.00	
Napkins	\$30.00	
Decorating Contest Gift Certificates	\$200.00	
Decorating Contest Trophies	\$60.00	
Printing 60 Color Posters	\$95.00	
EVENT TOTAL	\$1,250.00	
TREE LIGHTING (2026)		
Health Dept License	\$20.00	
Candy Canes	\$150.00	
Cookies	\$200.00	
8 oz cups	\$115.00	
Hot Cocoa mix	\$495.00	
Water	\$95.00	
Printing 60 Color Posters	\$95.00	
Canopy (1)	\$470.00	
5 gal Hot Beverage Dispenser	\$95.00	
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EVENT TOTAL	\$2,624.00	
TOTAL GRANT REQUEST	\$9,003.00	

MITP Other Expenses	
Advertising	\$300.00
Website Services	\$100.00
Sponsorship Banner	\$200.00
TOTAL	\$600.00
	\$9,003.00
	\$9,603.00



CUP026M3241

Quote is valid until 5/8/2026

Re: **Rockaway Beach Business Association**

To: Benson Family Insurance LLC

Attn: Ron Benson
 Commission: _____%

From: Instant Quote BTIS

usliquotes@btisinc.com / (916) 772-9200

*additional umbrella
 to our \$1M policy*

Please bind effective: _____
 Insured email address: _____
 Insured phone number: _____

Confirm optional coverages:

- Do not include any optional coverages.
- Include the following optional coverages
 (Taxes & Fees may apply to optional premium if purchased)
 - Option 1 - Terrorism Coverage

This policy is eligible to be Direct Billed.
 Note: a \$5.00 installment fee will apply to each installment after the first - please select one of the following:

- Direct Bill both this New Business and future Renewals**
 (If checked - Select a Payment Plan):
 - SINGLE PAYMENT
 - TWO PAYMENTS - Premium must be over \$400
 - THREE PAYMENTS - Premium must be over \$675
 - FOUR PAYMENTS - Premium must be over \$1,000

See the last page of this quote for Payment Plan Descriptions

NOTE: If the Direct Bill Option is selected, the Company will invoice the insured. Do not bill or collect the down payment. All taxes, surcharges and fees (except installment fees) will be billed in full with the first installment.

I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS

COMMERCIAL UMBRELLA COVERAGE POLICY INFORMATION			
Carrier:	United States Liability Insurance Company		
Status:	Admitted		
A.M. Best Rating:	A++ (Superior) - XIV		
Term Quoted:	Annual		
LIMIT OPTIONS	PREMIUM	FEES	AMOUNT DUE
<input checked="" type="checkbox"/> \$1,000,000	\$355 (MP)	\$0.00	\$355.00
<input type="checkbox"/> \$2,000,000	\$710 (MP)	\$0.00	\$710.00
<input type="checkbox"/> \$3,000,000	\$1,065 (MP)	\$0.00	\$1,065.00
<input type="checkbox"/> \$4,000,000	\$1,420 (MP)	\$0.00	\$1,420.00
<input type="checkbox"/> \$5,000,000	\$1,775 (MP)	\$0.00	\$1,775.00
ADDITIONAL COSTS			
Wholesaler Broker Fee			\$0

FREE AND DISCOUNTED BUSINESS SERVICES AVAILABLE TO USLI INSURED - VISIT BIZRESOURCECENTER.COM FOR DETAILS

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

March 30, 2026

To Whom It May Concern:

I'm writing regarding the Rockaway Beach Business Association of Rockaway Beach Oregon.

I find that this group of business owners is what makes Rockaway Beach appealing to the locals and tourists. They are one of the most heartfelt groups in our small town and will always volunteer to do or help other organizations.

I'm not a member of RBBA but I'm a big supporter of their efforts and I help by volunteering.

Please know that by giving this group support it will be used as a beneficial platform.

Sincerely,



Susan Schaeffbauer
PO Box 1345
Rockaway Beach Oregon 97136



April 1, 2026

To: Rockaway Beach Grant Committee, City Council, and Mayor

My name is Cosmo Jones and I am the Music Director and Founding Board Member of Neah-Kah-Nie Coast Art, Music & Cultural Foundation (NCAM) and it is my pleasure to recommend the Large Community Grant for the Rockaway Beach Business Association to continue to offer the community based programming that has helped define Rockaway Beach, namely the Scavenger Hunt, Movies in the Park, Trunk or Treat, and the Tree Lighting.

As a former member of the RBBA board, I understand firsthand how these events bring the community together and have grown over time. Every year we run out of maps for the Scavenger Hunt, and the Tree Lighting is expected to have an additional 100 participants above the estimated 450 we had last year as the Oregon Coast Scenic Railway Museum is adding additional cars to the Santa Train in 2026. Movies in the Park was a huge success last year, and with the change of date to Saturday nights the audience could easily double.

These events continue to grow and it is more than reasonable for the City to help support the programs that support the City right back.

Thank you for your time,
Cosmo Jones

March 30, 2026

To: Rockaway Beach Grant Committee, City Council, and Mayor:

It is my pleasure to write this recommendation for the Rockaway Beach Business Association's request for a Large Community Grant. Simply put – this grant request supports activities that bring real value to the community that far exceeds the cost in grant funds.

RBBA puts on many events during the year. One highlight, the Rockaway Beach Tree Lighting, is a huge event that brings several hundred people from out of town to Rockaway Beach every Winter. Events such as the Scavenger Hunts, Trunk or Treat are yearly favorites with a high level of community participation - -and also bring in visitors and customers for the Rockaway Beach businesses.

Last year, the summer of 2025, the Neah-Kah-Nie Coast Art, Music & Cultural Foundation (NCAM) partnered with the RBBA in putting on the Movies in the Park event. The trial run proved the concept was a good one, and this year it will move to a weekend when there are even more visitors.

RBBA's events are popular and well received in the community. They bring visitors and business for the community. Awarding the RBBA the Large Community Grant to the Rockaway Beach Business Association is a great investment in the community. I encourage you to do so.

Don Backman

President

Neah-Kah-Nie Coast Art, Music & Cultural Foundation

"Our mission is to enable the senior citizens of North Tillamook County to continue living independently in their own homes by providing access to nutritious meals and social occasions."



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

*Tax ID Number 90-0097197
A 501(c)(3) Federally Designated Non-Profit*

March 13, 2026

MAR16 '26 12:34PM

Mr. Luke Shepard, City Manager
c/o Lark Reifentahl, Grant Manager
City of Rockaway Beach
PO Box 5
Rockaway Beach, OR 97136

Dear Luke and Lark:

Enclosed please find an application from Meals for Seniors, Inc. that we are submitting under the auspices of the City's 2025-2026 Large Community Grant Program. This is a request in the amount of \$20,000 to purchase food and specialized meal containers to be used to deliver hot meals to our vulnerable home bound senior citizens.

We, and other applicants, appreciate the City's support to the community through the provision of funding for both small and large grants. On behalf of our community's senior citizens, thank you for your consideration.

Sincerely,



Theresa Bruneau, President

Enc.

LARGE COMMUNITY GRANT APPLICATION

APPLICANT INFORMATION

Organization Name Meals for Seniors, Inc.

Contact Name Theresa Bruneau

Title President

Phone Number [REDACTED]

Email mealsforseniorsinc.@gmail.com

Organization Type Non-Profit 501 (c) (3) #90-0097197

Physical Address [REDACTED] Rockaway Beach. OR 97136

Mailing Address [REDACTED] Rockaway Beach, OR 97136

PROJECT CHECKLIST

- Complete Application**
- Attach Plans, as needed**
- Attach 3 Letters of Support**
- Submit Application by 12:00 pm on April 2, 2026**

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 Food For Seniors

Grant Request \$20,000

Total Project Cost \$50,000

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.*

Meals for Seniors, Inc. has been providing freshly prepared, nutritious meals for senior citizens from Garibaldi to Nehalem since 2003. Currently, 30% of our diners are between 80-90 years of age, and 55% have been participating in the program for over 5 years. This grant request is made to ensure Meals for Seniors, Inc. has enough money in 2026 to purchase food for seniors served in our dining room as well as those who are homebound. In addition to food purchases, a portion of the grant will be used to purchase appropriate containers for homebound meal delivery.

We serve lunches to seniors three days per week, 52 weeks per year, in the dining room at St. Mary by the Sea. We also deliver meals to homebound seniors in our community. A donation of \$4 per meal is suggested and many seniors graciously make that donation. No senior is ever turned away because of the inability to pay. We are committed to working to ensure that no senior experiences food insecurity in our community, and eats with dignity.

Three key factors drive this grant request. First, is data regarding food insecurity from the Oregon Food Insecurity Rates Report of November 2024, from the Oregon State University Policy Analysis Lab. This data indicates that rates of food insecurity in rural areas of Oregon were 20.7% compared to urban areas at 12%. OSU predicts that numbers for rural areas will rise with the reduction of SNAP benefits.

Second, is the dramatic increase in the number of meals provided to seniors in the community. In 2025, we prepared a record number of meals for our seniors. As a comparison, in 2024 we prepared 13,852 meals and in 2025 we prepared 18,515 meals - an increase of 34%. In total 8,540 meals were served in our dining room and 9,975 were delivered to homebound seniors. In January and February 2026, we have already served an average of 697 meals in the dining room, and an average of 923 meals were delivered to our homebound seniors. Using this early 2026 data, we are projecting an average of 1,620 per month for a total of 19,440 total meals provided in 2026 for an additional increase of 5%.

Finally, the third driver of our request is the Consumer Price Index for Food predicts a 3.1% increase in the cost of food for 2026. Our food is always fresh and of high quality. We are a Member Agency of the Tillamook Regional Food Bank and do receive some of our food at little or no cost during the year. We also appreciate the generosity of local food related businesses who donate to us on a regular basis. This grant will assist us in the procurement of food beyond what is donated, to ensure all seniors dine with dignity.

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 primary mission is to provide fresh, healthy food to senior citizens. We are the only non-profit organization in our community that provides meal services and we are proud of our successful track record since 2003. Please see attachments I-III - letters of support from two of our senior diners and one from a key community donor partner.

Our food is fresh and served within minutes of preparation. Our primary focus is the development and preparation of menus that are balanced and nutritious. We receive a variety of fresh and frozen food donations from local businesses, non-profit organizations, and local growers. The balance of our food is purchased from Costco, US Chef Store, Tillamook Fred Meyer and Safeway. All food preparation and service is completed in compliance with Tillamook County Health Department requirements.

Our homebound seniors receive fresh meals three times per week and frozen meals for the remainder of the week. The containers for these to go meals are specially designed to ensure meals arrive hot and that frozen meals can be micro-waved or easily heated in an oven. A part of this grant will allow for the purchase of these containers.

We also support healthy community through our work with Tillamook Adventist Social Services. This partnership allows for collaboration in identifying elderly patients needing our meal service during recuperation and rehabilitation from surgery or injury. We also provide welfare checks for our homebound seniors, and partner with the Tillamook County Community Health Center to advertise all appropriate services available to seniors. We also partner with the Rockaway Beach Fire Department to provide CPR and AED equipment review and practice, Narcan review, and a demonstration of the department's InvaLift.

We are also working to support children in Neah-Kah-Nie School District who experience food insecurity when school is not in session. In our first year of operation we delivered 2,405 lunches. Finally, we also work with Neah-Kah-Nie School District to provide work experience for students with disabilities participating in the district's community transition program, as well as for other students working to complete community service hours.

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**.

Our mission statement includes the following commitment. “Our mission is to enable the senior citizens of North Tillamook County to continue living independently in their homes by providing access to nutritious meals and social occasions.” To accomplish this mission, we invite all senior citizens in our community to participate in our program regardless of life experience or circumstance.

Major studies indicate that socialization for senior citizens is critical for overall well-being, impacting physical, and mental and emotional health by reducing isolation. Key benefits include improved cognitive functioning, decreased depression and dementia, and increased physical activity. Regular social interaction supports a sense of purpose and belonging, and can contribute to increased longevity. Inclusive socialization for seniors in our community is an important focus of our work. The doors to our dining room open at 10:30 am even though lunch service does not begin until 11:45am. This schedule is intentional because many of our seniors enjoy early entry as an opportunity to socialize with other diners.

We provide other inclusive opportunities and invite everyone in our community to join us. Our Thanksgiving Dinner is free and open to anyone and we served 200 individuals at our 2025 Thanksgiving Dinner, and includes meals delivered to homebound seniors. This event is sponsored by two board members and supported by 10 volunteers. In addition, we sponsor and host a Christmas Party that includes lunch, musical entertainment, a visit from Santa and Mrs. Claus, and 200 Christmas baskets.

We also support inclusive practice by partnering with other community groups. In October 2025, we sponsored a CPR class delivered by the Rockaway Beach Fire and Rescue Department at the meal site. Senior diners and community volunteers participated in this class. In addition, board volunteers support the Manzanita Golf Tournament sponsored by the Eugene Schmuck Foundation. This foundation is supportive of Meals for Seniors and we assist them in this annual fundraiser.

Finally, MFS invites community members to contribute to inclusive community practice through a variety of volunteers opportunities.

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.

We are a volunteer managed and operated non-profit organization. Thirteen board members manage the organization and also take an active volunteer role in operations. In 2025, 55 volunteers worked in the kitchen, delivered meals, assembled and delivered summer lunches, provided holiday joy to families and children in the community, and facilitated utility assistance, for a total of 10,002 hours. Our drivers drove 3,000 miles to deliver meals to homebound seniors. The University of Maryland, utilizing Bureau of Labor Statistics data, places a value for volunteer labor in Oregon for 2025 at \$36.44 per hour. This results in a local economic value of \$364,473 to the community from our Meals for Seniors volunteers. We are always recruiting additional volunteers and welcome anyone interested in participating in our charitable efforts.

In addition, we appreciate numerous businesses who donate food and fresh produce to us on a regular basis. We also benefit from businesses that agree to host our coin canisters as a part of our fund raising efforts.

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.

In 2005, Meals for Seniors, Inc. adopted a non-discrimination policy that states, "Meals for Seniors, Inc. will not discriminate with respect to race, color, creed, sex, age, national origin, disability, religion, or sexual orientation, and will comply with affirmative action programs and all federal, state or local laws that are applicable."

We serve all seniors in our community including those who are low income, medically fragile, or homebound. There is no charge for our meals and no one is ever turned away. While our focus is senior citizens, we also want to be more equitable in who we serve. To accomplish this goal we also operate a Family Fund which helps families in crisis and operates our Summer Lunch Program, providing lunches to children during the summer.

PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

GOAL #1:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Purchase Food \$15,000	\$ on a quarterly basis \$3,750	Adequate food on hand at all times	# of meals prepared each month

GOAL #2:**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Purchase "To Go" containers \$5,000	June 2026	Adequate number of containers to last 12 months	Monthly accounting of containers used

GOAL #3:**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$ 20,000
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>	
Meals for Seniors, Inc. 2026 budget, resources in hand to purchase food	\$ 30,000
	\$
	\$
TOTAL INCOME	
	\$ 50,000

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Food Purchases (Costco, US Chef Store, Fred Meyer, Safeway, others)		\$ 15,000
		\$
Oliver Packaging and Equipment Company - Food Containers (Attached)		\$ 5,000
		\$
MFS, Inc. Approved Budget		\$ 30,000
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL BUDGET		
		\$ 50,000

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 10 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 10-year period.

Required for facility improvement projects only.

I agree to enter into an agreement with the City of Rockaway Beach upon grant approval. The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

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.

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 [Redacted]

Date 3-16-2026

Printed Name Theresa L. Bruneman

Title President





Quote

03/09/2026

To:
Do Not Use- Meals For Seniors Inc
Rockaway Beach, OR 97136
UNITED STATES

Project:

From:
Oliver Packaging & Equipment Company
Kayla MacDonald
3236 Wilson Dr NW
Walker, MI 49534
United States

Item	Qty	Product	Description	Price	Sell Total
1	8.00	62121TPL	Tray 1C Fiber SM 37oz Turn Flange PLA	\$464.90	\$3,719.20
2	4.00	7230-6262T	Tray 2C Fiber 22/11oz Turn Flange	\$406.49	\$1,625.96
3	4.00	62124	Film Roll 8.75" 1461' 50 10.63HTAF	\$98.32	\$393.28

Sale Amount:	\$5,738.44
Order Disc(- %):	\$0.00
Freight:	N/A
Surcharge:	\$0.00
Sales Tax:	\$0.00

Misc Charges:	0.00
Total Amount:	\$5,738.44

Terms & Conditions: <https://www.oliverquality.com/terms-conditions/>

CRM-001-31431072

Pricing good thru 04/08/2026

Acceptance: _____

Date: _____

Printed Name: _____

Project Grand Total: \$5,738.44

March 13, 2026

City of Rockaway Beach
Attn: Luke Shepherd - City Manager
P.O. Box 5
Rockaway Beach, OR 97136

Dear Luke,

My name is Tom Bauer and I am very happy to write this letter of support for Meals for Seniors. I have been participating in the Meals for Seniors lunch program for nearly 18 years.

This is an outstanding program and a wonderful service in our community. I have witnessed firsthand over the years how this program helps our seniors. The meals are delicious and nutritious and the volunteers are friendly and helpful. The dining room is always decorated and welcoming and it's a great place to visit with friends. For many people this meal is their only fresh cooked meal and the only opportunity they have to socialize with friends.

I totally support Meals for Seniors and I recommend that they be awarded the grant to help continue this wonderful program.

Sincerely,

A solid black rectangular box used to redact the signature of Tom Bauer.

Tom Bauer
Rockaway Beach Resident

City of Rockaway Beach
Attn: Luke Shepard -City Manager
P.O.Box 5
Rockaway Beach, OR 97136

Luke,

My name is Jody Robinson. I moved to Rockaway Beach 3 years ago to live near my elderly mother.

She lives independently but needs a chauffeur for errands and other appointments. Meals for Seniors provides a place for socializing, catching up on community news and events in addition to providing delicious meals.

The people who volunteer are selfless and dedicated, helping to prepare the meals for delivery to home bound people, serving in the lunch room and for clean up, and always kind and considerate.

Meals for Seniors provides a valuable service to our community, socializing, bringing meals for those who can't get out, providing lunches to go, a place to share community news and events and welcoming all who need a good meal. Our community is richer because of this program. The grant they are applying for would help insure that they can continue their excellent program.

Sincerely,

A solid black rectangular box redacting the signature of Jody Robinson.

Jody Robinson
P.O. Box 1413
375 N Juniper Ct.
Rockaway Beach, OR 97136



March 10, 2026

City of Rockaway Beach
P.O. Box 5 / 276 Highway 101S
Rockaway Beach, Oregon 97136

Dear City of Rockaway Beach:

It is my great pleasure to recommend ***Meals for Seniors, Inc.*** to you in support of their application for a Large Community Grant.

For the past three years, Twin Rocks Friends Camp & Conference Center has partnered *with Meals for Seniors*, helping them provide meals for our local seniors. Here's how it works:

1. Twin Rocks Friends Camp operates year-round and annually serves 95,000+ meals to 12,500+ campers of all ages. In order to ensure well-fed campers, the camp's food service team prepares extra food, just in case it's needed. As such, Twin Rocks regularly has substantial quantities of leftovers – tasty food that has never left the kitchen.
2. Beginning in May 2023, *Meals for Seniors* began sending its volunteers to the camp to pick up these leftovers, rescuing them from otherwise being thrown out. The *Meals for Seniors* volunteers show up three times each week to collect the food, then spend countless hours repackaging it and serving it to local seniors.
3. In two months alone last summer, *Meals for Seniors* estimates that it used Twin Rocks Friends Camp food to prepare and serve 1,400+ meals in its St. Mary by the Sea dining room, and an additional 1,500+ meals delivered to home-bound seniors.

