



City of Rockaway Beach

Regular City Council Meeting Minutes

Date: Wednesday, August 9, 2023
Location: Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

1. CALL TO ORDER

Mayor McNeilly called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Start time: [06:00:27 PM \(00:00:25\)](#)

[Mayor - Charles McNeilly: Present](#)

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

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

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

[Position #5 - Penelope Cheek: Present \(joined at 6:07 p.m.\)](#)

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

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; Dan Emerson, Public Works Superintendent; Todd Hesse, Fire Chief; and Kevin Grogan, Sheriff's Department Deputy.

4. CONSENT AGENDA

Start time: [06:00:51 PM \(00:00:49\)](#)

- a. Approval of July 12, 2023 Regular Meeting Minutes
- b. Approval of July 12, 2023 Workshop Minutes
- c. Review of July 2023 Check Register

Martine made a **motion**, seconded by Franken, to adopt the Consent Agenda.

The **motion carried** by the following vote:

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

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

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

- a. ~~Jetty Creek Watershed Working Group (item removed from agenda)~~
- b. **Street Improvement Plan Proposal – Matt Del Moro, HBH Consulting Engineers**
Start time: [06:02:31 PM \(00:02:29\)](#)

Del Moro shared a presentation, providing an overview of HBH Consulting Engineers' proposal for a capital improvement plan for streets. Del Moro and Shepard answered clarifying questions from the Council regarding the schedule, public involvement, and the number of HBH staff that would be involved in the project.

- c. **Salmonberry Trail Community Path Design Memorandum – Jon-Paul Bowles, Destination Management Advisors**
Start time: [06:09:42 PM \(00:09:40\)](#)

Bowles shared a presentation on the Salmonberry Trail Community Path Design Project final report. Bowles answered clarifying questions from the Council regarding design recommendations, response to community outreach, and next steps.

6. STAFF REPORTS

- a. **Fire Department**
Start time: [06:35:57 PM \(00:35:55\)](#)

Hesse presented his staff report on the activities and operations of the Rockaway Beach Fire Rescue department for the month of July 2023. He noted an amended total of 8 trainings in July.

- b. **Sheriff's Office**
Start time: [06:44:13 PM \(00:44:11\)](#)

Grogan summarized the Sherrif's Office report for July 2023.

- b. **Public Works**
Start time: [06:46:02 PM \(00:46:00\)](#)

Emerson presented his report on Public Works department activities in July. He added that an Oregon Department of Transportation (ODOT) speed zone investigation for the area just north of Nedonna Road to just south of Minnehaha Street was completed and the ODOT decision was to retain the existing 30 mile per hour speed, but extend it north by .28 miles into the existing 45 miles per hour speed zone. Emerson answered clarifying questions for the Council regarding the

speed zone investigation. There were Council suggestions about how to provide public notice regarding water conservation.

c. City Manager

Start time: [06:54:40 PM \(00:54:38\)](#)

Shepard shared a presentation providing background information on the business items on the agenda. He presented a tentative meeting schedule for the Street Capital Improvements Plan. Shepard reviewed several grants that the City was pursuing, provided an update and tentative meeting schedule for the Destination Management Plan, and provided additional updates on other current tasks and projects.

7. PUBLIC HEARING – None Scheduled

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [07:08:15 PM \(01:08:13\)](#)

Goldea See commented that it can be difficult for older people to get from the mainland down to the ocean.

McNeilly noted that there was a project planned to install stairs and a ramp for more accessible beach access at the Wayside.

McNeilly announced that the new Council Meeting rules will take effect on August 11, 2023. The public comment time will change from 5 minutes to 4 minutes, which will allow two additional participants to speak within the 40-minute time allotted for public comment.

9. OLD BUSINESS – None Scheduled

10. NEW BUSINESS

a. Consideration of Resolution 23-999 Adopting Community Path Design Memorandum

Start time: [07:10:57 PM \(01:10:55\)](#)

McNeilly explained that this resolution adopts a conceptual design memorandum for the Rockaway Beach section of the Salmonberry Trail. After widespread community engagement, Destination Management Advisors (DMA) has completed this design memo to act as a guiding document for the next phase of the project.

No audience members wished to comment.

