

# City of Rockaway Beach

## Regular City Council Meeting Minutes

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**Date:** Wednesday, April 12, 2023  
**Time:** 6:00 P.M.  
**Location:** Rockaway Beach City Hall, 276 HWY 101 -Civic Facility  
**View the meeting live here:** <https://janescottvideoproductions.com>

**CALL TO ORDER** – Charles McNeilly, Mayor

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

[Mayor - Charles McNeilly: Present](#)  
[Position #3 - Kristine Hayes: Present](#)  
[Position #4 - Alesia Franken: Present](#)  
[Position #1 - Mary McGinnis: Present](#)  
[Position #5 - Penelope Cheek: Present](#)  
[Position #2 - Tom Martine: Present](#)

### **CONSENT AGENDA**

McGinnis made a motion, seconded by Martine to approve the March 8<sup>th</sup>, 2023, minutes, and the March 2023 check register: Motioned Carried.

[Position #1 - Mary McGinnis: Motion](#)  
[Position #2 - Tom Martine: 2nd](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #2 - Tom Martine: Approve](#)

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

Public Works Director, Dan Emerson Recognized Rob Bierly, Logan Romig and Caleb Smith for their recent promotion within the Public Works Department.

Jon-Paul Bowles with Destination Management Advisors gave a presentation on the Salmonberry Trail. He updated the council on the work that is underway and the three areas of the project, (coordination of the project manager, community engagement and the stake holders who will have impact on the design).

### **STAFF REPORTS**

Fire Chief Todd Hesse spoke on call volume for the month of March. Hesse updated the council on trainings that the department focused on during the month, he stated that the EMT class is continuing and will be finished up the first weekend in May. Hesse Spoke on how the Emergency Preparedness group is working hard on organizing for the preparedness fair that will be held on April 15<sup>th</sup> at Neahkahnie Highschool. Hesse stated that SCBA training will be completed and SCBA's will be in service by the end of April.

Deputy Kevin Grogan talked about the incidents that the department responded to in the month of March. Grogan stated that Spring Break is here, and reports of theft have been high, he reminded the citizens to install cameras on their property and move all valuable items into a safe and secure location. Grogan talked about April being distracted driving month and that the Sheriff's office will be having extra patrol out and about. A citizen from the audience talked about purchasing a motion sensor camera with audio that can be hooked up to a phone so if the camera trips off you can speak to the person that is outside your house, this was purchased from Rosenberg's in Tillamook for under \$200.00.

Public Works Superintendent Dan Emerson talked about what the department worked on in the month of March. He stated that Rockaway entered an annual contest for Best Tasting Water in Oregon, and Rockaway Beach nominated Caleb Smith as Water Operator of the year and Rookie Operator of the year. Emerson stated that Public Works requested ODOT conduct a speed study in Rockaway Beach, the results came back that the 30mph downtown zone be extended to North 7<sup>th</sup>. This is not the final decision but was the traffic investigators' recommendation, the next step will be to review and get approval from the State Traffic Engineers Officer.

City Manager Luke Shepard updated the council on the Lake Lytle project. Shepard stated that he will be working on a draft lease agreement for the city council to look at and then send it to the county this summer to negotiate terms on taking over operational control of the property. Once the lease has been signed, the city can start looking at improvements that can be made. Shepard stated that it's time to make nominations for Volunteer of the year and Grand Marshall, these nominations can be done online or at City Hall. Shepard talked about the first budget meeting that was held on April 6<sup>th</sup> and the second meeting will be April 13<sup>th</sup>, he is hoping to get the budget approved at May's city council meeting. Shepard reminded the citizens & council to attend the preparedness fair on April 15<sup>th</sup> at the Neahkahnie Highschool. Shepard invited all to attend the first listening session on the Salmonberry Trail that will be held April 26<sup>th</sup> from 6-8pm at City Hall. Shepard mentioned that he will be attending the League of Oregon City conference along with Mayor McNeilly and some of the council members on April 25-26<sup>th</sup> in Seaside.

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

Jean Scholtz President of Friends of the Rockaway Beach Library- 340 North Slope way- Spoke on grant funding from the city.