It's truly a wonderful, amazing partnership. If it were not for the generosity of *Meals for Seniors* and its volunteers, at least 12,000 meals per year would not be provided to our local seniors, and extra food at Twin Rocks Friends Camp would simply be thrown away.

As such, *Meals for Seniors, Inc.* has our highest endorsement for funding from the Rockaway Beach Large Community Grant program. *Meals for Seniors'* work dramatically reduces food insecurity in our community, and offers socialization and hope to hundreds of our local seniors. Thank you for the opportunity to express our gratitude for this fine organization.

Sincerely yours,



Ken Beebe
Executive Director

P.O. Box 6 ♦ Rockaway Beach, Oregon 97136 ♦ 503-355-2284 ♦ www.twinrocks.org

LARGE COMMUNITY GRANT APPLICATION

APPLICANT INFORMATION

Organization Name Hope Chest Thrift Store

Contact Name Terry A Walhood

Title Store Manager & President of Charity

Phone Number [REDACTED]

Email [REDACTED]

Organization Type Donations we receive in good condition is resold & money is donated to other non-profits.

Physical Address [REDACTED] Rockaway Beach, Or 97136

Mailing Address [REDACTED]

PROJECT CHECKLIST

- Complete Application**
- Attach Plans, as needed**
- Attach 3 Letters of Support**
- Submit Application by 12:00 pm on April 2, 2026**

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 Reifensahl
lreifensahl@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.*

Project A: Roll up blinds \$7,185.00 Bid attached.

We have 10 windows on the South side of the building 3 on the West side, and 3 windows on the East side of the building. We are requesting these as in December and part of January we had some beautiful sunny days. However, the sun coming in the windows raised the temperature on the sales floor to an uncomfortable temperature. Some of our customers refused to stay and shop as it was too hot for them so they left. We have been in contact with TPUD as we have air conditioning, but it was just overloaded.

Our TPUD bill for that period increased \$350.00 giving us a bill over \$600.00. This is something we want to correct and the blinds will help us accomplish this. We have made sure our thermostats were set correctly and the blinds are energy efficient.

Project B: \$1973.34 This project will be done in two sections. Two contractors are needed to remove the counter, then a different contractor will build the shelving on the wall. We have a large counter on the South wall we hope to remove so we may replace with shelving. What we have now are plastic bins with drawers that customers are having a hard time opening and searching through located under the counter. Some hold cords for computers, copiers, small bags of hardware items etc. There is a need for some space for suitcases, back packs for display, sporting goods. With removable shelves we can adjust the space as needed. Attached is a list of materials needed at there present cost and contractors fee.

Project C: \$732.72 There is an extra bathroom we are not using and are going to convert it into a small sales room for linens, yarn, fabric and small notions. We are hoping to convert it into movable shelving also. As above project, attached list of materials needed at present cost and contractors fee.

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.

When we heard the government had taken away the SNAP program we started a "Pop-up Pantry". This is on going as we see the need for extra help in our community. The location we have implemented is at the front entrance to our store which is enclosed from the elements and is lighted and accessible 24 hours a day.

Our volunteers and our community are the ones donating product. We try to make sure the date on the food items are current. Sometimes the donations include non-food items. They have included toothpaste, laundry soap, toilet tissue, diapers. All thoughtful contributions. It definitely is being used.

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.

Our non-profit thrift store has been in the community working with and helping citizens and those in need for the past 25 years. We are all volunteers and our merchandise is all donated. The proceeds go to help other non-profits in Tillamook County. Businesses, churches, and citizens all contact us regarding those in need. There are programs in Tillamook such as Care, DHS, and others that work with us also.

We have participated in the past with the city activities such as supporting them with the Easter Egg Hunt. The 4th of July we close our store until after the parade is over so their MC can set up his speakers and use our WI FI. Also, the parade goes through our parking lot transitioning from the neighborhood to Highway 101 where they proceed through town.

Our store is a member of the Rockaway Beach Business Association who work with the city to try and make it more comfortable for citizens and tourists to enjoy and feel safe. We have helped decorate the train that brings Santa in for the Lighting of the Tree at Christmas, Breakfast with the Easter Bunny, the Savenger Hunt, Trunk or Treat, free movies in the Phyllis Baker Park.

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.

Our charity is a non-profit, and all of our personnel are volunteers. There are no paid employees, and all of the merchandise we sell is donated by our citizens and businesses. There are customers from 50 miles or more away that believe in what we are doing and bring their donations when they visit.

In the 25 years the Hope Chest has been operating we have donated back to North Tillamook County \$2,500,000.00 as of 2025.

Some of those receiving funds are Hospice, Faith in Action, Senior Meals that serve Mondays, Wednesdays & Fridays, North County Food Bank, North Methodist Church Pantry and their meals they serve on Tuesdays and Thursdays. The Nehalem Primary School, Garibaldi Grade School, Neah Kahn Nie Middle and High School. Casa and 1st Christian Church in Tillamook. We donate to one of four animal rescues each month.

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.

Sometimes we have people come in asking for some clothing usually a shirt, pants and socks. We try to accommodate these people with proper sizes. Some are locals, others are those going through town. Some citizens are looking for clothing for others in need in our community.

We try to keep our prices down so they are reasonable for all. The large competitor in Tillamook have some prices of shirts being \$8-\$14.99 where ours are \$4-\$5.

Sometimes other businesses know of someone in need and call and request our help. Working with other businesses in our city is very comfortable and rewarding.

PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

GOAL #1:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Place order for materials. Receive in approx. 3 weeks.	1 week to install.	It will help make the main sales floor much more comfortable for customers & volunteers.	Will see change on the TPUD bills.

GOAL #2:**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Removal of large counter on south wall.	Approximately part of 1 day.	Replace with rows of shelving. Can adjust shelves to show suit cases, sporting goods etc.	Better way to display items making it more convenient for customers to find items they are looking for.

GOAL #3:**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
making a linen & notions salesroom in place of an extra bathroom.	Purchase materials then 12 hours for cutting and erecting shelves.	Alleviating linen display on main floor & can place fabric, yarn & needles for sewing & knitting & patterns, etc.	Customers ease in locating their needs/wants.

PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$ 9,391.29
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>		
Robert Hurd blinds		\$ \$7185.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL BUDGET		
		\$ \$9391.29

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 10 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 10-year period.

Required for facility improvement projects only.

I agree to enter into an agreement with the City of Rockaway Beach upon grant approval. The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

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.

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 3/25/2026

Printed Name

Terry A. Walwood

Title

Manager



Invoice

Hurd's Upholstery

502 Stillwell Ave
 Tillamook, OR 97141-3506
 Phone: (503) 842-7161 Fax: (503) 842-6328
 Email: hurdsuph@gmail.com

Date	Quote
02/27/2026	21299335
PO Reference	Client PO
#2	Hope Chest
Salesperson	
HURDS UPH	

Sold To:
Terry Walhood
, 97136

Item	Room Location	Description	Qty	MSRP	Each	Extended
1	LIBRARY	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	364.00	372.00	372.00
2	LIBRARY	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	2	728.00	372.00	744.00
3	ENTRY	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	596.00	608.00	608.00
4	ENTRY	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	596.00	608.00	608.00
5	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	618.00	631.00	631.00
6	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	618.00	631.00	631.00
7	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	618.00	631.00	631.00
8	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	618.00	631.00	631.00
9	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	596.00	608.00	608.00
10	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	596.00	608.00	608.00
11	BACKROOM	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	363.00	371.00	371.00
12	BACKROOM	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	363.00	371.00	371.00
13	BACKROOM	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	363.00	371.00	371.00

Product Total	Tax 0.0000%	Client Price
7,185.00	0.00	7,185.00

Accepted By: _____

Date: _____

Project B-1: \$600.00 Approximate to remove large counter attached to South wall. This project will take two contractors to remove the counter as it is attached with 3 large metal strips. If it cannot be removed then we plan on removing 10 or more inches of the counter itself. The counter is 153 inches long/12.75 inches wide.

Project B-2: \$1573.34

This is to build display of shelves on South wall after Project B-1 is completed.

80"	Shelf Track	2 @ \$23.56 = \$ 53.06
84"	Vertical Rail	9 @ \$21.13 = \$211.30
12.5"	Shelf Bracket	54 @ \$ 5.83 = \$314.82
12x72=	Shelf	12 @ \$16.18 = \$194.16
	Additional supplies	= \$100.00
	SUB TOTAL	<u>\$973.34</u>

Contractor 28 Hours @ \$25.00 Hour = \$700.00

TOTAL = \$1,573.34

Project C: \$632.95

Black Evert Tract	6 @ \$12.53 =	\$ 75.48
Black Evert Shelf Track	2 @ \$26.50 =	\$ 53.06
Black Evert Shelf Bracket	25 @ \$ 4.03 =	\$100.75
Plywood 4'x8' ¾ Plywood	1 @ \$65.65 =	\$ 65.65
Paint Behr Ultra Black	1 @ \$37.77 =	\$ 37.77

SUB TOTAL		<u>\$332.78</u>
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Contractor 12 Hours @ \$25.00		\$300.00
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TOTAL		<u>\$632.96</u>
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20 March 2026

To the City of Rockaway Beach.

I am writing in support of the Hope Chest's grant request.

The Hope Chest has been a major source of funding for many non-profits; providing funds that have helped a multitude of people in need. By offering a variety of low priced donated items, they have been a tremendous benefit to so many in our community who are on fixed or low incomes. Despite having to move from their old location to a new one, the incredible volunteers pulled it off and had the Hope Chest up and running as usual.

I would also add my admiration for how the Hope Chest stepped up to help during the threatened cut off of funding for food assistance by the federal government. They turned their entry foyer into an impromptu food pantry, which quickly filled up with donations from the local community.

On behalf of the Rockaway Lions Club, I urge the city to approve the Hope Chest's grant request.

Sincerely,

Mike Kingsbury, Secretary Rockaway Lions Club

Terry A Walhood

From: Carolyn Walters <carolynw1109@gmail.com>
Sent: Friday, March 20, 2026 10:38 PM
To: SF Terry Walhood
Subject: Home Chest

Dear City of Rockaway Beach,

I would like to endorse The Hope Chest. This wonderful organization has donated over \$2 million to our community. They are staffed totally with volunteers.

The Hope Chest provides a great resource to our community.

Sincerely
Carolyn Walters

Terry A Walhood

From: Susan Hennessy <tugmonrad@gmail.com>
Sent: Tuesday, March 24, 2026 8:48 AM
To: Terry Walhood
Subject: Hope Chest

I'm writing in Support of the Hope Chest in Rockaway Beach Oregon. It is the one Nonprofit in our community that truly supports our community. Without the Hope Chest and it's volunteers we would not be able to help other entities that are in need. We have people who donate their time and energy to the Hope Chest and do an amazing job. I can't say enough good about our Hope Chest and its volunteers. Sincerely Susan Hennessy Schaeffbauer PO Box 1345 Rockaway Beach Oregon 97136 Sent from my iPhone

BYLAWS OF
TILLAMOOK COUNTY CHARITIES

ARTICLE I: PURPOSE

This corporation shall be organized and operated exclusively for charitable, scientific, literary, and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purposes of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes (or its corresponding future provisions) and Section 501 (c) (3) of the Internal Revenue Code of 1954 (or its corresponding future provisions).

This corporation's primary purpose shall be to support charities in Tillamook County, Oregon.

ARTICLE II: NONMEMBERSHIP

This corporation shall have no members.

ARTICLE III: BOARD OF DIRECTORS

Section 1. Duties. The affairs of the corporation shall be managed by the Board of Directors.

Section 2. Number. The number of board members may vary between a minimum of three and a maximum of fifteen.

Section 3. Term and Election. The term of office for board members shall be one year. A board member may be reelected without limitation on the number of terms s/he may serve. The board shall elect its own members, except that a board member shall not vote on that member's position.

Section 4. Removal. Any board member may be removed, with or without cause, by a vote of two-thirds of the board members then in office.

Section 5. Vacancies. Vacancies on the Board of Directors and newly created board positions Will be filled by a majority vote of the board members then on the Board of Directors.

Section 6. Quorum and Action. A quorum at a board meeting shall be a majority of the number of board members prescribed by the Board, or if no number is prescribed, a majority of the in office immediately before the meeting begins. If a quorum is present, action is taken by a majority vote of the directors in office to establish committees to exercise Board functions, to amend the Articles of Incorporation, to sell assets not in the regular course of business, to merge, or to dissolve, or for other matters, such action is taken by that majority as required by law.

Section 7. Regular Meetings. Regular meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. No other notice of the date, time, place, or purpose of these meetings is required.

Section 8. Special Meetings. Special meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. Notice of such meetings, describing the date, time, place, and purpose of the meeting, shall be delivered to each board member personally or by telephone or by mail not less than two days prior to the special meeting.

Section 9. Meeting by Telecommunication. Any regular or special meeting of the Board of Directors may be held by telephone or telecommunications in which all board members participating may hear each other.

Section 10. No Salary. Board members shall not receive salaries for their Board services, but may be reimbursed for expenses related to Board service.

Section 11. Action by Consent. Any action required by law to be taken at a meeting of the board, or any action which may be taken at a board meeting, may be taken without a meeting if a consent in writing, setting forth the action to be taken or so taken, shall be signed by all the board members.

ARTICLE IV: COMMITTEES

Section 1. Executive Committee. The Board of Directors may elect an Executive Committee. The Executive Committee shall have the power to make ongoing decisions between Board Meetings and shall have the power to make financial and budgetary decisions.

Section 2. Other Committees. The Board of Directors may establish such other committees as it deems necessary and desirable. Such committees may exercise functions of the Board of Directors or may be advisory committees.

Section 3. Composition of Committees Exercising Board Functions. Any committee that exercise any function of the Board of Directors shall be composed of two or more Board members, elected by the Board of Directors by a majority vote of the number of board members prescribed by the Board, or if no number is prescribed, by a majority vote of the Board members in office at that time.

Section 4. Limitations on the Powers of Committees. No committee may authorize payment of a dividend or any part of the income or profit of the corporation to its directors or officers; may approve dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the corporation's assets, may elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; nor may adopt, amend, or repeal the Articles, bylaws, or any resolution of the Board of Directors.

ARTICLE V: OFFICERS

Section 1. Titles. The officers of this corporation shall be the President, Vice President, Secretary and Treasurer.

Section 2. Election. The Board of Directors shall elect the President, Vice President, Secretary and Treasurer to serve one year terms. An officer may be reelected without limitation on the number of terms s/he may serve.

Section 3. Vacancy. A vacancy of the office of President, Vice President, Secretary and Treasurer shall be filled not later than the first regular meeting of the Board of Directors following the vacancy.

Section 4. Other Officers. The Board of Directors may elect or appoint other officers, agents and employees as it shall deem necessary and desirable. They shall hold their offices for such terms and have such authority and perform such duties as shall be determined by the Board of Directors.

Section 5. President. The President shall be the chief executive officer of the corporation and shall act as the Chair of the Board. The President shall have any other powers and duties as may be prescribed by the Board of Directors.

Section 6. Vice-President. The Vice-President shall assume the duties of the President in his or her absence and any other duties as may be prescribed by the Board of Directors.

Section 7. Secretary. The Secretary shall perform the official recording of the minutes for all proceedings of the Board of Directors' meeting and actions.

Section 8. Treasurer. The Treasurer shall perform the following duties: (a) keeping of full and accurate accounts of all financial records of the corporation. (b) deposit of all monies and other valuable effects in the name and to the credit of the corporation such depositories as may be designated by the Board of Directors, (c) disbursement of all funds when proper to do so, (d) making financial reports as to the financial condition of the corporation to the Board of Directors, and € any other duties as may be prescribed by the Board of Directors.

ARTICLE VII: CORPORATE ENDEMNITY

This corporation will indemnify its officers and directors to the fullest extent allowed by present and future law.

DATE ADOPTED: November 3, 1998

AMENDED ARTICLE VII: Sections 6,7,8. June 15, 2009

LARGE COMMUNITY GRANT APPLICATION

APPLICANT INFORMATION

Organization Name Neah-Kah-Nie Coast Arts Music & Cultural Foundation (NCAM)

Contact Name Kristin Koptiuch

Title NCAM volunteer grant writer

Phone Number [REDACTED]

Email [REDACTED]

Organization Type Nonprofit 501c3

Physical Address [REDACTED]

Mailing Address [REDACTED]

PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Attach 3 Letters of Support**
- ✓ **Submit Application by 12:00 pm on April 2, 2026**

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 Rockaway Beach Music Festival: Connecting Community Through Music

Grant Request \$20,000

Total Project Cost \$33,000

Questions? Need assistance?
Grant Manager, Lark Reifentahl
lreifentahl@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 Neah-Kah-Nie Coast Arts, Music & Cultural Foundation (NCAM) requests \$20,000 from the City of Rockaway Beach to produce the 2026 Rockaway Beach Music Festival, a free, professionally produced, two-day event that brings high-quality live music directly to our residents. In a rural community without a dedicated performance venue, this funding is essential to provide equitable access to arts and culture, support local youth through music education, and create a vibrant, inclusive gathering space that strengthens community connection and well-being.

Without this support, the festival would not be able to provide the professional artist compensation, sound production, and infrastructure required to deliver a safe, high-quality event at no cost to the community.

Now entering its third year, the festival has evolved from a one-day pilot into a growing regional event that reflects NCAM's mission to expand access to arts and culture in Tillamook County. Held at the centrally located Rockaway Beach Wayside, the festival transforms a familiar public space into a dynamic cultural hub.

The project serves a broad cross-section of Rockaway Beach residents, including youth, working families, seniors, and low-income individuals who may otherwise face financial or geographic barriers to accessing live music. The 2026 festival will continue its commitment to diverse programming, including the addition of Latin music traditions such as Cumbia, expanding cultural representation on the North Coast.

In addition to serving residents, the festival attracts county and regional visitors, supporting local businesses while strengthening Rockaway Beach's identity as an emerging arts and culture destination.

With the City of Rockaway Beach's support, the 2026 Rockaway Beach Music Festival will continue to provide free, high-quality cultural experiences that strengthen community connection, expand equitable access to the arts, and invest in the well-being of our residents—while sustaining a vibrant tradition that celebrates the diverse voices of Rockaway Beach.



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 Rockaway Beach Music Festival contributes to a healthier community by addressing social isolation and supporting emotional well-being through shared cultural experiences.

By activating a central public space, the festival creates opportunities for residents to gather, connect, and engage in a positive, uplifting environment. These experiences are particularly important in rural communities, where opportunities for social connection can be limited.

The outdoor setting encourages physical activity, including walking and biking to the event, while providing a safe and welcoming space for all ages. Local food vendors further contribute to community health by offering fresh, locally prepared food options while supporting the local economy.

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 central to the festival's design. The event is free and open to all, removing financial barriers and ensuring that all residents can participate regardless of income.

The ADA-accessible Wayside location provides a welcoming and accessible setting, while the festival's programming reflects a growing commitment to cultural diversity. The inclusion of Latin music, including Cumbia, represents an intentional effort to broaden representation and create a space where more members of the community feel seen and welcomed.

Community involvement is also a key component of inclusivity. Volunteers play an essential role in the festival's success, fostering a strong sense of shared ownership and connection.

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 festival serves as both a cultural event and a charitable initiative that directly benefits local youth.

While admission remains free, optional donations, merchandise sales, and community contributions support the Neah-Kah-Nie High School Music Program. These funds help provide students with access to instruments, instruction, and opportunities to pursue music education.

The festival also offers hands-on learning opportunities through collaboration with the high school's Music Technology Program, giving students exposure to live sound production and event management.

Volunteerism is central to the festival's charitable impact, with community members contributing time and effort to bring the event to life and strengthen civic engagement.

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 Rockaway Beach Music Festival advances equity by ensuring access to high-quality cultural experiences for all residents while supporting fair compensation for artists.