Hayes made a **motion**, seconded by Cheek, to approve Resolution 23-999 Adopting Community Path Design Memorandum

Hayes commented that some of the public meetings were not heavily attended which suggests that citizens really wanted the path and there wasn't opposition to it.

The **motion carried** by the following vote:

[Position #3 - Kristine Hayes: Motion](#)
[Position #5 - Penelope Cheek: 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](#)

a. Consideration of Resolution 23-1001 Approving a Proposal from HBH Consulting Engineers for a Street Capital Improvements Plan

Start time: [07:13:21 PM \(01:13:19\)](#)

McNeilly said that this resolution approves a proposal from HBH Consulting Engineers to complete a Street Capital Improvement Plan. The total estimate for time and materials is \$35,250.

No audience members wished to comment.

Martine made a **motion**, seconded by McGinnis, to approve Resolution 23-1001 Approving a Proposal from HBH Consulting Engineers for a Street Capital Improvements Plan.

The **motion carried** by the following vote:

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

b. Consideration of Resolution 23-1002 Adopting Paid Leave Oregon Policy

Start time: [07:14:58 PM \(01:14:56\)](#)

McNeilly shared that this resolution adopts a policy for Paid Leave Oregon, a new state-run program that allows employees paid time off for family leave, medical leave, and safe leave.

No audience members wished to comment.

Franken made a **motion**, seconded by Hayes, to approve Resolution 23-1002 Adopting Paid Leave Oregon Policy.

Shepard clarified for Cheek that the employee union contract was already updated to reflect Paid Leave Oregon.

The **motion carried** by the following vote:

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

[Position #3 - Kristine Hayes: 2nd](#)

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

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

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

[Position #5 - Penelope Cheek: Abstain \(due to technical difficulties\)](#)

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

11. ITEMS REMOVED FROM CONSENT AGENDA – None removed.

12. COUNCIL CONCERNS

Start time: [07:16:56 PM \(01:16:54\)](#)

Franken thanked Shepard and staff for keeping the Council updated and the City moving forward with projects. She thanked Emerson for providing updates on the water situation and his conscientious approach.

Hayes commented on the thoroughness of the meeting packet materials, project spreadsheet and other data being provided in order to make decisions. She noted that she was happy about new staff. Hayes shared that she heard positive comments from the public regarding trash and restroom facilities and it reflects how well staff cares for the community.

Martine commented on activities at the Lake Lytle boat ramp and suggested that signs be posted indicating that it is illegal to flush boat motors.

Cheek apologized for the technical difficulties, and commented that it was a great meeting. She added that she appreciated the efforts that Bowles put into the Salmonberry Trail Community Path project and was glad it was moving forward.

McGinnis reported on positive comments she heard from a community member. She commended the work that the City is doing, noting that a project list that the City Manager shared with the Council at the Workshop meeting would be available on the City website.

13. MAYOR’S REPORT

Start time: [07:23:17 PM \(01:23:15\)](#)

McNeilly reported that the next “Coffee with Manager and Mayor” meeting will be held Thursday, August 24, 2023. He said that a summary of issues shared by residents at the July meeting was included in the agenda packet.

McNeilly commented on residents’ concerns about the increase in short-term rentals (STRs) and their impact on the city. McNeilly commented that it may be time to consider a phase two review of the Short-Term Rental Ordinance to discuss what the City needs to do to both support the STR industry, but also support residents in maintaining their quality of life.

McNeilly also commented on concerns regarding sidewalks. He said it was noted that the TSP and Comprehensive Plan both call for extending sidewalks north and south on Highway 101. He encouraged the Chamber of Commerce and Business Association to join forces and explore the viability of establishing a Local Improvement District (LID) to fund sidewalk improvements.

McNeilly added that a long-time resident recently commented on positive changes in the community.

14. ADJOURNMENT


Start time: [07:26:41 PM \(01:26:39\)](#)

Martine **moved**, seconded by McGinnis, to adjourn the meeting at 7:27 p.m.

The **motion carried** by the following vote:

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

MINUTES APPROVED THIS
13TH DAY OF SEPTEMBER 2023


Charles McNeilly, Mayor

ATTEST


Melissa Thompson, City Recorder