### **OLD BUSINESS - None**

### **NEW BUSINESS**

### **REVIEW OF ROBERT'S RULES OF ORDER: ACTION ON BUSINESS ITEMS**

City code states that the procedure for council meetings shall be governed by Robert's Rules of Order. The League of Oregon Cities recommends periodic review of common meeting procedures. The council reviewed the steps needed to act on business items such as, Motions, Seconds, Discussions, and Voting.

### **APPROVE FUNDING FOR THE 2022-2023 OFF-SEASON TOURISM MARKETING GRANTS**

The purpose of this grant is to assist tourism-related businesses with marketing and promotion. This grant program is funded by lodging tax collected within the City of Rockaway Beach. Thirteen eligible project applications were received for the 2022-2023 City of Rockaway Beach Tourism Marketing Grant program. Funds are available to award all thirteen projects. City Council has final authority on awards.

Jessica Hooker-355 N Neptune St- Commented on the Marketing Grants.

Cheek made a motion, seconded by McGinnis to except all applications for the Tourism Marketing Grants: Motion Carried.

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

[Position #1 - Mary McGinnis: 2nd](#)

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

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

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

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

### **REQUEST FOR USE OF THE WAYSIDE BY THE ROCKAWAY BEACH CHAMBER OF COMMERCE AND VISITOR'S CENTER**

The Rockaway Beach Chamber of Commerce and Visitor's Center had submitted applications for four events utilizing the Wayside. Details can be found in the submitted Wayside Applications.

Jessica Hooker-355 N Neptune St.-Talked about requests for use for the Wayside.

McGinnis made a motion, seconded by Hayes, to except the four applications for events utilizing the Wayside without granting the request for waiver of the bathroom cleanings.

[Position #1 - Mary McGinnis: Motion](#)

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

McGinnis made a motion to amend her motion seconded by Martine.

[Position #1 - Mary McGinnis: Motion](#)

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

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

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

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

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

**AMENDED MOTION:**

McGinnis made a motion, seconded by Martine, to accept three applications for the Arts and Crafts Fair, Kite Festival, and the Artisan Fair at the Wayside without granting the request for waiver of the bathroom cleanings: Motion Carried.

[Position #1 - Mary McGinnis: Motion](#)

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

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

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

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

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

McGinnis made a motion, seconded by Hayes, to allow the Independence Day Fireworks Fundraiser without granting the request for waiver of the bathroom cleaning; Motion Carried.

[Position #1 - Mary McGinnis: Motion](#)

[Position #4 - Alesia Franken: 2nd](#)

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

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

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

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

**COUNCIL CONCERNS**

Councilor Martine talked about the complaints on Facebook, emails, and in town regarding the parking lot project on Anchor Street. He mentioned when City Hall was built it was in the lending contract with the bank that we had that parking lot.

Councilor Cheek stated that it was nice to be back from Texas and it's great to see everyone.

Councilor McGinnis thanked Public Works for their hard work and is excited about the Farmers Market this summer. McGinnis encouraged all citizens to join the Emergency Preparedness Fair on April 15<sup>th</sup>. McGinnis asked the council to look at the different non-operational city committees and make those committees operational so that the public can get more involved.

Councilor Hayes thanked Public Works for a job well done. Hayes is excited to work with small committees and the Chamber. Hayes stated she is excited about the Salmonberry Trail project.

Councilor Franken stated she is really enjoying being indoctrinated into her new role and she is really enjoying the process.

## MAYOR'S REPORT

Mayor Charles McNeilly spoke on the Anchor Street project and the decision making of this project by the city council.

## ADJOURNMENT

McGinnis made a motion, seconded by Martine to adjourn the meeting; Motioned Carried.

Position #1 - Mary McGinnis: Motion

Position #2 - Tom Martine: 2nd

Position #3 - Kristine Hayes: Approve

Position #4 - Alesia Franken: Approve

Position #1 - Mary McGinnis: Approve

Position #5 - Penelope Cheek: Approve

Position #2 - Tom Martine: Approve

Adjourned at 7:55pm

MINUTES APPROVED THIS  
10<sup>th</sup> DAY OF MAY 2023

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MAYOR, CHARLES MCNEILLY

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CITY MANAGER, LUKE SHEPARD