By eliminating ticket costs, the festival removes a significant barrier to participation, allowing low-income families, seniors, and underserved residents to experience professional live music in their own community.

At the same time, grant funding allows NCAM to provide fair, professional compensation to performing artists, supporting a rural creative workforce that is often underpaid.

The festival also continues to expand representation in its programming, ensuring that a broader range of cultural voices is reflected on stage.

PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

GOAL #1:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
a) Contract a diverse lineup of professional musicians	February–July 2026: Planning, booking, logistics	Contract with 10-12 bands including headliners and showcasing local talent	Success in contracting with diversity of performing musicians
b) Secure lodging and hospitality for visiting artists	February–July 2026: Planning, booking, logistics	Work with Rockaway hotels and STRs to secure lodging for visiting artists during busy summer season	Lodging and hospitality secured, satisfied artists
c) Coordinate stage, sound, and technical production	February–July 2026: Planning, booking, logistics	Smooth operations, great sound quality, failsafe backup systems	In-progress monitoring, post-event feedback

GOAL #2:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
d) Recruit and organize community volunteers to setup and manage the event	February–July 2026: Planning, booking, logistics	Strong volunteer participation	Volunteer tracking, post-event feedback
e) Produce and host the two-day festival	August 2026: Festival execution	Smooth setup for bands, audiences, and vendors. Successful festival—fun had by all! 1000+ attendees over 2 days	Attendance estimates, feedback from community, artists, vendors; funds raised.
f) NCAM board evaluation and reflection on successes and challenges	September 2026: Evaluation and reconciliation	Guidance for next year’s Music Festival. Continued growth as regional arts event.	Compile results of all evaluation from each action step. Use in final grant report.

GOAL #3:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method



PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$ 20,000
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>	
IN KIND: photography/videography \$500, stage rental \$1500, local ads (Pion	\$ 5,500
GRANT: TCVA Marketing Grant for regional digital marketing (committed)	\$ 2,500
GRANT: Other grants applied (Roundhouse Found., Marie Lamfrom, OR Con	\$ 5,000
TOTAL INCOME	
	\$ 33,000

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Artist fees (10-12 bands; fee varies depending on size and stature)		\$ 7,000
Lodging for visiting performing musicians (professional artists)		\$ 4,000
Professional sound production, technical equipment, generator backup rental		\$ 3,500
Artist hospitality (meals and basic accommodations during performance)		\$ 350
Event production rentals (Wayside venue, chairs, tents, fencing, tables)		\$ 4,000
Printing & promotional materials		\$ 150
Event supplies/contingency (safety, operations, and unforeseen costs)		\$ 1,000
		\$
IN KIND: photography/videography, stage rental, local ads		\$ 5,500
GRANT: TCVA Marketing Grant for regional digital marketing (committed)		\$ 2,500
GRANT: Other grants applied (Roundhouse Found., Marie Lamfrom, OR		\$ 5,000
		\$
TOTAL BUDGET		\$ 33,000

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 10 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 10-year period.

Required for facility improvement projects only.

I agree to enter into an agreement with the City of Rockaway Beach upon grant approval. The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

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.

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 4-1-26

Printed Name Don Backman

Title NCAM President





Supporting Materials: Rockaway Beach Large Community Grant 2026

Websites

- Neah-Kah-Nie Coast Art & Music Cultural Foundation, <https://www.ncamfoundation.org/>
- Rockaway Beach Music Festival, <https://www.rbmusicfest.com/>

Social Media

- NCAM Foundation, <https://www.facebook.com/profile.php?id=61562631316851>
- RBMF, <http://facebook.com/rbmusicfest>
- @rbmusicfest Instagram
- @ncamfoundation Instagram

ATTACHMENTS

- NCAM Budget Narrative for this grant: Rockaway Beach Music Festival: Connecting Community Through Music
- 2026 Rockaway Beach Music Festival, hold-the-date flyer
- 2025 Rockaway Beach Music Festival, flyer
 - RBMF 2025, Live music lineup
 - RBMF 2025, Event photos
- Letters of support from local partners
 - Rockaway Beach Business Association
 - Tillamook County Libraries
 - Tillamook Bay Community College

Funders:





NCAM Budget Narrative:

2026 Rockaway Beach Music Festival: Connecting Community Through Music

The total project budget for the 2026 Rockaway Beach Music Festival is \$33,000, with \$20,000 requested from the City of Rockaway Beach to support the **core performance infrastructure** required to produce a free, high-quality, professionally managed event for the community.

The largest portion of the budget is dedicated to **artist fees (\$7,000)**, ensuring fair and professional compensation for 10–12 regional musicians, including headlining and local acts. Providing appropriate honorariums is essential to attracting high-quality performers and sustaining a credible, professional festival.

Funding is also allocated to **professional sound production and technical equipment (\$3,500)**, including audio systems and generator backup. These elements are critical to delivering a safe, high-quality audience experience and represent foundational infrastructure for the event.

Event production rentals (\$4,000) support the transformation of the Rockaway Beach Wayside into a functional performance venue, including staging elements, tents, seating, and necessary site infrastructure.

To support visiting performers, the budget includes **lodging (\$4,000)** and **artist hospitality (\$350)**, ensuring that artists traveling to this rural coastal location can participate without financial burden.

Additional costs include **event supplies and contingency (\$1,000)** to cover essential operational needs and ensure smooth execution, as well as **printing and promotional materials (\$150)** for minimal on-site communication and local outreach.

The remaining project costs are supported through a combination of **committed and pending grant funding** and **in-kind contributions**, including photography/videography, stage support, local advertising, and volunteer labor. A separate **TCVA Marketing Grant** supports regional digital promotion and is not included in this request, ensuring compliance with grant guidelines.

This funding structure reflects a highly leveraged project in which City support directly enables the core elements required to keep the festival **free and accessible to all residents**. Without this investment, NCAM would be required to reduce production quality or introduce admission fees, creating barriers to participation.

By investing in the foundational infrastructure of the festival, the City of Rockaway Beach is supporting community well-being, equitable access to the arts, youth opportunity, and local economic vitality.

Brought to you by NCAM Foundation, Steeplejack Brewing and Revival Drum Shop

THIRD ANNUAL
ROCKAWAY BEACH
MUSIC FESTIVAL



Two days of original live music at the coast along with local food trucks, art exhibits, local craft vendors, and a beer garden featuring Steeplejack Brewing.

Aug 15-16, 2026

NCAM
NEAH•KAH•NIE COAST
ART & MUSIC
CULTURAL FOUNDATION

Save the date, more info coming soon!

RBMF 2025 PRESENTED BY NCAM FOUNDATION

ROCKAWAY BEACH MUSIC FESTIVAL

LIVE MUSIC | LOCAL FOOD | ALCOHOL/BEER GARDEN for 21+ | ART EXHIBITS | LOCAL CRAFT VENDORS



LIVE PERFORMANCES FROM

Glitterfox
MEMBERS OF TYPHOON
MITCH WHITAKER
MERCURY COAST
THE DEAD LINES

MORE TO BE ANNOUNCED! FOLLOW US @RBMUSICFEST

August 16+17

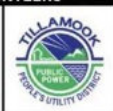
The Wayside in Rockaway Beach

Free Event!

VIP seating by donation!

NCAM
NEAH-KAH-NIE COAST
ART & MUSIC
CULTURAL FOUNDATION

THIS EVENT IS 100% MADE POSSIBLE BY CITY GRANTS,
COMMUNITY GRANTS, AND DEDICATED VOLUNTEERS



RSVP





ROCKAWAY BEACH MUSIC FESTIVAL



NCAM NEAH-KAH-NIE COAST
ART & MUSIC
CULTURAL FOUNDATION

Live Music Lineup

Saturday, August 16

Mercury Coast @ Noon
The Deadlines @ 1:30 pm
Nik Xandir Wolf @ 3 pm
Mitch Whitaker @ 4:45 pm
Glitterfox @ 6:30 pm
Typhoon @ 8:30 pm

Sunday, August 17

Doral Vance @ Noon
Blaine Heinonen @ 1:30 pm
Sunkicks @ 2:45 pm
Dylan Crawford @ 4:00pm
Hope Montgomery and the
Invasive Species @ 5:15 pm

PHOTOS OF ROCKAWAY BEACH MUSIC FESTIVAL 2025



PHOTOS OF ROCKAWAY BEACH MUSIC FESTIVAL 2025





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.

[REDACTED]

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



February 25, 2026

Dear Tillamook PUD Board of Directors,

I am excited to provide this letter of support for Neah-Kah-Nie Coast Arts, Music & Cultural Foundation's requested grant for the 4th Annual Rockaway Writers Rendezvous. Over the past four years, this work has grown our community's relationship to writing and literacy. The Library is a partner organization and keenly interested in literacy for our community. This grant will help make sure that the program remains strong through excellent presenters and the publication of the anthology.

By supporting this grant application, the Tillamook Public Utility District will support the livability of our community and enhance economic development. The opportunities provided by this initiative build on the creative knowledge of our community. The event's timing helps to develop a shoulder season attraction for our businesses.

We look forward to our continued partnership with the NCAM in their mission to support creativity and literacy in our community. I know you will have many good community projects to consider this year, and I hope you will support this sustained and growing work for the Rockaway Writer's Rendezvous.

Sincerely,

A solid black rectangular box redacting the signature of Don Allgeier.

Don Allgeier, Tillamook County Library Director

Tillamook County Library
1716 Third Street
Tillamook, Oregon 97141
(503) 842-4792 Ext. 1707
www.tillabook.org



February 13, 2026

To whom it may concern:

I am pleased to write a letter of support for NCAM's Grant Proposal. This year the Rockaway Writer's Rendezvous has specifically included Tillamook Bay Community College in the program, and the college has actively supported NCAM by marketing the program to our student body and faculty. Any project or program that encourages students to use their education creatively we will always be on board for.

On a personal note, I will add that as a Rockaway Beach resident, I have watched the Writers Rendezvous grow from a small event in a coffee shop to a citywide (and now countywide) well run and well received annual event. Many in the county and elsewhere look forward to the event each year.

I strongly encourage the grant committee to approve the proposal from NCAM to help defray the significant costs incurred to bring this cultural gem to our community.

Sincerely,



Michael Weissenfluh
Vice President Student Learning and Academic Affairs
503-842-8222 X1030
michaelweissenfluh@tillamookaycc.edu

CITY OF ROCKAWAY BEACH LARGE COMMUNITY GRANT APPLICATION

2025/2026

APPLICANT INFORMATION

Organization Name rockaway lions club

Contact Name Ron Hemberry

Title Treasurer

Phone Number 208 305 8886

Email rhemberry@gmail.com

Organization Type non profit commity service club

Physical Address [REDACTED] st Rockaway

Mailing Address [REDACTED] Rockaway Beach Or. 97136

PROJECT CHECKLIST

- Complete Application**
- Attach Plans, as needed**
- Attach 3 Letters of Support**
- Submit Application by 12:00 pm on April 2, 2026**

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 remodel Kitchen for county permit

Grant Request ~~7,5410.01~~ \$7,000.00 *Rob*

Total Project Cost 7,500.00

Questions? Need assistance?
Grant Manager, Lark Reifentahl
lreifentahl@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.
remodel kitchen

1 add fire prevention to gas stove in kitchen.

2.add folding door to kitchen to seperate kitchen from restrooms.

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.
we can have dinners and other groups can rent space.

We would be able to use club house as emergency shelter and feed the public during power outage floods and other emergency as we have gas stove, party and power generator.

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.

any member of the plubic can come in for food or free meals.

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 Lions club has provided the public with eye glasses and hearing aids for 40 years. this would provide the public with another place to go if there is flood, power outage etc.

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 public has been included in every event we have held in the club house. we have always opened the club house during any disaster.

PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

GOAL #1:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
remodel kitchen door	3 months	kitchen separated	county inspection 150.00
add fire supp to gas stove	3 months	kitchen fire safe for county rule	county inspection 7,393.96

GOAL #2:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

GOAL #3:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

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 10 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 10-year period.

Required for facility improvement projects only.

I agree to enter into an agreement with the City of Rockaway Beach upon grant approval. The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

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.

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

[Redacted Signature]

Date

3-1-26

Printed Name

Ron Hamburg

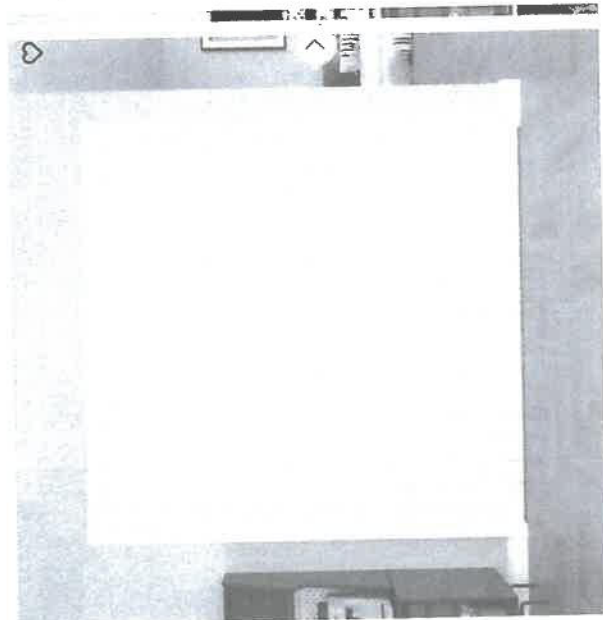
Title

Treasurer

9

South Plai... 10PM 07080 What can we help you find today?

Based on your search:



72 in. x 80 in. White Vinyl PVC Double Layer Accordion Door, Interior Folding Doors with Installation Hardware

by ARK DESIGN >
★★★★★ (26)

Color/Finish: White-Double Layer

Single layer
 Double layer
 Single layer
 Double layer

Door Size (WxH) in.: 72 x 80

36 x 80
 72 x 80
 60 x 80
 96 x 80
 48 x 80
 120 x 80

Limit 100 per order

SPECIAL BUY \$147.05 /box Was \$179.99 Save \$25.95 (15%)

Special Buy ends in 1 day 10 hrs 57 mins
Shop All Pro Special Buy of the Weeks

Pickup at South Plainfield Delivering to 07080

Ship to Store
 Mar 6 - Mar 11
 180 ready to ship
 FREE

Delivery
 Mar 8 - Mar 10
 180 available
 FREE

Check Nearby Stores

Delivery Details


1 +


Add to Cart


View Full Product Details

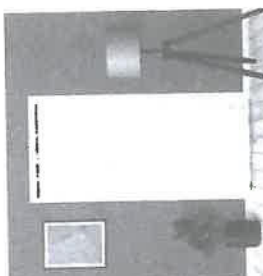
Customers Also Viewed


Best Seller

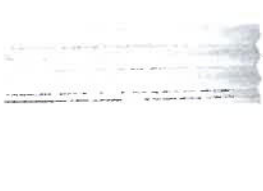
- 


Spectrum Via 36 in. x 80 in. White Vinyl Accordion Door wi...
★★★★★ (2112) \$55.70
- 

Spectrum Horizon 32 in. x 80 in. White Vinyl Accordion Door wi...
★★★★★ (245) \$55.70
- 

Spectrum 36 in. x 80 in. Fusion Vinyl White Accordion Door
★★★★★ (227) \$130.16
- 

Everbilt Accordion Door Jupiter Scandinavian White 36 in. x 8...
★★★★★ (78) \$58.88 /carton
- 

Spectrum Encore 36 in. x 80 in. White Vinyl Accordion Door wi...
★★★★★ (626) \$94.48
- 

Spectrum 48 in. x 80 in. Oakmont Vinyl White Accordi...
★★★★★ (915) \$89.46
- 

Everbilt Acco Scandinavian
★★★★★ (6) \$64.88 /cart

Any unforeseen parts that may be needed to complete the install will be added to the total on the final invoice

Exclusions:

Electrical wiring costs are not included in this proposal. (if any needed)

Permits are not included in this proposal. (Permits are not required for this install.)

Services to be completed Estimated Completion

(02/12/2026 to 03/31/2026)

	12
	Feb
	2026
Kitchen Suppression	31
	Mar
	2026

install of Ansul R-102 suppression system

GRAND TOTAL \$7,393.96

Terms and Conditions

If there is an appointment that is scheduled for our technician to complete a job and the facility is not ready upon his arrival an additional charge will be invoiced for that call.

Terms: 50% of the total Quote is required to begin the process.

Payment Terms: Balance due upon completion of our portion of the job even if any required trip tests and/or inspections have not been completed

Quote must be signed and dated or approved via our ServiceTrade program. Once that is done and we receive your payment of 50% we will begin the job processes (such as parts ordering, drawings, plans etc).

Approve Quote Close

Please confirm that you approve this quote. C&S Fire-Safe Services, LLC will be notified that you have authorized them to perform this work.

Please make sure your name and email address are correct:

Jerry Stanfill jerrystanfill@myyahoo.com

Enter your purchase order number, if you have one:
Conditions.

Checking this confirms that you have read and accepted the Quote Terms and

Request Changes to Quote Close

Enter any parts, services, or labor on this quote that you would like the vendor to change.

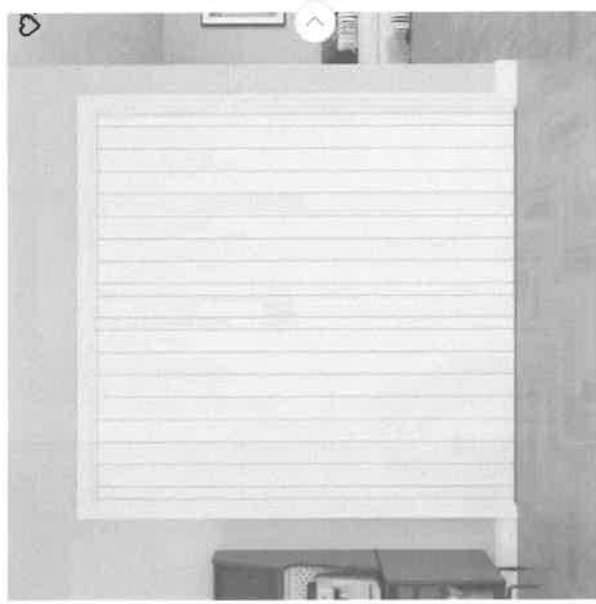
Enter any changes on this quote

Powered by **SERVICE TRADE**



South Plain... 10PM 07080 What can we help you find today?

Based on your search:



72 in. x 80 in. White Vinyl PVC Double Layer Accordion Door, Interior Folding Doors with Installation Hardware

by ARK DESIGN >

★★★★★ (26)

Color/Finish: White-Double Layer

- Double layer
- Single layer
- Double layer
- Single layer

Door Size (WxH) in.: 72 x 80

- 36 x 80
- 48 x 80
- 60 x 80
- 72 x 80
- 96 x 80
- 120 x 80

Limit 100 per order

SPECIAL BUY \$147.05 /box Was \$173.09 Save \$25.95 (15%)

Special Buy ends in 1 day 10 hrs 57 mins
Shop All Pro Special Buy of the Week

Pickup at South Plainfield Delivering to 07080

Ship to Store
Mar 6 - Mar 11
180 ready to ship
FREE

Delivery
Mar 9 - Mar 10
180 available
FREE

Check Nearby Stores

Delivery Details

1 + -

Add to Cart

View Full Product Details

Customers Also Viewed

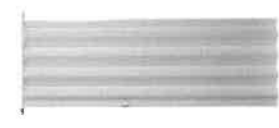
Best Seller



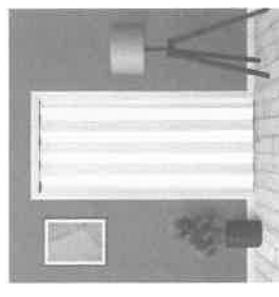
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Services to be completed Estimated Completion

(02/12/2026 to 03/31/2026)

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	Feb
Kitchen Suppression	2026
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install of Ansul R-102 suppression system	

GRAND TOTAL \$7,393.96

Terms and Conditions

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Approve Quote Close

Please confirm that you approve this quote. C&S Fire-Safe Services, LLC will be notified that you have authorized them to perform this work.

Please make sure your name and email address are correct:

Jerry Stanfill jerrystanfill@myyahoo.com

Enter your purchase order number, if you have one: Conditions. [Close Quote](#)

Checking this confirms that you have read and accepted the Quote Terms and

Request Changes to Quote Close

Enter any parts, services, or labor on this quote that you would like the vendor to change.

Enter any changes on this quote

Powered by **SERVICE TRADE**

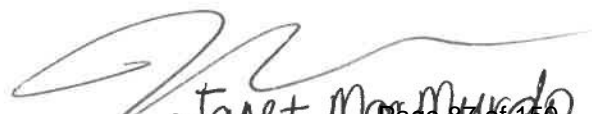
March 2 2026

City of Rockaway Beach.:

To whom this apply's too:

Our Community of R Beach has had the R Beach Lions clubhouse & its members for well over 40 ys!, with that said and the abundance of events, charitys lunches & Holiday Dinners provided to this community, family's, children as well as Seniors. by the Lions Chapter it is impertinent & tremendous need for there Kitchen Hood / fan. to be up to code- in case of Emergency or fire. So they can keep contributing to our Community!

(503) 431-1543


Janet M. Murdo

3-3-26

To whom it may concern.

I believe the kitchen at the Lions Club needs its hood repaired and installed. They will be able to be certified and start selling food again to earn money for community improvement programs.

Sincerely

Bill Fendleton

3-3-2026

I strongly support the request for a grant to fund upgrading the kitchen at the Rockway Lions Club.

Being able to prepare + serve a variety of food dishes at the club's kitchen is a major source of raising funds for our varied service projects.

These funds help support holiday food baskets for families in need, scholarships for graduating seniors, donations to various first responders and local charities.

Thank you for considering this request.

Michael Z. Kuyper
Secretary, Lions Club

LARGE COMMUNITY GRANT APPLICATION

APPLICANT INFORMATION

Organization Name North County Food Bank

Contact Name

Title Vice-President

Phone Number [REDACTED]

Email [REDACTED]

Organization Type

Physical Address [REDACTED]

Mailing Address [REDACTED]

PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Attach 3 Letters of Support**
- ✓ **Submit Application by 12:00 pm on April 2, 2026**

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 NCFB - Distribution Centr

Grant Request \$20,000

Total Project Cost 1,188,805.00

Questions? Need assistance?
 Grant Manager, Lark Reifenstahl
 lreifenstahl@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.*

We are honored to have 20% of our board, approximately 25% of volunteers and 25% of clients come from the Rockaway Beach zip code area. We are the largest and closest Oregon Food Bank Partner Agency for Rockaway Beach. As the the only food bank/pantry in North County that distributes a weekly grocery supply for families, maintaining our presence is essential to the community. This project will improve the consistency, reliability, and accessibility of food distribution services for Rockaway Beach residents while strengthening service delivery across all of North Tillamook County.

The North County Food Bank (NCFB) has been addressing food insecurity for 33 years. Tillamook County has one of the highest rates of food insecurity in the state of Oregon, at almost 17% of our population. One in Five children are hungry in our community reports hunger. As safety nets dissipate and food and fuel prices increase the number of community members experiencing food insecurity increases.

In 2025, North County Food Bank had over 2900 visits, representing 9400 persons with 30% being children. Our distribution includes a 6-to-7-day supply of client-selected food, hygiene items, and pet food. We distribute, on average, 20,000 pounds of food per month. To extend the reach we support several no barrier distributions such as the Neahkahnie School District Food Program and the Little Free Pantries located in neighborhoods throughout North County.

Our home of the past three decades, within the old Wheeler hospital has been scheduled for demolition. We are currently in a temporary location (which is also scheduled for eventual demolition). As a result we are building a new, permanent food distribution facility to serve North Tillamook County residents. This facility is permanent infrastructure that will ensure food security needs can be met for decades.

NCFB serves a broad demographic, including low- to moderate-income families, seniors on fixed incomes, and individuals experiencing financial hardship. Many North County residents face challenges common to rural coastal communities such as seasonal employment, rising housing costs, and limited transportation options. The new facility is on the bus line allowing convenient access for all North County residents. We provide a low barrier distribution service where anyone can access food, where we attempt to have culturally familiar foods for our expanding immigrant community and where food access is a human right.

The new facility will increase capacity, improve storage for fresh and perishable foods, and create a more accessible and efficient environment for both clients and volunteers. In addition the new facility site will allow expansion for other client based services and partnerships.

Full funding of this request is a small percentage (2%) of the overall budget, but provides a critical service to the RB community, contributing to decades of food security and volunteer engagement. It is the small donations and small grants that have contributed to this project and allowed us to be a sustaining presence in the community. We value all contributions to the mission and vision of food security for all.

Goal #1: Completion of a New Distribution Facility for North County Food Bank

Goal #2: Prepare Facility for Operational Readiness (soft/operational services no additional investment)

Goal #3: Initiate Community Based Distribution and Engagement (soft/operational service no additional investment)

Total Budget: Inclusive of all 3 goals: Budget: \$1,188,805.00



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.

Food Security is the foundational building block of a healthy community. This project ensures that increasing demand for this basic human need will be met.

NCFB contributes to a healthier local community by increasing access to fresh, nutritious food for residents who may otherwise face barriers due to cost, transportation, or limited local availability. The new distribution facility will expand capacity for fresh and perishable foods, improving the quality and consistency of food available to all North County residents.

Partnerships with local organizations and businesses helps to expand the variety of foods we offer. An example is our partnership with Alder Creek Farms which allows us to offer fresh, locally sourced vegetables as part of weekly distributions. Reliable access to healthy food supports physical health and helps reduce the stress associated with food insecurity, contributing to overall mental well-being.

Research shows that connection via relationships and access to services is imperative to creating a healthy community. In rural locations such as North Tillamook County this can be especially difficult. Regular interaction between community members (volunteers and clients) creates opportunities to recognize needs and connect individuals to additional resources. For example, NCFB regularly assists residents who are new to the area by helping them navigate available services and connecting them with local providers to support stability during transitions.

It is important to note that our board of directors is well represented by Rockaway Beach residents, as is our volunteer roster. This further demonstrates the importance of community connection - neighbors taking care of one another - thus creating additional safety nets for the entire community

The facility will function as a reliable hub for connection, service coordination and access to community resources. This contributes to the overall health of our North County 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.

Anyone can visit NCFB, request food and know they will be treated with dignity - one of our guiding tenets. We learn from one another, we protect one another and we value the culture and story of every community member. Having board members and volunteers who have lived experience with food insecurity helps us create informed, client-centered practices.

We provide a low barrier environment where anyone can access foods, where we attempt to have culturally familiar foods for our expanding immigrant community and where access to food is considered a human right. NCFB provides service to seniors, working families, individuals experiencing temporary hardship, the housing insecure, transient workers and travelers, those on a fixed income and a variety of other situations. The new facility will improve accessibility through ADA-compliant design.

NCFB's distribution model brings together volunteers and community members in a shared space, creating regular opportunities for interaction across age groups, income levels, and life circumstances. Individuals access services in ways that meet their needs, including those who rely on walking, biking, public transport, carpooling or other limited means of transportation. In addition, community members can pick up food for their neighbors who are not able to come to the food bank.

The new facility will ensure a consistent and functional space is available for community interaction and engagement, centered on our common need for food.

Story: This past week, as I (Cynthia) sat on the sidewalk chairs with those waiting to place a food order I asked how many were from Rockaway - over 50% (a moment in time). "Janice" then spoke up and said "this is where I come for community, we made this our first errand of the day because we knew it would fill us up with joy". The conversation then turned to recipes and eventually where to find the least expensive gas in the county.

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.

"Charitable: Generous in giving to those in need" NCFB has operated every week for 33 years via the generous donation of time, food and funds from our community. For all of those years we have been a volunteer-driven and small, individual donation supported organization.

We provide a substantial amount of food for a family on a weekly basis. There are no limits to how often someone can access services. The generosity of the North County community allows this to happen.

This project will ensure that both the altruistic need for service, which strengthens community engagement and volunteer participation, and the meeting of community hunger needs operate simultaneously and with mutual significance.

A larger, permanent facility will ensure that clients and volunteers are gathered in a functional and organized environment. This project will allow us to scale up our services and envision creative solutions to hunger via a solid volunteer network.

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.

NCFB encourages equity by ensuring that residents of North Tillamook County have consistent access to food and basic necessities, regardless of income, transportation or location.

In rural coastal communities, access to food and basic supplies is often limited. Structural barriers, including limited retail options, high transportation costs, long travel distances to affordable groceries contribute to the food insecurity in our area. These conditions create localized food access gaps that make reliable community-based distribution essential. NCFB provides the closest full-service food distribution site for Rockaway Beach residents and is located on a public transportation route.

NCFB also provides essential hygiene items that are not otherwise available in North County, including adult incontinence supplies. These items are often requested by seniors and individuals receiving in-home care, and access can be coordinated through caregivers or family members when needed. Access to hygiene products represent another unmet need in North County, particularly for seniors aging in place.

PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

GOAL #1:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Infrastructure trenching and connections made	April - May 2026	Utilities installed and operational to support full facility function	Site inspection, completion verification photos
Completion of New Distribution building	July 2026 - November 2026	New permanent distribution facility completed	Site Manager punch list complete, Site Inspection and Photos
Painting and finishing of Interior with organizational systems	November 2026 - January 2027	Reliable infrastructure in place to support weekly food distribution for all North County residents	Photos, Community gathering, Site evaluation

GOAL #2:**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Install interior infrastructure and distribution layout	November - December 2026	Facility fully prepared for safe and efficient weekly distribution	Interior completion checklist
Prepare facility systems for volunteer-based operations	November - December 2026	Improved storage and workflow capacity	OFB Facility readiness verification
Transition distribution equipment and supplies	December 2026 - January 2027	Reliable Service readiness for RB and all North County residents in accessing distribution	Successful operational set up , report by clients and volunteers

GOAL #3:**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Host initial community gathering of clients, volunteers, donors and civic partners	January 2027	North County Community engagement gathering including participation from residents and partners	Photos, testimonies
Coordinate community transition to new site	July 2026 - January 2027	Coordinated communication plan for community, insuring uninterrupted service	Communique to stakeholders, tracking of client numbers, testimony/survey
Conduct first distribution from new facility	January - February 2027	Successful first distribution from new facility	Confirmation of weekly operation from new facility

PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$ 20,000
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>	
Cash on Hand or Already Invested in Project	\$ 886,563
Secured Grants	\$ 65,000
Grant and Donations (unsecured)	\$ 217,242
TOTAL INCOME	
	\$ 1,188,805

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Land Acquisitions, Permits, Professional Fees Already paid		\$ 286,563
Infrastructure Installation (except TPUD)		\$ 243,300
Electric Installation (TPUD)		\$ 20,687
Building and Site Finishing (Cove Built)		\$ 638,255
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL BUDGET		\$ 1,188,805

Total income should equal total expenses



AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

- cls **I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.
- cls **I agree to comply with federal, state, and local rules and regulations, where applicable.**
- cls **Legal title affirmation.** I understand that legal title to the completed project must be held for at least 10 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 10-year period.
Required for facility improvement projects only.
- cls **I agree to enter into an agreement with the City of Rockaway Beach upon grant approval.** The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.
- cls **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.
- cls **I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**
- cls **I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**
- cls **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.
- cls **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 4/1/26

Printed Name Cynthia L. Speckman

Title Vice President



North County Food Bank – Project Budget (Goals 1, 2 and 3)

A. Project Costs

Category	Description	Amount
Costs Paid to Date	Land acquisition, closing, permits, professional services, early site preparation	\$286,563
Utilities Installation	Water, sewer, and electrical trenching and installation	\$243,300
Electrical Infrastructure (Project Cost)	On-site electrical service installation	\$20,687
Building & Site Development	Building construction, finishing, parking, site work	\$638,255
Total Project Cost		\$1,188,805

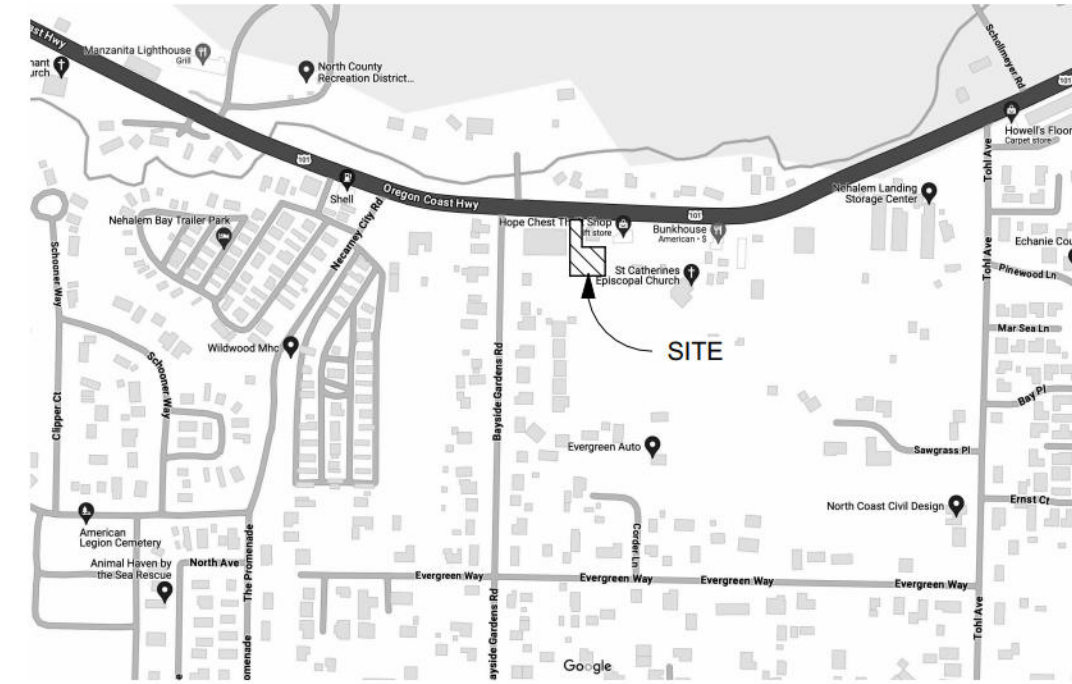
B. Funding Sources

Funding Source	Status	Amount
Cash on Hand – Individual Donations	Secured	\$600,000
Secured Grants	Secured	\$65,000
Project Grants	Pending	\$217,242
Organizational Investment (Costs Paid to Date)	Spent	\$286,563
Total Funding Identified		\$1,188,805



VIRIDIAN
ARCHITECTURE

35820 US101 Nehalem, Oregon 97131
503.272.1701 www.ViridianArch.com



GENERAL SITE DATA

TAX LOT: 3N1028DB02701
RM ZONING

PHASE 1 AREA (SF)	ITEM
1,056	EXISTING BUILDING
2,716	NEW BUILDING
4,000	FUTURE EXPANSION
16,578	PARKING/ DRIVE SURFACE
791	SIDEWALKS
22,267	GREENSPACE/ UNIMPROVED

47,408 TOTAL SITE AREA

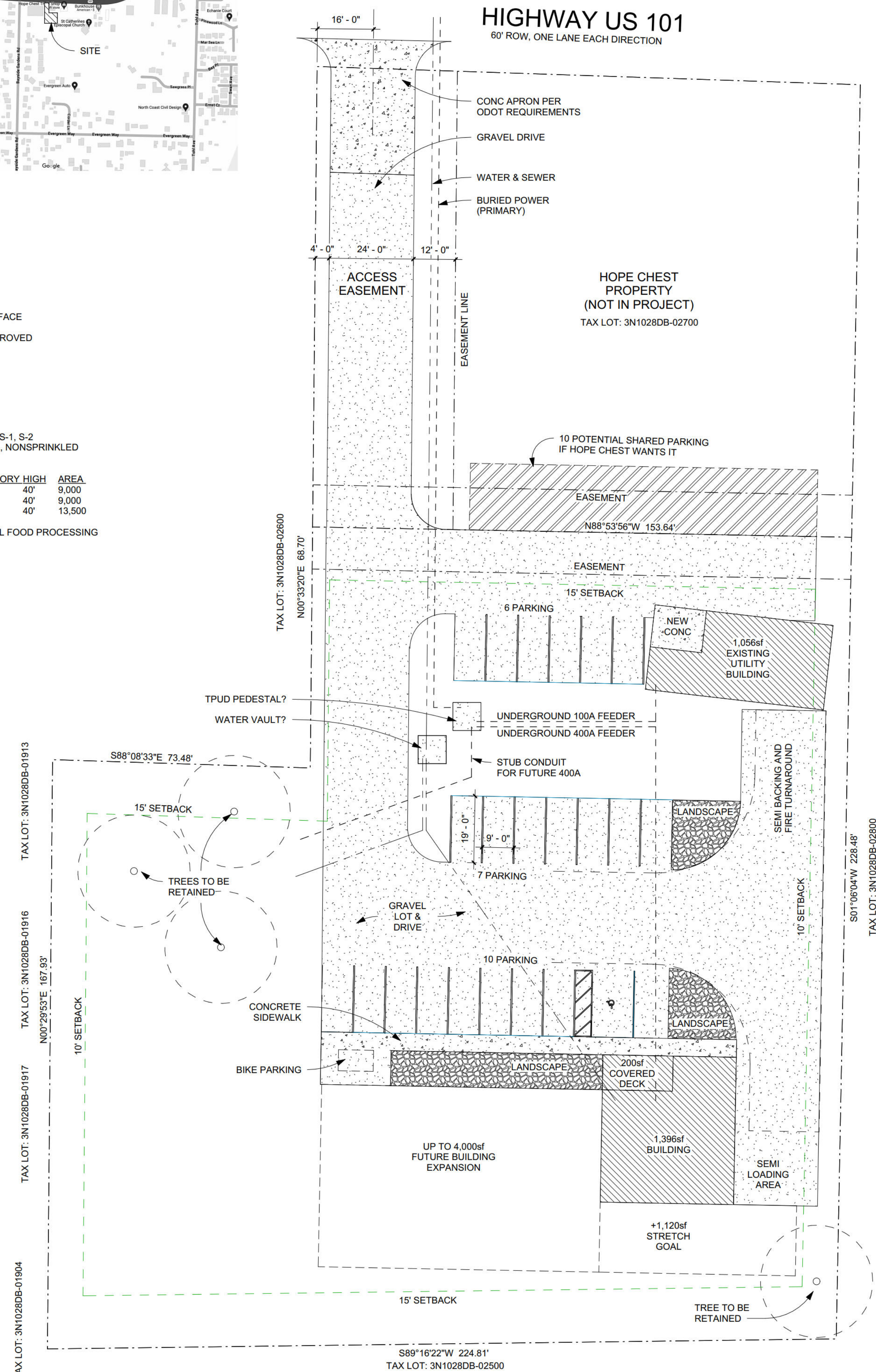
23 PARKING PROVIDED

OCCUPANCY DATA

OCCUPANCY GROUP	CONSTRUCTION TYPE	TOTAL AREA
B, S-1, S-2	VB, NONSPRINKLED	

ALLOWABLE	STORY HIGH	AREA
B (BUSINESS*)	2 40'	9,000
S-1 (CLOTHING STORAGE)	1 40'	9,000
S-2 (FOOD STORAGE)	2 40'	13,500

* "B" INCLUDES NON COMMERCIAL FOOD PROCESSING <2,500sf)



1 SITE PLAN - PHASE 1
A0 1" = 20'-0"

A New Facility for
North County Food Bank
Address note yet assigned
Nehalem, Oregon 97131

No.	Description	Date
review		1/23/2026

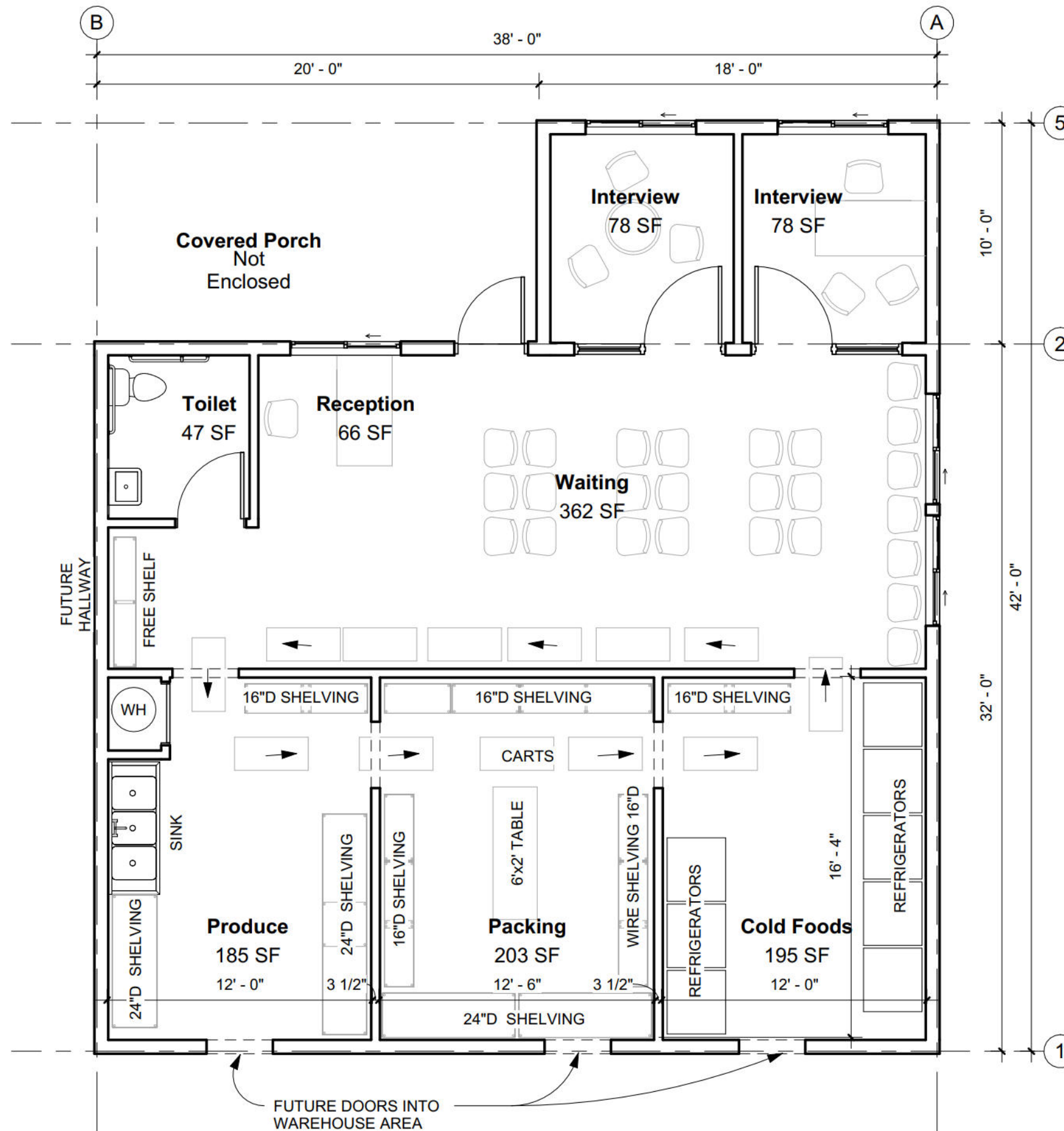
PRELIMINARY
NOT FOR CONSTRUCTION

Project number 2333

A0

ARCHITECTURAL
SITE PLAN

1/23/2026 7:17:49 AM



1 FLOOR PLAN
SD1 3/16" = 1'-0"

North County Food Bank

PRELIMINARY PLAN
SD1

OWNER: Food Bank - SD Budget
 ADDRESS: Nehalem, Or.
 City/State:
 PROJECT NAME : Food Bank
 PROJECT ADDRESS: Nehalem, Or.
 PROJECT #:
 PHONE:
 E-MAIL:



2/24/26

COVE BUILT
 79117 Tide Rd. Arch Cape, Or. 97102
 503-572-3375
jason@covebuilt.com
 CCB# 227572

0

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
			\$ -
			\$ -
DIVISION-PERMITS/INSURANCE/OH&P			
			\$ -
00 41 26	Permits		\$ -
00 41 30	Bonding		\$ -
00 41 35	Retention		\$ -
00 41 40	Insurance		\$ -
			\$ -
			\$ -
DIVISION I - GENERAL CONDITIONS			
01 00 01	General Requirements		\$ -
	Below as a % of the cost of work		\$ -
01 14 00	Work Restrictions		\$ -
			\$ -
01 14 16	Access to Occupants		\$ -
			\$ -
01 14 19	Use of Site		\$ -
			\$ -
01 15 00	Sub Bonds		\$ -
			\$ -
01 21 01	Allowances		\$ -
			\$ -
			\$ -
01 30 01	Project Management		\$ -
01 30 50	Ex Director		\$ -
01 31 00	Project Manager	Cove Built	\$ 9,500.00
01 31 10	General Superintendent	Cove Built	\$ 42,000.00
01 31 15	Superintendent		\$ -
01 31 20	Estimator		\$ -
01 31 22	MP&E Superintendent		\$ -
01 31 25	Project Assistant		\$ -
01 31 30	Foreman		\$ -
01 31 56	Office Admin		\$ -
01 31 58	Safety		\$ -
			\$ -
01 32 00	Design & Consultants		\$ -
			\$ -
01 32 23	Survey and Layout		\$ 4,500.00
			\$ -
	Temporary Facilities		\$ -
01 51 13	Temporary Electrical	By Owner	\$ -
01 51 13	Power Bill	By Owner	\$ -
01 51 13	Generators and Fuel	Needed if no temp power	\$ -
01 51 13	Misc. Cords and Accessories		\$ -
01 51 13	Spider Boxes		\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
01 51 13	Trailer and jobsite Extinguishers		\$ -
01 51 13	Temp Lighting		\$ -
			\$ -
01 51 23	HVAC		\$ -
01 51 23	Dehumidification System		\$ -
01 51 23	Temp Heat	Required for Dry out	\$ -
01 51 23	Gas Bill		\$ -
01 51 23	Propane Heaters		\$ -
01 51 23	Light stands		\$ -
			\$ -
01 51 33	Telecommunications		\$ -
01 51 33	Cell Phone/Bills		\$ 450.00
01 51 33	Trailer Phone		\$ -
01 51 33	Phone Hook up		\$ -
01 51 33	Internet Line		\$ -
			\$ -
	Temp Utilities		\$ -
01 51 36	Temp Water		\$ -
01 51 36	Hookup Fee	By Owner	\$ -
01 51 36	Fire Hydrant Meter	By Owner	\$ -
01 51 36	Water Bill	By Owner	\$ -
			\$ -
01 52 001	Construction Facilities		\$ -
01 52 001	Conex/Storage		\$ 1,600.00
01 52 001	Relocation Costs		\$ -
01 52 001	Dry Storage		\$ -
01 52 001	Office Rent		\$ -
01 52 001	Connex/Storage		\$ -
01 52 001	Crew Trailers		\$ -
01 52 007	Office Trailers		\$ -
			\$ -
01 52 16	First Aid and Facilities		\$ -
01 52 16	First Aid Kits		\$ 500.00
01 52 16	First Aid Replenishment		\$ -
01 52 16	Crew/Visitor PPE		\$ -
			\$ -
01 52 19.1	Port O Johns		\$ 1,120.00
			\$ -
01 52 25	Field Office Equipment		\$ -
01 52 25	Computers		\$ -
01 52 25	Fax/Copier/Printer	In OH&P	\$ -
01 52 25	Copier Setup	In OH&P	\$ -
01 52 25	Digital Cameras	In OH&P	\$ -
01 52 25	Field Office Equipment - Office Supplies		\$ -
			\$ -
	Construction Equipment		\$ -
01 54 01	Trucks/Cars		\$ -
01 54 01	Material Pick Up Mileage		\$ -
01 54 02	Project Fuel		\$ 1,500.00
01 54 04	Fork Lifts		\$ -
01 54 06	Scissor Lift		\$ 940.00
			\$ -
01 54 20	Scaffolding		\$ -
01 54 20	Scaffolding		\$ -
			\$ -
01 55 19	Parking Fee		\$ -
			\$ 3,600.00
01 56 00	Security Fencing		\$ -
			\$ -
01 57 00	Temp Environmental Control		\$ -

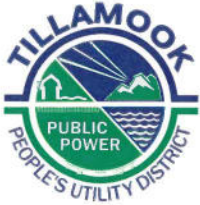
PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
03 00 01	Cast in Place Concrete		\$ -
03 00 01	Slab on grade	RK Concrete	\$ 28,662.00
03 00 01	Stem Walls	RK Concrete	\$ -
03 00 01	Deck Footings	RK Concrete	\$ -
03 00 01			\$ -
03 00 01			\$ -
			\$ -
03 54 00	Gypcrete		\$ -
			\$ -
			\$ -
DIVISION 4 - MASONRY			
DIVISION 5 - METALS			
DIVISION 6 - WOOD & PLASTICS			
			\$ -
06 10 01	Framing		\$ -
06 10 01.1	Framing Materials	Builders First/Cove	\$ 27,319.00
06 10 01.2	Framing Labor		\$ 32,140.00
	Interior wall framing		\$ -
	Trusses	Builders First/Cove	\$ 5,895.00
			\$ -
			\$ -
			\$ -
06 10 00.5	Dry Rot Repair		\$ -
			\$ -
06 15 10	Exterior Deck and Handrails	Nothing included	\$ -
	Exterior deck structure		\$ -
	Decking		\$ -
	Handrail		\$ -
			\$ -
			\$ -
			\$ -
06 20 11	Finish Carpentry		\$ -
06 20 11	Interior Finish Carpentry		\$ -
06 20 11	Install Doors	Cove Built	\$ 1,225.00
06 20 11	Install Windows	Cove Built	\$ 1,666.67
06 20 11	Install Wood Base	Cove Built	\$ 3,705.00
06 20 11	Install interior door trim	Cove Built	\$ 969.00
06 20 11	Install Interior window sill	Cove Built	\$ 175.67
06 20 11			\$ -
06 20 11			\$ -
06 20 11			\$ -
06 20 11			\$ -
06 20 11			\$ -
06 20 11			\$ -
			\$ -
			\$ -
DIVISION 7 - THERMAL & MOISTURE			
	Thermal & Moisture		\$ -
07 00 30	Waterproofing		\$ -
07 20 01	Insulation		\$ 10,800.00
			\$ -
07 31 00	Roofing		\$ -
07 31 00	Comp Roofing	Dakota	\$ 10,111.00
07 31 00	Metal Roofing - Add Alt	Dakota	
07 31 00	Shake Roofing		\$ -
			\$ -
07 31 10	Membrane Roofing		\$ -
			\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
07 46 00	Siding		\$ -
07 46 00	Siding Demo		\$ -
07 46 00	WRB		\$ -
07 46 00	Rainscreen		\$ -
07 46 00	Exterior window trim		\$ -
07 46 00	Window & Flashing		\$ -
07 46 00	Siding - material and labor	Dakota	\$ 28,235.00
07 46 00	Hardie soffit		\$ 3,800.00
			\$ -
07 46 07	Dry Rot Repair		\$ -
			\$ -
07 46 19	Metal Siding		\$ -
			\$ -
07 60 01	Flashing And Sheet Metal		\$ 1,275.00
			\$ -
07 60 10	Gutters & Downspouts	Dakota	\$ 2,845.00
			\$ -
07 71 00	Roof Specialties		\$ -
07 71 00	Roof Hatches		\$ -
			\$ -
07 90 01	Joint Protection		\$ 650.00
			\$ -
DIVISION 8 - DOORS & WINDOWS			
	Doors & Windows		\$ -
			\$ -
08 10 01	Doors and Frames		\$ -
	Exterior Door		\$ 3,524.00
	Double pocket doors		\$ -
	Interior swing door		\$ 3,600.00
	Double interior doors		\$ -
			\$ -
			\$ -
08 30 11	Garage Doors		\$ -
			\$ -
08 40 10	Hollow Metal/Storefront		\$ -
			\$ -
08 50 11	Windows and Sliders		\$ -
	Vinyl Windows		\$ 3,642.00
			\$ -
			\$ -
08 60 01	Skylights		\$ -
			\$ -
08 71 00	Door Hardware		\$ 1,500.00
			\$ -
08 80 01	Glazing		\$ -
08 80 01			\$ -
			\$ -
08 90 01	Louvers and Vents		\$ -
			\$ -
DIVISION 9 - FINISHES			
	Finishes		\$ -
			\$ -
09 29 01	Drywall		\$ 15,266.50
	Windows 3-way wrapped. Wood sills in finish carpentry		\$ -
			\$ -
			\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
			\$ -
09 30 11	Tiling	No Tile in scope	\$ -
	Bathroom floor		\$ -
	Shower floor		\$ -
	Shower walls		\$ -
			\$ -
09 51 10	Acoustical Ceilings		\$ -
			\$ -
09 60 01	Flooring		\$ -
09 64 00	Sealed Concrete		\$ 5,400.00
09 65 00	Resilient Flooring		\$ -
09 68 00	Carpeting		\$ -
			\$ -
09 72 00	Wallpaper		\$ -
			\$ -
09 81 00	Acoustical Wall Finishes		\$ -
			\$ -
09 91 00	Painting		\$ -
09 91 00	Exterior Painting	Srincon	\$ 8,000.00
09 91 00	Interior Painting	Srincon	\$ 10,000.00
09 91 00	Staining And Transparent		\$ -
			\$ -
09 97 00	Special Coatings		\$ -
			\$ -
DIVISION 10 - SPECIALTIES			
			\$ -
10 10 01	Information Specialties		\$ -
			\$ -
10 28 16	Bath Accessories	BMS/Cove Install	\$ 1,195.00
			\$ -
10 28 19	Tub And Shower Doors		\$ -
			\$ -
10 30 01	Fireplaces And Stoves		\$ -
	Gas Fireplace		\$ -
			\$ -
			\$ -
			\$ -
DIVISION 11 - EQUIPMENT			
			\$ -
11 00 00	Equipment		\$ -
11 00 00	Security Equipment		\$ -
			\$ -
11 31 01	Appliances	By owner	\$ -
			\$ -
11 51 00	AV Equipment		\$ -
11 51 00	Specialty Equipment		\$ -
			\$ -
DIVISION 12 - FURNISHINGS			
			\$ -
12 00 00	Furnishings		\$ -
12 00 00	Site Furnishings		\$ -
12 00 00	Interior Furnishings		\$ -
		By Owner	\$ -
12 20 01	Window Blinds		\$ -
			\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
12 32 05	Cabinets - Shelving	By owner	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
12 36 00	Countertops		\$ -
12 36 00	Quartz Countertops at kitchen		\$ -
12 36 00	PLAM Countertops		\$ -
12 36 00	Wood Countertops		\$ -
12 36 00	Metal Countertops		\$ -
			\$ -
DIVISION 13 - SPECIAL CONSTRUCTION			
DIVISION 14 - CONVEYING SYSTEMS			
DIVISION 21 - FIRE SPRINKLERS			
			\$ -
21 10 01	Fire Suppression	Excludes fire sprinklers	\$ -
			\$ -
			\$ -
			\$ -
DIVISION 22 - PLUMBING			
			\$ -
22 00 00	Plumbing		\$ -
22 00 00	Roughin and Finish	North Coast Mechanical	\$ 7,900.00
22 00 00	Fixture budget		\$ 1,200.00
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 50 10	Gas Piping		\$ -
			\$ -
			\$ -
DIVISION 23 - MECHANICAL			
			\$ -
23 00 00	Mechanical Hvac		\$ -
	2-head mini split		\$ 15,275.00
	Bathroom exhaust fan		\$ -
	Excludes ERV		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
DIVISION 26 - ELECTRICAL			
			\$ -
26 00 10	Electrical		\$ -
26 00 10	Rough in and finish	JJ Electric	\$ 25,000.00
26 00 10			\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
	GENERAL LIABILITY	1%	\$ 6,319.36
	BUILDING PERMIT		BY OWNER
	TOTAL PROJECT COST		\$ 638,255.34



Tillamook People's Utility District

Directors
David L. Burt
Valerie S. Folkema
Lonnie M. Jenck
Tamra R. Perman
Barbara A. Trout

Office: 503 842-2535 • Toll-free: 800 422-2535 • Fax: 503 842-4161 • www.tpud.org

March 24, 2026

Todd Simmons
GENERAL MANAGER

North County Food Bank
278 Rowe ST
Wheeler, OR 97147

RE: Estimate for Electrical Service
Work Order No. 197257
Property Located at 3N 10 28DB 2701

Dear Representative:

I have prepared a cost estimate to install 400-amp underground electrical service to the above-mentioned address.

This job will require 2-inch Schedule 40 PVC conduit and three 2-inch 90-degree sweeps to the discussed vault location, 370-feet. From the vault, install one 3-inch 90-degree sweep to the Pedestal location. From the pedestal, install 3-inch conduit and sweeps to the meter base on the building, 110-feet. An ODOT ROW Permit will need to be obtained before ROW Work is started. It is the consumer's responsibility to provide and install all vaults, conduit, mule tape pull rope, trenching, bedding, and backfill in accordance with TPUD standards as published in our *Customer Guide to Electrical Services Requirements* booklet. This may be viewed on our website (www.tpud.org).

The total estimated cost of construction for TPUD-supplied electrical facilities is \$20,687.18. This amount will need to be paid to TPUD before the construction can be scheduled. This estimate is valid for 180 days from the date of this letter. All electric lines, facilities, machinery, and apparatus for this connection must be installed within this 180-day period or the estimate becomes null and void. New estimates will be prepared using policies in effect at the time the new estimate is prepared.

This proposal contains the entire agreement between the parties regarding the cost estimate and plan of service. The District shall not be bound by oral agreements or discussions that occur prior to the effective date of this letter. This estimate is based upon assumptions that the District developed from information provided by the customer. If the District determines, in its discretion, that these assumptions or information have changed, the District shall reserve the right to modify the plan of service and the cost estimate.

You are required to notify Tillamook PUD-Engineering if load requirements at this service location change significantly. Tillamook PUD conducts routine inspections and monitoring; if load measurements consistently exceed PUD equipment ratings, you will be contacted and could be responsible for the cost of any damages and/or upgrades deemed necessary to ensure the safety and protection of utility equipment and personnel.

Enclosed is a checklist of the items that must be completed before your service can be installed. Remember, before backfilling the trench, contact the Engineering Department for approval of your installation.

If you have any questions, please call me at the number listed below.

Sincerely,
TILLAMOOK PEOPLE'S UTILITY DISTRICT

[Redacted Signature]
Jenna Sukanen
Engineering Field Representative
503-815-8629

JS:ab

Enclosure

PO Box 433 • 1115 Pacific Avenue • Tillamook, Oregon 97141-0433
Tillamook People's Utility District is an Equal Opportunity Employer



Electric Service Checklist

NAME: North County Food Bank WORK ORDER: 197257



It is the property owner's responsibility to provide this checklist to their contractor.

All checked items must be completed before service will be installed.

If multiple return visits to the site are necessary for inspections or safety watches, additional costs will apply and/or may cause delays.

Application for Electrical Service Form

- Complete the enclosed Application for Electrical Service form and return to the Tillamook PUD Engineering Department.
- The contractor is responsible for notifying the homeowner to initiate a name change from the contractor to homeowner.

Easement

- Provide the property's legal description from which an easement can be prepared to allow for the placement of electrical facilities on your property.
- An easement form will be sent to you shortly. Have all parties having right, title, and/or interest sign the form in the presence of a notary.
- Provide documentation for authorized signers for corporations, limited liability corporations, life estates, trusts, or public agencies.

Inspections

- Before backfilling the trench, contact Tillamook PUD's Field Engineer, at 503-815-8629, for approval of your installation. **Allow two working days.**
- Have your meter base/service entrance equipment inspected and approved by the Oregon State Electrical Inspector. (For inspection, call 503-842-1815.) **The customer is responsible to notify Tillamook PUD when the service has been approved ("green-tagged") by the Electrical Inspector.**

Line Extension Agreement

- Sign and return the line extension agreement to the Tillamook PUD Engineering Department. (A copy will be returned to you when the job is completed.) Pay the balance shown on the line extension agreement either by cash, check, or credit card (Visa or Mastercard - up to \$5,000). **This estimate is valid for 180 days from the date of the line extension.**

Right-of-Way Clearing

- Clear right-of-way to appropriate distance on each side of pole line as follows:
 - Secondary service = 5 feet each side, for a total of 10 feet
 - Single-phase primary = 10 feet each side, for a total of 20 feet
 - Three-phase primary = 20 feet each side, for a total of 40 feet

Meter Bases/Loops

- The customer is responsible for the installation of an approved meter base at a location authorized by a Tillamook PUD Field Engineer.
- Multiple unit buildings shall have permanent engraved labels on each meter base for meter-to-unit identification.
- Have pre-assembled meter loop available at the job site for Tillamook PUD to hang on the pole.

T-8 Form (Reimbursable Work Order Form)

- Sign and return the enclosed T-8 form to the Tillamook PUD Engineering Department. Pay the balance shown on the T-8 Form either by cash, check, or credit card (Visa or Mastercard - up to \$5,000). **This estimate is valid for 180 days from the date of the T-8 Form.**

Underground Services

- Provide Tillamook PUD with name of boring contractor, their CCB# and Insurance information from which a Road Permit Application can be prepared to allow for the placement of electrical facilities in the road right-of-way.
- The customer is responsible for providing and installing all vaults and conduits. The customer is required to follow requirements for all conduits, conduit cement, trenching, backfill, and bedding in accordance with *Tillamook PUD Customer Guide to Electric Service Requirements* book (available at the District office or online at www.tpud.org).
- Place Tillamook PUD-supplied warning tape (available at the District office) in the trench 12 inches above the electrical conduit.
- Conduit for primary voltage conductors **shall measure 48 inches to top of pipe.** Conduit size shall be:
 - 2 inch
 - 3 inch
 - Other: _____
- Conduit for secondary and service of voltage conductors **shall measure 36 inches to top of pipe.** Conduit size shall be:
 - 2 inch
 - 3 inch
 - Other: _____
- Install ½ -inch mule tape pull rope in the conduit.
- Safety Watch is required when installing conduit into a pedestal or vault.** Call the Operations Department (503-815-2182) to schedule a Safety Watch. ***Failure to schedule a Safety Watch will result in delay in scheduling of construction and incur additional costs.***
- Other: _____

**TILLAMOOK PEOPLE'S UTILITY DISTRICT
LINE EXTENSION AGREEMENT**

The Tillamook People's Utility District, hereinafter referred to as "District", and the Undersigned mutually agree to the terms and conditions set forth below:

District hereby agrees to construct and maintain all electric lines, facilities, machinery, and apparatus which the District determines to be required for the delivery of electricity to the point of delivery, approved by the District. Installation, construction, and maintenance of the above shall be under the complete control of the District. The undersigned acknowledges that all electric lines, machinery, and facilities on the source side of the point of delivery which may be required shall become the sole property of District. Before completion of construction and all connections, Undersigned shall not assign any rights hereunder without District's prior written consent. The covenants, conditions, and terms of this agreement shall be binding upon Undersigned, Undersigned's assigns, successors, heirs, and personal representatives. This connection may require service be provided undersigned by way of a temporary connection. For this connection, as well as for the permanent connection, undersigned hereby grants District an easement and, in this regard, undersigned shall sign such additional documents as District may reasonably require.

The District estimates that the cost for 1 connection(s) to be served under this Agreement shall be \$20,687.18 dollars to be paid prior to the commencement of construction. This estimate is valid for 180 days from March 24, 2026, and all electric lines, facilities, machinery, and apparatus for this connection must be installed within this 180-day period or the Agreement and estimate become null and void. New estimates will be prepared using policies in effect at the time the new estimate is prepared. The estimate does not include PUD account processing fee(s) which will appear on first month's electrical bill. **The Undersigned shall receive reimbursement from subsequent permanent service connections made to this line extension provided Undersigned's investment is over \$10,000 dollars and provided the subsequent extensions are made within ten (10) years of the execution of this agreement. Such reimbursements shall be applied first to the loan balance of the Undersigned in the event this line extension is financed through the District. The amount of reimbursement will be calculated in accordance with District's Policy Bulletin 4-2. Reimbursements are not allowed for additional connections off developer extensions, or the permanent service for area or street lighting purposes, or for approved attachments by licensees of the District.** At all times, District shall have complete right of inspection, ingress, and egress, rights-of-way, and all easements necessary for the line extension work. The District reserves the right to interrupt service without notice for any reason, including but not limited to repair or inspection of any aspect of the District's electrical system. The undersigned agrees to hold from any damage, loss, or injury to persons or property resulting from any outage, interruption of service, or deviation in power quality not caused by the willful and intentional fault of the District.

Undersigned shall abide by, perform, and be subject to all laws, rules, regulations, ordinances, and policies, now or hereafter enacted by District and all federal, state, county, and city governmental bodies and agencies thereof, with particular reference herein made to District Policy Nos. 4-2, 4-7, and 4-13. **UNDERSIGNED HEREBY ACKNOWLEDGES THAT UNDERSIGNED HAS BEEN PROVIDED AN OPPORTUNITY FOR REVIEW OF THE ABOVE POLICIES, WHICH ARE BY THIS REFERENCE MADE A PART OF THIS AGREEMENT.**

On default by the Undersigned for any reason of this agreement, any policy of the District or any other agreement or obligation, the District may stay further construction, maintenance, and service to the Undersigned until such default is cured. Upon ten (10) days written notice of default by District and Undersigned's failure to cure such default within said period of time, District may terminate this agreement and all service to Undersigned, without waiver of its right to collect any sum in damages owned to it by Undersigned. Assertion or non-assertion of any rights and remedies by District shall not be a waiver of any rights or remedies.

All previous communications between the parties hereto, either verbal or written, with reference to the subject matter of this agreement are hereby abrogated and this agreement shall constitute the complete agreement between the parties.

Undersigned represents, warrants, and covenants that Undersigned is (are) the sole owner(s) in fee simple and all necessary persons having any right, interest, claim or lien therein have executed this agreement except:

The parties hereto have executed this agreement in on the dates noted below:

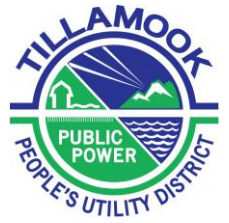
UNDERSIGNED

TILLAMOOK PEOPLE'S UTILITY DISTRICT

Date: _____

Date: _____

TILLAMOOK PEOPLE'S UTILITY DISTRICT APPLICATION FOR ELECTRIC SERVICE - RESIDENTIAL



Primary Applicant

First Name: _____
SS#: _____
DL#: _____ State: _____
Home Phone: _____
Mobile Phone: _____

Last Name: _____
Date of Birth: _____
Email: _____
Employer: _____
Alt. Phone: _____

Additional Applicant

First Name: _____
SS#: _____
DL#: _____ State: _____
Home Phone: _____
Mobile Phone: _____

Last Name: _____
Date of Birth: _____
Email: _____
Employer: _____
Alt. Phone: _____

Address Information

Service Address: _____
City: _____ State: OR Zip: _____

Mailing Address: _____
City: _____ State: _____ Zip: _____

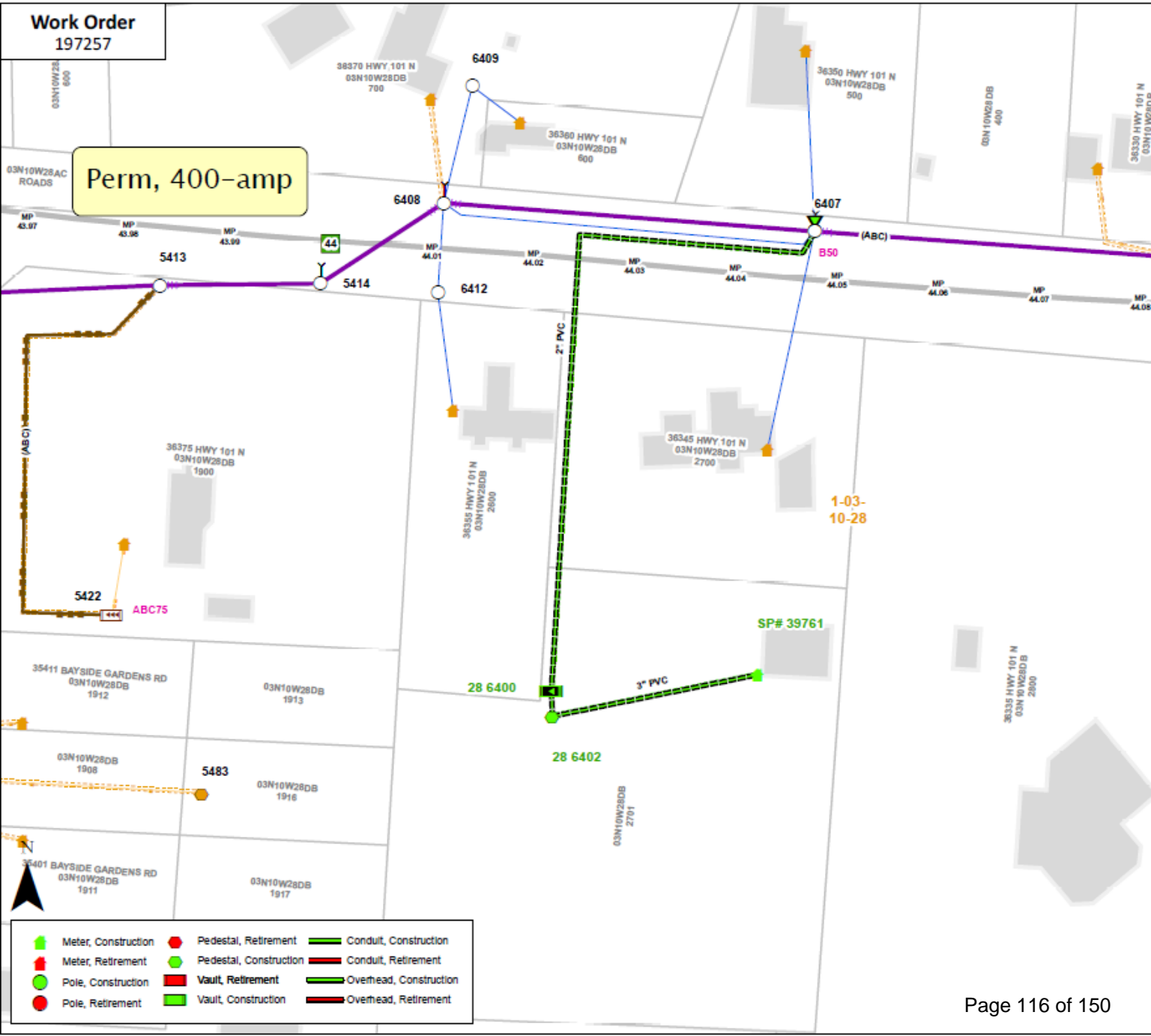
Please provide electric service to the service address noted. By signing this application, I understand that I am responsible for payment for service. I will abide by the policies of the district and will advise you when to discontinue service. I understand that a "soft" credit check will be performed on each applicant, and that a deposit may be required as a condition of service. Tillamook PUD policies are available for review upon request.

Primary Applicant Signature: _____ Date: _____

Additional Applicant Signature: _____ Date: _____

*****TPUD USE ONLY BELOW THIS LINE*****

Perm, 400-amp



	Meter, Construction		Pedestal, Retirement		Conduit, Construction
	Meter, Retirement		Pedestal, Construction		Conduit, Retirement
	Pole, Construction		Vault, Retirement		Overhead, Construction
	Pole, Retirement		Vault, Construction		Overhead, Retirement

ROM Pricing



35064 Hwy. 101 Business | Astoria, OR 97103
 Phone: 503-338-3878 | Fax: 503-325-3119
 OR CCB # 147632 | WA L&I # BIGRIE*955DW
 www.bigrivercompanies.com

Contact: Phil Gaffney
Email: pgaffney@bigrivercompanies.com

Quote To: CDS Construction LLC
 Clay Sellars
Job Name: Food Bank Phase 1
 North County Food Bank
Phone: (503) 440-1029
Email: cdsconstruction@live.com
Date Quoted: 10/4/25
Date of Plans: 8/12/25

Does not include Prevailing Wage Rates

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	MOBILIZATION & GENERAL CONDITIONS	1.00	LS	25,449.23	25,449.23
2	2" CONDUIT UNER HWY 101	164.00	LF	167.63	27,491.32
3	2" & 3" CONDUIT TRENCH & BACKFILL	314.00	LF	93.02	29,208.28
4	6" HOT TAP WATER MAIN UNDER HWY	1.00	LS	14,430.77	14,430.77
5	6" WATER LINE FROM HIGHWAY TO BUILDING	385.00	LF	133.03	51,216.55
6	6" GRAVITY SEWER LINE TO PUMP STATION	40.00	LF	186.44	7,457.60
7	GRIND PUMP STATION PACKAGE	1.00	LS	22,456.59	22,456.59
8	2" PRESSURE LINE TO HIGHWAY ROW	280.00	LF	100.91	28,254.80
9	"T-CUT" ASPHALT RESTORATION ON HWY	1.00	LS	34,648.11	34,648.11
10	HWY PAVEMENT MARKING RESTORATION	1.00	LS	2,768.85	2,768.85
GRAND TOTAL					\$243,382.10

NOTES:

Clarifications:

1. Pricing provided for budgeting purposes only.
2. Location of water line and tie in requirements will impact pricing (+/-)
3. Existing sewer main assumed to be on shoulder of Highway
4. ODOT permit will define working hours and style of traffic control (traffic control ROM price not provided because it could be anywhere between \$5,000 and \$40,000)
5. Site work scope to cover any erosion control requirements
6. 6" water line may not be needed if no requirement for hydrant or building fire suppression (would likely change to a 2" or smaller service line)
7. ROM pricing is based on preliminary plans and power plan work order

Exclusions:

1. Inspection/testing fees/bonds
2. Engineering/survey/construction staking
3. Permits and/or connection fees
4. Hazardous material removal/abatement
5. Extra depth of pipe bedding/pipe foundation stabilization

6. Abandonment or removal of underground structures(including but not limited to: wells, septic or piping)
7. Landscaping/topsoil amendment or import/hydro seeding
8. Electrical work, any conduit installation needing an electrical permit
9. Erosion Control
10. Cast-in-place concrete
11. Rock access road (Needed in place prior to utility install)
12. Utility Trenching Within Building
13. Dewatering/unsuitable subgrades
14. Rock/Boulder Excavation
15. Traffic control (ODOT permit will have requirements defined.)
16. Site work, grading, foundation exc/backfill (This scope can be priced when plans are available)
17. Supply/install vaults and pedestals (plans not clear if required)

Big River Construction will implement a fuel surcharge if fuel prices rise 10% above today's price per gallon. We also reserve the right to implement any increases in material costs due to current market conditions.



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141

Phone: 503-842-3403

Paul Fournier, Chair
Mary Faith Bell, Vice-Chair
Erin D. Skaar, Commissioner

April 1, 2026

Subject: North Tillamook County Food Bank New Distribution Project
To: City of Rockaway Beach Planning Commission and City Council

Dear Planning Commissioners and City Councilors:

I am delighted to offer my support for the North County Food Bank request to the council for funding towards the new permanent distribution center. This investment will provide durable infrastructure that will service North Tillamook County for decades. As the only distribution center in North County that provides a full week plus of groceries/food to our residents, their services are integral to food security in the area.

North County Food Bank has served this region for more than 30 years and currently provides reliable food access to approximately 2,700 households annually. Rural food security is increasingly challenged by seasonal employment, limited transportation, rising housing costs, and aging infrastructure. Geographic isolation and limited grocery options make reliable, affordable food access more difficult for many North Tillamook County households. In recent months, the Oregon Food Bank has reported a 50% increase in visits – and that 1 in 5 children are hungry. Tillamook County trends higher than the state average, meaning this is a necessary and crucial investment.

Currently the North County Food Bank service population is approximately 25% Rockaway Beach residents; 25% of board members and volunteers are also from the Rockaway area, thus creating a community hub that incorporates all the municipalities of our North County residents.

The distribution center will allow for efficient service delivery while also creating a foundation for future development. The building has an expandable design, and the site will allow a community needs hub to be realized. The Rockaway Beach grant for \$20,000 helps to fill the funding gap that currently exists. The board of the North County Food Bank has saved, invested and sought grants to secure this project and is moving forward, breaking ground within the next month. Your contribution to the project will be an investment in the future (and food security) of North County residents.

I respectfully request you consider this a priority investment in the residents of Rockaway Beach and the North County community.

Sincerely,

Mary Faith Bell, Vice-Chair
Tillamook County Board of Commissioners

March 31, 2026

Subject: North Tillamook County Food Bank

To: Members of the Rockaway Beach Municipality Grant Committee

Dear Members of the Committee,

As the Family Resource Coordinator for the Neahkahnie Family Resource Program, I am writing in strong support of the North County Food Bank (NCFB) New Distribution Facility Capital Project. The North County Food Bank is a vital partner in addressing food insecurity in our community.

NCFB contributes approximately \$1,000 per month in food to support our Friday Food Bag Program, which provides weekend meals to children experiencing food insecurity. Their consistent support ensures that vulnerable students in the Neahkahnie School District have access to reliable nutrition when school meals are unavailable, directly impacting their health and well-being.

I see firsthand the critical role the North County Food Bank plays in supporting families and strengthening our community. A permanent distribution facility will allow them to expand services, operate more efficiently, and continue meeting the growing demand for food assistance in our rural area.

I respectfully urge you to support this Grant request. Thank you for your consideration and your commitment to Oregon communities.

Sincerely,

Jennifer Hopkins

Family Resource Coordinator

Neahkahnie Family Resource Program

Neahkahnie School District



Oregon Food Bank
Tillamook County Services
PO Box 1344
Tillamook, OR 97141

Mar 30, 2026

To Whom It May Concern,

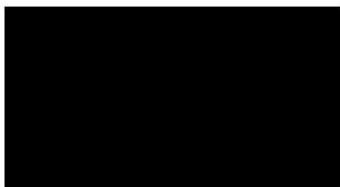
On behalf of Oregon Food Bank - Tillamook County Services, I am delighted to offer my support for investment in a new permanent food distribution facility for North County Food Bank. This investment will enable a vital community service organization to provide food and basic needs to the most vulnerable members of our county for generations to come. Its new location on the bus route will help this organization continue to serve not only community members living in the most northern part of Tillamook County, but residents of Rockaway Beach as well, who currently do not have a local food pantry to access.

Oregon Food Bank partners with dozens of organizations across Tillamook County to provide food to hungry members of our community. Over the last two years, we have seen an unprecedented 50% increase in visits to food assistance sites across our local network. North County Food Bank is a vital part of our work to end hunger—they currently serve approximately 2,700 families each year, relying on a team of tireless volunteers to distribute thousands of pounds of food and other essential items each month. Faced with rising food insecurity, North County Food Bank has been unwavering in their service to their clients; they continue to serve their community with a commitment to the safety, dignity, and health of all people.

North County Food Bank's proposal for investment in infrastructure for their permanent home is deeply aligned with the state's priorities for rural health, emergency preparedness, and efficient capital deployment. It will allow for the swift and efficient development of a ~1200 square foot food distribution facility to meet our community's needs as soon as possible; and it will create a foundation for potential future development of a community service hub as we identify additional community needs in the future.

We are grateful for North County Food Bank's legacy of providing safe and accessible care to the most vulnerable members of our community, and are excited at the prospect of establishing a secure and sustainable home for their important work so they can expand food access for residents from Rockaway Beach to Manzanita. We strongly encourage approval of this request and thank you for supporting rural communities.

Sincerely,



Julia Wentzel
Regional Manager, Tillamook County Services
Oregon Food Bank



City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

503.374.1752

STAFF REPORT

Date: May 6, 2026
To: City Council
From: Luke Shepard, City Manager
Subject: **Proposed Amendments to Code Removing Fee Dollar Amounts & Establishing a Master Fee Schedule**

BACKGROUND

The City has historically adopted fees in various Ordinances and Resolutions. Staff propose consolidating fees, rates and charges into a Master Fee Schedule to make it easier for staff and the public to reference fees, and to allow for the Council to make adjustments by one Resolution. This staff report presents the proposed amendments to City Code to remove references to specific fee dollar amounts, so that the fees can be consolidated into a Master Fee Schedule adopted by Resolution.

SUMMARY OF KEY AMENDMENTS

Specific fee amounts are proposed to be removed from the Code Chapter attached below, and statements added where needed to provide for fees to be adopted by Council resolution.

CONCLUSION & NEXT STEPS

The proposed amendments will provide consistency with the listing and establishment of fees, rates and charges. The fees listed in the draft Master Fee Schedule reflect the current, consolidated fees. The Master Fee Schedule can be reviewed and adjusted annually, or modified as needed.

Staff recommends that the City Council review the proposed changes and provide direction on potential adoption in June. Staff requests direction on Section 2 of the draft Resolution regarding review and adjustment of the Master Fee Schedule.

ATTACHMENTS

Draft Resolution 2026-XX Establishing a Master Fee Schedule
DRAFT Amendments to Code Chapter 34 Emergency Services Fees (redline)
DRAFT Amendments Code Ch 91 Dog Control (redline)
DRAFT Amendments Code Ch 93 Road Approach Standards (redline)
DRAFT Amendments Code Ch 110 License Taxes on Businesses (redline)
DRAFT Amendments Code Chapter 111 Social Gaming (redline)
DRAFT Amendments Code Ch 150 Building Regulations (redline)

RESOLUTION NO. 2026-XX

A RESOLUTION ESTABLISHING A MASTER FEE SCHEDULE

WHEREAS, the City has previously set fees, rates and charges in various Ordinances and Resolutions; and

WHEREAS, the City wishes to consolidate fees, rates and charges into a master fee schedule for ease of reference and updates by Resolution.

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

- Section 1.** The City Council of the City of Rockaway Beach hereby adopts the Master Fee Schedule, attached as Exhibit A.
- Section 2.** The Master Fee Schedule may be updated annually along with the budget process beginning with Fiscal Year 2027-2028. Adjustments to fees, rates or charges shall be by Resolution.
- Section 3.** For the fees, rates and charges reflected in the Master Fee Schedule attached as Exhibit A, the effective date is July 10, 2026.

Commented [CM1]: It is recommended to update the master fee schedule each year as part of the budget process. However, this is not necessary.

OR "shall periodically review..."
OR "shall be updated each (choose a month or other time period)."

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 10TH DAY OF JUNE 2026.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

Master Fee Schedule DRAFT

5/6/2026

Administrative	Fee	Additional Fees	Notes
Burn Permits			
Open Burn Permits - Non Commercial (Annual)	\$ -		
Open Burn - Commercial (Weekly; includes up to 3 site inspections)	\$ 75.00		
Open Burn Commercial Additional Site Inspection	\$ 10.00		
Business Licenses			
Business License	\$ 65.00		Prorated on a quarterly basis to the end of the fiscal year.
Annual fee for each additional business under same owner	\$ 32.50		
Business License - One Time Admin Fee (New Businesses Only)	\$ 20.00		
Business license transfer fee upon sale	\$ 10.00		
One-Day Business License	\$ 5.00		
Copies of City Documents			
Copies 8.5 x 11" 1st Page	\$ 0.25		
Copies 8.5 x 11" Each additional page	\$ 0.15		
Copies 8.5 x 14" 1st Page	\$ 0.30		
Copies 8.5 x 14" Each additional page	\$ 0.20		
Copies 11 x 17" 1st Page	\$ 0.50		
Copies 11 x 17" Each additional page	\$ 0.25		
Garage Sale Permit			
Garage Sale Permit	\$ 5.00		
Liquor License			
Liquor License Renewal	\$ 25.00		
Miscellaneous			
Fax - first page (plus fee for each additional page)	\$ 2.50	\$ 0.25	
Lien Search	\$ 25.00		
NSF Check Charge	\$ 37.50		
Public Records Requests			
Public Records Request (PRR) Processing Fee	Hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request		
PRR Charges for City Attorney Reviewing, Redacting, and Segregating Records	Based on actual cost		
Per-page charges for photocopies of requested records	See Copies of City Documents above. Larger sizes actual cost.		
Per-item charges for providing records on a thumb drive or other electronic copies	Based on actual cost		
Social Gaming License			
Annual social gaming license fee per table	\$ 100.00		
License fee per table if secured after first business day of July (non-prorated)	\$ 500.00		

Dog Redemption Impoundment Fee	Fee	Additional Fees	Notes
First impoundment	\$ 25.00	If unlicensed, the applicable license fees must also be paid.	
Second impoundment	\$ 50.00		
Each subsequent impoundment	\$ 100.00		

Emergency Services Fees	Fee	Additional Fees	Notes
Fire Service Fee (FSF)	\$ 5.00		See City Code Chapter 34 for methodology
Police Service Fee (PSF)	\$ -		
Emergency Preparedness Service Fee (ESF)	\$ -		
Emergency Services Fees Total = (FSF + PSF + EPSF) x Utility Customer RME value			

False Alarm per Event/Calendar Year	Fee	Additional Fees	Notes
First	\$0		
Second	\$50		
Third	\$100		
Fourth	\$150		
Fifth	\$200		
Sixth	\$250		

Facility Use	Fee	Additional Fees	Notes
City Park (Phyllis Baker) User Fees			
Picnic Area and Picnic Shelter - West End			
1/2 day (4 hours)	\$ 40.00		
Full day (8 hours)	\$ 75.00		
Refundable deposit	\$ 100.00		
Community Center User Fees			
Basic rental per hour (minimum fee per use \$15.00)	\$ 5.00		
One-day rental	\$ 50.00		
Refundable deposit	\$ 50.00		
City Wayside or Anchor Street Park Event Area			
Refundable deposit	\$ 300.00		

Grading Plan Review Fees	
<i>Amount</i>	<i>Fee</i>
50 cubic yards or less	\$15
51 to 100 cubic yards	\$25
101 to 1000 cubic yards	\$30
1001 to 10,000 cubic yards	\$50
10,001 to 100,000 cubic yards	\$50 for the first 10,000 cubic yards, plus \$15 for each additional 10,000 yards or fraction thereof
100,001 to 200,000 cubic yards	\$175 for the first 100,000 cubic yards, plus \$15 for each additional 10,000 cubic yards or fraction thereof
200,001 cubic yards or more	\$275 for the first 200,000 cubic yards, plus \$10 for each additional 10,000 cubic yards or fraction thereof
Other Fees:	
Additional plan review required by changes, additions or revisions to approve plans	\$50 per hour* (minimum charge - 1/2 hour)
*Or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	

Grading Permit Fees	
<i>Amount</i>	<i>Fee</i>
50 cubic yards or less	\$25
51 to 100 cubic yards	\$30
101 to 1000 cubic yards	\$25 for the first 100 cubic yards plus \$15 for each additional 100 cubic yards or fraction thereof
1001 to 10,000 cubic yards	\$150 for the first 1,000 cubic yards, plus \$10 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$250 for the first 10,000 cubic yards, plus \$40.50 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$600 for the first 100,000 cubic yards, plus \$25 for each additional 10,000 cubic yards or fraction thereof
Other Inspections And Fees:	
Inspection outside of normal business hours	\$50 per hour 2 (minimum charge - 2 hours)
Reinspection fees assessed under provisions of Section 305(g)	\$50 per hour ²
Inspections for which no fee is specifically indicated	\$50 per hour ²
¹ The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.	
² Or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	

Land Use & Zoning (Planning)	Fee	Additional Fees	Notes
Additions	\$ 137.50		
Appeal	\$ 880.00		
Change of Use Permit	\$ 137.50		
Comprehensive Plan/Zone Amendment Type 1	\$ 990.00		
Comprehensive Plan/Zone Amendment Type 2	\$ 1,721.50		
Commercial Structure (New)	\$ 687.50		
Community Facility Structure	\$ 412.50		
Conditional Use	\$ 800.00		
Condo / Multifamily 3-5 units	\$ 550.00		
Condo / Multifamily 6-12 units	\$ 825.00		
Condo / Multifamily 13+ units (Base fee plus additional fee per unit)	\$ 1,100.00	\$ 25.00	
Consultation / Pre App	\$ 110.00		
Decks, Porches, & Awnings	\$ 137.50		
Duplex (New)	\$ 484.00		
Floodplain Development, Non-substantial	\$ 55.00		
Floodplain Development, Substantial	\$ 110.00		
Garage, Carport, Pole Bldgs., Storage Sheds > 200 Sq. Ft.	\$ 137.50		
Geo/Hazard, Beaches & Dunes Report Review	\$ 206.25		
Home Occupation Review	\$ 137.50		
Infrastructure Plan Review	10% of Estimated Costs		
Land Use Compatibility Statement (LUCS) Review	\$ 30.00		
Lot Line Adjustment	\$ 343.75		
Major Partition	\$ 1,100.00		
Minor Partition	\$ 687.50		
Expedited Minor Partition	\$ 962.50		
Multi-Family Siting Review	\$ 481.25		
Planned Unit Development (PUD) (Base fee plus additional fee per lot)	\$ 1,650.00	\$ 35.00	
Expedited PUD	\$ 1,512.50		
Shoreline Development Review	\$ 330.00		
Signs	\$ 137.50		
Single Family Dwelling (SFD) / Manufactured Home (New)	\$ 412.50		
Storage Sheds <200 Sq. Ft.	\$ 82.50		
Subdivision (Base fee plus additional fee per lot)	\$ 1,650.00	\$ 35.00	
Variance	\$ 880.00		

Right of Way Permits (Road Approach)	Fee	Additional Fees	Notes
Public-Use Improvement: Residential		Double fees shall be assessed for applications received after road approach construction has already started. Fee for additional inspection because the site is not staked and flagged: \$25 per trip.	
Structural	\$ 30.00		
Non-Structural	\$ -		
Public-Use Improvement: Commercial			
Structural	\$ 50.00		
Non-Structural	\$ -		
Private-Use Improvement: Residential			
Structural	\$ 200.00		
Non-structural	\$ 20.00		
Private-Use Improvement: Commercial			
Structural	\$ 200.00		
Non-structural	\$ 50.00		

Short Term Rental Fees	Fee	Additional Fees	Notes
Short-Term Rental License Fee (Annual)	\$ 500.00		
STR Waiting List Application Fee	\$ 95.00		

Transportation System Development Charges	Fee	Additional Fees	Notes
Transportation System Development Charges			See Resolution 07-515 for SDC study and methodology
SDC Improvement Fee per ELNDT	\$ 94.00		
SDC Reimbursement Fee per ELNDT	\$ -		
Total Transportation SDC per ELNDT	\$ 94.00		

Utilities	Fee	Additional Fees	Notes
Water Connection Fees			See Resolution 06-508 for SDC study and methodology
Water Connection Fees - Paved	\$ 2,265.00		
Water Connection Fees - Unpaved	\$ 1,650.00		
Water Connection Fees - Push/Bore	\$ 1,330.00		
Water Connection Fees - Subdivision	\$ 300.00		
Sewer Connection Fees			
Sewer Connection Fees - Paved	\$ 2,550.00		
Sewer Connection Fees - Unpaved	\$ 1,610.00		
Sewer Connection Fees - Subdivision	\$ 220.00		
Water & Sewer System Development Charges (SDC)			
Water Reimbursement SDC per EDU	\$ 552.00		
Water Improvement SDC per EDU	\$ 5,925.00		
Water SDC Total per EDU	\$ 6,477.00		
Sewer Reimbursement SDC per EDU	\$ 1,478.00		
Sewer Improvement SDC per EDU	\$ 2,645.00		
Sewer SDC Total per EDU	\$ 4,123.00		
SDC Loan Fee	\$ 800.00		
SDC Loan Interest Rate	24% APR		

Water User Rates		
Residential Bi-monthly Charges - Inside City Limits:		
Water Base Charge	\$	79.29
Water Master Plan Charge	\$	5.00
Water Debt Service	\$	10.00
Bi-Monthly Base Charges Total*	\$	94.29

*Consumption/overage charge: Plus \$2.40 for each additional 100 cubic feet [748 gallons] of water used over the 1600 cubic feet minimum.

Residential Bi-monthly Charges - Outside City Limits:		
Water Base Charge	\$	85.65
Water Master Plan Charge	\$	5.00
Water Debt Service	\$	10.00
Bi-Monthly Base Charges Total*	\$	100.65

*Consumption/overage charge: Plus \$2.40 for each additional 100 cubic feet [748 gallons] of water used over the 1600 cubic feet minimum.

Sewer User Rate - All Customers	\$ / Acct. / Bi-Monthly		Notes
Rates increased annually each January as indicated	2026 Fees	2027 Fees	See Resolution 2025-51 for rates through 2030.
Sewer Base Rate	\$ 100.50	\$ 109.00	
Sewer Master Plan Charge	\$ 8.40	\$ 9.10	
Sewer Debt	\$ -	\$ -	
Bi-Monthly Base Charges Total*	\$ 108.90	\$ 118.10	

Consumption/overage charge: *Plus \$2.60 for each additional 100 cubic feet [748 gallons] of water used over the 1600 cubic feet minimum.

Utilities - Miscellaneous Charges	Fee
Account Change with Meter Read	\$ 65.00
Turn Service On	\$ 100.00
Turn Service Off	\$ 100.00
Collection Fee	\$ 50.00

EMERGENCY SERVICES FEES

...

§ 34.64 DETERMINATION OF EMERGENCY SERVICE FEES.

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(D) Each property's monthly fee total shall be the product of that property's RME calculated value multiplied by the sum of the service fees as shown below. Fee amounts to be subsequently set or updated by City Council resolution at the Council's discretion. ~~The initial monthly fee amounts are as follows:~~

Fire Service Fee (FSF)	\$5.00
Police Service Fee (PSF)	\$0.00
Emergency Preparedness Service Fee (ESF)	\$0.00

Emergency Services Fees Total = (FSF + PSF + EPSF) x Utility Customer RME value.

(Ord. 19-438, passed 12-11-2019)

...

CHAPTER 91: ANIMALS

...

DOG CONTROL

...

§ 91.33 RIGHT OF APPEAL.

(A) A dog owner, believing himself or herself aggrieved by the seizure and impounding of his or her dog, may apply to the Municipal Judge for the release of his or her dog; and the Municipal Judge shall thereupon set a time and place for hearing the application and notify the enforcing officer; and upon a summary hearing at the time and place the Municipal Judge shall have full power to determine whether the dog has been wrongfully impounded and whether he or she shall be returned to his or her owner and upon what terms.

(B) Where the police officer or animal control officer seizes a dog pursuant to the provisions of this subchapter, the owner of the dog seeking to regain it shall pay a redemption impoundment fee as ~~follows:~~set by Council resolution.

~~—(1) Twenty-five dollars for the first impoundment;~~

~~—(2) Fifty dollars for the second impoundment; or~~

~~—(3) One hundred dollars for each subsequent impoundment.~~ If unlicensed, the applicable license fees must also be paid.

(Prior Code, Ord. 230, passed 9-27-1983; Am. Ord. 05-396, passed 6-21-2005)

...

ROAD APPROACH STANDARDS

...

§ 93.68 APPLICATION FOR PERMIT.

(A) The application for permit shall include the following:

- (1) The ownership of the parcel to be accessed;
- (2) The proposed use of the parcel and buildings;
- (3) A drawing of the parcel to be accessed, with the following information:
 - (a) The road right-of-way lines;
 - (b) The actual location of the physical roadway;
 - (c) All existing and proposed road approaches;
 - (d) All existing and proposed driveways within the parcel;
 - (e) All existing and proposed structures;
 - (f) The existing and proposed drainage ditching, storm water drainage, culverts; and
 - (g) All existing and proposed septic drain systems.
- (4) Name of licensed and state bonded contractor, holding a current city business license, performing work in the city's right-of-way;
- (5) If road improvements are required on the public road in order to gain access, refer to the Rockaway Beach Design and Standards Technical Specifications;
- (6) Signature of the contractor or owner ~~of the~~of the property requesting the road approach permit; and
- (7) A road approach application review fee. ~~The review fee~~ shall be ~~\$200 or any other rate as~~ set by resolution of the Council. Double fees shall be assessed for applications received after road approach construction has already started.

(B) (1) The applicant must stake and flag the proposed road approach location before the permit will be processed.

(2) If additional inspection trips are required because the site is not staked and flagged, an additional fee ~~of \$25~~ for each trip will be assessed prior to issuing the permit. The fee shall be set by Resolution of the Council.

(C) The road approach permit fee will be waived if the approach is constructed in conjunction with a public right-of-way improvement in accordance with the City of Rockaway Beach Road Improvement Ordinance.

(09-408, passed 10-14-2009)

...

CHAPTER 110: LICENSE TAXES ON BUSINESSES

...

§ 110.03 FEES.

This chapter shall apply to the businesses, professions, occupations and pursuits as hereinafter set forth. The required annual license fee for each business as defined in this chapter shall ~~be \$50 be set by Council resolution.~~ License fees shall be prorated on a quarterly basis to the end of the fiscal year.

(Ord. 01-366B, passed 5-9-2001)

...

§ 110.05 MULTIPLE BUSINESSES.

If a person is engaged in carrying on in the City of Rockaway Beach multiple businesses, which are all owned and operated by the same owner, then the annual fee for each additional business shall be ~~\$25 be set at a lower amount at the discretion of the Council by Resolution.~~

(Ord. 01-366B, passed 5-9-2001)

...

§ 110.09 TRANSFER OR ASSIGNMENT.

No transfer or assignment of any license issued hereunder shall be valid or permitted, except that whenever any person shall sell or transfer in whole a business for which the license has been issued, the purchaser thereof shall not be required to pay any additional license on the business for the balance of the period covered by the previously issued license, except that in case of the sale the purchaser shall pay a transfer fee ~~of \$10. The transfer fee shall be set by Council resolution.~~

(Ord. 01-366B, passed 5-9-2001)

§ 110.10 ALTERATION OF FEES.

Nothing herein contained shall be taken or construed as vesting any right in the licensee as a contract obligation on the part of the City of Rockaway Beach, as to the amount or character of license fee or license hereunder, and the license fees may be increased or decreased in any or all instances at any time by the city.

(Ord. 01-366B, passed 5-9-2001)

...

Commented [MT1]: Typo (codification error).

CHAPTER 111: SOCIAL GAMING

...

§ 111.07 LICENSE FEE.

For each business or other entity or organization licensed, an annual ~~\$100~~ fee per table shall be required. The fee shall be set by Council resolution.

(Ord. 2005-392, passed 5-11-2005; Am. Ord. 11-415, passed 10-26-2011)

...

§ 111.11 TERMS OF LICENSE.

All licenses issued hereunder shall be for a period of 1 year and shall be renewed on the first business day of July of each year. Licenses are nontransferable and must be reapplied for at least 30 days prior to the renewal date each year accompanied by the appropriate fee. All persons securing a license after the first business day of July each year shall be required to pay a higher ~~the~~ total fee ~~of \$500~~ per table to be set by Council resolution. All renewals shall be approved by the City Manager.

(Ord. 2005-392, passed 5-11-2005)

...

CHAPTER 150: BUILDING REGULATIONS

...

(B) Fees.

(1) General. Fees shall be assessed in accordance with the provisions of this section or shall be as set forth ~~in the fee schedule adopted by the city by Council resolution.~~

(2) Plan review fees. When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. The plan review fee shall be as set forth ~~in Table A below~~ by Council resolution. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

(3) Grading permit fees. A fee for each grading permit shall be paid to the Building Official as set forth ~~in Table B below~~ by Council resolution. Separate permits and fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. There shall be no separate charge for standard terrace drains and similar facilities.

TABLE A: GRADING PLAN REVIEW FEES

-

<i>Amount</i>	<i>Minimum</i>
50 cubic yards or less	\$15
51 to 100 cubic yards	\$25
101 to 1000 cubic yards	\$30
1001 to 10,000 cubic yards	\$50
10,001 to 100,000 cubic yards	\$50 for the first 10,000 cubic yards, plus \$15 for each additional 10,000 yards or fraction thereof
100,001 to 200,000 cubic yards	\$175 for the first 100,000 cubic yards, plus \$15 for each additional 10,000 cubic yards or fraction thereof
200,001 cubic yards or more	\$275 for the first 200,000 cubic yards, plus \$10 for each additional 10,000 cubic yards or fraction thereof
Other Fees:	
Additional plan review required by changes, additions or revisions to approve plans	\$50 per hour* (minimum charge— 1/2 hour)
*Or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	

TABLE B: GRADING PERMIT FEES

Amount	Minimum
50 cubic yards or less	\$25
51 to 100 cubic yards	\$30
101 to 1000 cubic yards	\$25 for the first 100 cubic yards plus \$15 for each additional 100 cubic yards or fraction thereof
1001 to 10,000 cubic yards	\$150 for the first 1,000 cubic yards, plus \$10 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$250 for the first 10,000 cubic yards, plus \$40.50 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$600 for the first 100,000 cubic yards, plus \$25 for each additional 10,000 cubic yards or fraction thereof
<i>Other Inspections And Fees:</i>	
Inspection outside of normal business hours	\$50 per hour ² (minimum charge - 2 hours)
Reinspection fees assessed under provisions of Section 305(g)	\$50 per hour ²
Inspections for which no fee is specifically indicated	\$50 per hour ²
¹ -The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.	
² -Or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	

...

(Prior Code, Ord. 281, passed - -)

Charter Amendment Timeline & Election Referral Process

Feb – March 2026 — Council reviews timeline for Charter Amendment. Council reviews and discusses proposed amendments to Charter. Council initial consensus reached

April 2026 — Proposed amendments posted and public comment requested

May 13, 2026 — Council reviews public comments and provides consensus on Charter amendments in Workshop

June 10, 2026 — Council calls for Election on Charter amendment and directs staff to file ballot title and **Explanatory Statement** by Resolution (Deadline to file ballot title or referral text with City Recorder is August 14, 2026 – 81st day before election)

June 15, 2026 — City Recorder posts ballot title on web and sends Ballot Title to Headlight Herald for publication (Voter who is dissatisfied with ballot title can petition circuit court for review within 7 days after ballot title filed.)

June 23, 2026 — Ballot Title publication in Headlight Herald

September 3, 2026 — Deadline for City Recorder to file SEL 802 final ballot title with County Clerk (61st day before election)

November 3, 2026 — Measure on ballot at General Election

November 30, 2026 — Election results abstract due from County Clerk (27th day after election)

December 14, 2026 — City Recorder deadline to certify election results (40th day after election)

January 1, 2027 — New Charter effective date if measure approved by voters

Online Form Submittal: City Charter Amendments 2026 Feedback & Comments Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Mon 4/6/2026 7:05 PM

To Melissa Thompson <cityrecorder@corb.us>; City Hall <cityhall@corb.us>

City Charter Amendments 2026 Feedback & Comments Form

First Name	Nancy
Last Name	Lanyon
Email Address	████████████████████
Feedback & Comments	<p>Agree with all revisions, these are simply edits and one comment/query:</p> <p>Preamble We, the voters of Rockaway Beach, Oregon, ... (add comma after Oregon)</p> <p>2.1 ... constitutions, statutes, (add comma) and common law of the United States and Oregon expressly or impliedly -imply-grant or allow the City, ... (impliedly is not a word so perhaps state it: ... and Oregon imply or expressly grant or allow the City ...)</p> <p>2.3 ... legislative, administrative, (add comma) and quasi-judicial authority. ...</p> <p>4.2 (a) ... requires approval by at least three voting Councilors ... (add at least, as stated in 4.2 b)</p> <p>7.9 During a temporary, (in excess of 60 days) absence ... remove comma after temporary</p> <p>Municipal Court: Do penalties, bails, etc. need to specify who from the city receives them? Judicial section mentions monetary transactions, but not who is responsible for them. Same for subpoenas - who issues and keeps track of judicial transactions?</p> <p>Thanks for your consideration. Nancy Lanyon ████████████████████ / PO Box ██████████ Rockaway Beach, OR 97136</p>

Email not displaying correctly? [View it in your browser.](#)

From: Bill Pendleton <[REDACTED]>
Sent: Tuesday, March 31, 2026 6:52 PM
To: Melissa Thompson
Subject: Re: Feedback Requested on Draft Amendments to the City Charter

Why does the council want to extend the mayor's term to four years?

[Sent from Yahoo Mail for iPhone](#)

ROCKAWAY BEACH CITY CHARTER OF 2027

CITY OF ROCKAWAY BEACH

PREAMBLE

We, the voters of Rockaway Beach, Oregon, exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this home rule Charter to guide our City Government.

Commented [MT1]: Comma added.

Chapter ~~1~~

NAMES AND BOUNDARIES

Section ~~1.1~~ Title. This ~~charter enactment~~ may be referred to as the Rockaway Beach City Charter of 2027, ~~and the~~

Section 1.2 Names. The Ccity shall continue to be known as Rockaway Beach, Oregon.

Section ~~2-1.3~~ Boundaries. The Ccity includes all territory within its boundaries as they now exist or are legally modified. The Ccity will maintain as a public record an accurate and current description of the boundaries.

Chapter ~~2~~

POWERS

Section ~~3-2.1~~ Powers. The Ccity has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow the Ccity, as fully as though this Ccharter specifically enumerated each of those powers.

Commented [MT2]: Comma added.

Section ~~4-2.2~~ Construction. The Ccharter shall be liberally construed so that the Ccity may exercise fully all powers possible under this Ccharter and under United States and Oregon law.

Section ~~5-2.3~~ Distribution. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to Ccity voters. This Ccharter vests all other Ccity powers in the Council except as the Ccharter otherwise provides. The Council has legislative, administrative, and quasi-judicial authority. The Council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The Council may not delegate its authority to adopt ordinances.

Commented [MT3]: Comma added.

Chapter ~~3~~

COUNCIL

Section ~~6-3.1~~ Council. The Council consists of a Mayor plus five voting Councilors nominated and elected from the City at large.

Section ~~7-3.2~~ Mayor. The Mayor shall preside over all meetings and deliberations of the City Council and be privileged to all City business. The Mayor shall nominate, for appointment by a majority of the Council, Liaison Councilors, members of all committees, ~~heads of departments,~~

and other persons as required by the Council, laws, rules or ordinances. The Mayor has no right to vote and has no veto power. The Mayor is entitled to vote only when a tie vote of the Council occurs. The Mayor shall preserve order, enforce ordinances and Council rules, determine the order of business, and shall be responsible for the efficient, legal, and orderly conduct of City business. The Mayor shall sign all warrants and all legal documents approved by the Council and shall be an ex-officio member of all boards and commissions of the City. The Mayor shall, annually or semiannually, communicate a general statement of the condition of the affairs of the City of Rockaway Beach and recommend the adoption of such measures as the Mayor may deem expedient and proper. ~~The Mayor is entitled to vote only when a tie vote of the council occurs.~~

—The Mayor serves as the political head of the city government.

~~—TERM OF MAYOR'S OFFICE. The term of office shall be two (2) years.~~

Section 83.3. Council President. At its first meeting each year, the Council must elect a president from its membership. The president presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties.

Section 93.4. Rules. The Council must by resolution adopt rules to govern its meetings.

Section 103.5. Meetings. The Council shall meet in the City regularly at least once each month at a time and place designated by ordinance, and may meet at other times in accordance with the ordinances.

Section 113.6. Quorum. A quorum shall consist of three of the five voting Council members, and such quorum is necessary in order to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by Council rules. ~~At least three affirmative votes are necessary to pass an ordinance.~~

Section 123.7. Vote Required. The express approval of a majority of a quorum of the Council is necessary for any Council decision, except when this Charter requires otherwise.

Section 133.8. Record. A record of Council meetings must be kept in a manner prescribed by the Council rules.

Chapter IV

LEGISLATIVE AUTHORITY

Section 144.1. Ordinances. The Council will exercise its legislative authority by adopting PU ordinances. The enacting clause for all ordinances must state "The City of Rockaway Beach ordains as follows:".

Section 154.2. Ordinance Adoption.

(a) Except as authorized by subsection (b), adoption of an ordinance requires approval by three voting Councillors at two meetings.

Commented [MT4]: Comma added.

Commented [MT5]: Public comment to precede with "at least" to match subsection (b) below.

(b) The Council may adopt an ordinance at a single meeting by the approval of at least three voting Councilors, provided the proposed ordinance is available in writing to the public at least one week before the meeting.

(c) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the Council adopts the ordinance at that meeting.

(d) After the adoption of an ordinance, the vote of each member must be entered into the Council minutes.

(e) After adoption of an ordinance, the City custodian of records must endorse it with the date of adoption and the custodian's name and title.

Section 164.3. Effective Date of Ordinances. Ordinances normally take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

Chapter 5

5

ADMINISTRATIVE AUTHORITY

Section 175.1. Resolutions. The Council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The City of Rockaway Beach resolves as follows:".

Section 185.2. Resolution Approval.

(a) Approval of a resolution or any other Council administrative decision requires approval by the Council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the Council adopts the resolution at that meeting.

(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes.

(d) After approval of a resolution, the City custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 195.3. Effective Date of Resolutions. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

Chapter 6

6

QUASI-JUDICIAL AUTHORITY

Section 206.1. Orders. The Council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of Rockaway Beach orders as follows:".

Section ~~246.2~~. Order Approval.

- (a) Approval of an order or any other Council quasi-judicial decision requires approval by the Council at one meeting.
- (b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the Council adopts the order.
- (c) After approval of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.
- (d) After approval of an order, the City custodian of records must endorse it with the date of approval and the custodian's name and title.

Section ~~226.3~~. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

Chapter ~~VI~~ ELECTIONS

Section ~~237.1~~. Councilors. The term of a Councilor in office when this Charter is adopted is the term for which the Councilor was elected. ~~At each general election after the adoption, three councilors will be elected for four-year terms. At the 2028 general election, Council Position 1, Council Position 2, and Council Position 3 will each be elected for four-year terms, and Council Position 5 will be elected for a two-year term. Except as otherwise provided in this Charter, at subsequent elections, Councilors will be elected for four-year terms, such that the election cycle shall be staggered with either three or two Council positions being elected.~~

Section ~~247.2~~. Mayor. The term of the Mayor in office when this Charter is adopted continues until the next general election. ~~At the 2028 general election, a Mayor will be elected for a two (2) year term. At every other general election beginning with after the adoption 2030 general election, a Mayor will be elected for a two (2) four (4) year term.~~

Section ~~257.3~~. State Law. City elections must conform to state law except as this Charter or ordinances provide otherwise. All elections for City offices must be nonpartisan.

Section ~~267.4~~. Qualifications for Elective Office. ~~A Person shall be eligible for an elective office of the City if at the time of election he/she is a qualified elector within the City for twelve continuous months immediately preceding the election and remains so during the term of office to which elected. The Council shall be final judge of the qualifications and election of its own members.~~

- (a) The Mayor and each Councilor must be a qualified elector under state law within the City for twelve continuous months immediately preceding the election and remain so during the term of office to which elected, and reside within the City for at least one year immediately before election or appointment to office.
- (b) No person may be a candidate at a single election for more than one City office.

(c) Neither the Mayor nor a Councilor may be employed by the City.

(d) The Council is the final judge of the election and qualifications of its members.

Section ~~277.5~~. Nominations. The Council must adopt an ordinance prescribing the manner for a person to be nominated to run for Mayor or a City Councilor position.

Section ~~287.6~~. Terms. The term of an officer elected at a general election begins at the first Council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office.

Section ~~297.7~~. Oath. The Mayor and each Councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.

Section ~~307.8~~. Vacancies. The Mayor or a Council office becomes vacant:

(a) Upon the incumbent's:

~~(1) Failure to qualify for the office within 10 days of the time the term of office is to begin;~~

~~(3) Ceasing to reside in the city,~~

~~(4) Ceasing to be a qualified elector under state law,~~

~~(5) Conviction of a public offense punishable by loss of liberty,~~

~~(6) Resignation from the office, or~~

~~(7) Removal under Section 33(i).~~

(1) Death;

(2) Adjudicated incompetence; or

(3) Recall from the office.

(b) Upon declaration by the Council of the vacancy in case of the incumbent's:

(1) Failure, following election or appointment to the office, to qualify for the office within ten days ~~after of~~ the time ~~for his or her the~~ term of office ~~is~~ to begin;

(2) Absence from the City for 30 days without the Council's consent or from all meetings ~~for within a sixty 60-day period;~~

~~(c) Upon declaration by the council after the incumbent's:~~

~~(1) Failure to qualify for the office within 10 days of the time the term of office is to begin;~~

- (3) Ceasing to reside in the Ceity;
- (4) Ceasing to be a qualified elector under state law;
- (5) Conviction of a public offense punishable by loss of liberty;
- (6) Resignation from the office; or
- (7) Removal under Section 338.1(i).

Section 347.9. Filling Vacancies. 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. The appointee's term of office runs from the time of his or her qualifying for the office after appointment until expiration of the term of the predecessor who has left the office vacant. If the vacancy is filled more than ninety-90 days before the next general election, the appointee's term of office runs only until the first Council meeting in the year immediately following the election, and at that election a member shall be elected to fulfill the unexpired term. During a temporary p (in excess of sixty-60 days) absence or disability period where an elected officer cannot perform his/her/their duties, the office may be filled pro tem-tem in the manner provided for filling vacancies adopted by Council rules ordinance.

Commented [MT6]: Comma deleted.

Chapter VIII APPOINTIVE OFFICERS

Section 328.1. City Manager.

(a) The office of Ceity Mmanager is established as the administrative head of the Ceity government. The Ceity Mmanager is responsible to the Mmayor and Council for the proper administration of all Ceity business. The Ceity Mmanager will assist the Mmayor and Council in the development of Ceity policies, and carry out policies established by ordinances and resolutions.

(b) A majority of the Council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.

(c) The manager need not reside in the Ceity.

(d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after the vacancy occurs.

(e) The manager must:

- (1) Attend all Council meetings unless excused by the Mmayor or Council;
- (2) Make reports and recommendations to the Mmayor and Council about the needs of the Ceity;

(3) Administer and enforce all Ceity ordinances, resolutions, franchises, leases, contracts, permits, and other Ceity decisions;

(4) Appoint, supervise, and remove Ceity employees;

Commented [MT7]: Comma added.

(5) Organize Ceity departments and administrative structure;

(6) Prepare and administer the annual Ceity budget;

(7) Administer Ceity utilities and property;

(8) Encourage and support regional and intergovernmental cooperation;

(9) Promote cooperation among the Council, staff, and citizens in developing Ceity policies, and building a sense of community;

Commented [MT8]: Comma added.

(10) Perform other duties as directed by the Council;

(11) Delegate duties, but remain responsible for acts of all subordinates.

(f) The manager has no authority over the Council or over the judicial functions of the municipal judge.

(g) The manager and other employees designated by the Council may sit at Council meetings but have no vote. The manager may take part in all Council discussions.

(h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the Council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with Council approval.

(i) No Council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any Ceity employee, or in administrative decisions regarding Ceity property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the Council after a public hearing. In Council meetings, Councilors may discuss or suggest anything with the manager relating to Ceity business.

Section ~~338.2~~. Appointed Officers. The duties required of persons appointed to fill offices established by the Council shall be as prescribed in the applicable ordinance, resolution, job/position description, contract, or service agreement adopted by the Council when appointing persons to those offices.

Commented [MT9]: Comma added.

Section ~~348.3~~. City Attorney. The office of Ceity Attorney is established as the chief legal officer of the Ceity government. A majority of the Council must appoint and may remove the attorney.

Section ~~358.4~~. Municipal Court and Judge.

(a) A majority of the Council may appoint and remove a municipal judge ~~and any judge pro tempore~~. A municipal judge will hold court in the City at such place as the Council directs. The court will be known as the Municipal Court.

~~— Judicial Qualifications:~~

~~— (a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the Municipal Court.~~

~~— (b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.~~

~~— (c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.~~

(b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.

(c) All areas within the City and areas outside the City as permitted by state law are within the territorial jurisdiction of the court.

(d) The municipal court has jurisdiction over every offense created by City ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by City ordinance.

(e) The municipal judge may:

- (1) Render judgments and impose sanctions on persons and property;
- (2) Order the arrest of anyone accused of an offense against the City;
- ~~(3)~~ Commit to jail or admit to bail anyone accused of a City offense;
- ~~(34)~~ Issue and compel obedience to subpoenas;
- ~~(45)~~ Compel witnesses to appear and testify;
- (6) Penalize contempt of court;
- ~~(57)~~ Issue processes necessary to enforce judgments and orders of the court;
- ~~(68)~~ Perform other judicial and quasi-judicial functions assigned by ordinance.

(f) The Council may appoint and may remove municipal judges pro ~~tempore~~.

(g) The Council may transfer some or all of the functions of the municipal court to an appropriate state court.

Chapter ~~IX~~9
PERSONNEL

Section ~~36~~ 9.1. Compensation. The Council must authorize the compensation of City officers and employees as part of its approval of the annual City budget.

Section ~~37~~ 9.2. Merit Systems. The Council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of City employees based on merit and fitness.

Chapter ~~X10~~

PUBLIC IMPROVEMENTS

Section ~~39~~ 10.1. Procedure. The Council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for six months upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.

Section ~~40~~ 10.2. Special Assessments. The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

Chapter ~~X11~~

MISCELLANEOUS PROVISIONS

Section ~~41~~ 11.1. Debt. City indebtedness may not exceed debt limits imposed by state law. A Charter amendment is not required to authorize City indebtedness.

Section ~~42~~ 11.2. Ordinance Continuation. All ordinances consistent with this Charter in force when it takes effect remain in effect until amended or repealed.

Section ~~43~~ 11.3. Repeal. All Charter provisions adopted before this Charter takes effect are repealed.

Section ~~44~~ 11.4. Severability. The terms of this Charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

Section ~~45~~ 11.5. Time of Effect. This Charter takes effect, ~~January 14, 2009~~ January 1, 2027.