



City of Rockaway Beach

Regular City Council Meeting Minutes

Date: Wednesday, October 11, 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: [06:01:23 PM \(00:01:01\)](#)

[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](#)

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

4. CONSENT AGENDA

Start time: [06:01:50 PM \(00:01:27\)](#)

- a. Approval of September 13, 2023 Regular Meeting Minutes
- b. Approval of September 13, 2023 Workshop Minutes
- c. Review of September 2023 Check Register

McGinnis made a **motion**, seconded by Cheek, to adopt the Consent Agenda.

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

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

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS – None scheduled

6. STAFF REPORTS

a. Fire Department

Start time: [06:03:24 PM \(00:03:02\)](#)

Hesse presented his staff report on the activities and operations of the Rockaway Beach Fire Rescue department for the month of September 2023. Hesse added that there would be an expert in water purification speaking at the Emergency Preparedness meeting on November 1, 2023. He noted that the new ladder truck approved by the Council had been ordered. Hesse shared that “Trunk or Treat” would be held on Saturday, October 28th at the Wayside. He reported that the Fire Department open house was successful. Hesse also reported on winter preparedness, and encouraged participation in the Great ShakeOut earthquake drill scheduled for October 19th. He shared that the pumper truck had an issue with the pressure governor that was repaired. Hesse answered clarifying questions for the Council. There was brief discussion regarding the tsunami siren, and it was noted that the siren was disconnected due to complaints that it went off every time there was any fire emergency.

b. Sheriff’s Office

Start time: [06:14:51 PM \(00:14:28\)](#)

Deputy Kevin Grogan summarized the Sheriff’s Office report for September 2023.

c. Public Works

Start time: [06:16:18 PM \(00:15:55\)](#)

Emerson presented his report on recent developments in the Public Works department. He answered clarifying questions for the Council.

Emerson added that the tennis court lines were repainted and pickleball court lines were added. McGinnis commented that the City updated the lease agreement with the school district for the tennis courts last month. McNeilly commented that he had already heard residents express their appreciation for the pickleball court lines.

d. City Manager

Start time: [06:21:14 PM \(00:20:52\)](#)

Shepard shared a presentation providing background information on the business items on the agenda. He shared updates on the Destination Management Plan, new utility billing features, and the façade improvement grant. Shepard shared photos of the pickleball and tennis court striping, as well as new benches.

7. PUBLIC HEARING

a. Resolution 23-1010 Approving Public Records Request Fees

Start time: [06:25:48 PM \(00:25:25\)](#)

McNeilly opened the public hearing at 6:25 p.m.

Daniel Howlett commented on records requests that he has placed. He explained that he had reviewed the log of requests made in 2023 and suggested that journalists and other locals make more requests. He commented that the City Recorder was a good hire and expressed appreciation for assistance with requests. Howlett recommended digitization of all files and minute notes.

There being no further comments, McNeilly closed the public hearing at 6:30 p.m.

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [06:30:46 PM \(00:30:23\)](#)

Chris O'Brien spoke regarding her concerns about issues with the memorial bricks at the Wayside, commenting that she had been communicating with City Hall for the past three years, and that the installer did not do a very good job. She expressed that if the City can't get the issues resolved in a timely manner, the Council should consider refunding money. O'Brien shared images with the Council from a memorial wall in Depoe Bay.

Twyla Atkinson spoke regarding her concerns about the memorial brick she purchased for her husband. She shared that it was a special memory and memorial.

Michael Weissenfluh requested that the Council put a pause on short-term rentals (STRs) in order to consider imposing a cap, density limits, denying transferability of permits, and reviewing to ensure that current licenses are being used properly. He acknowledged the need for housing for tourists and the importance of tourism for merchants, but expressed concerns about STRs impact on livability. Weissenfluh emphasized the need for balance.

Daniel Howlett commented that he was advocating for voters, saying that four Council seats would be up at the next election cycle and the implications are huge. He commented on the process of casting ballots in past elections and said the process changed in 2014 when position numbers were assigned. He suggested a records request be filed regarding the change in 2014. Howlett commented that candidates should have to compete for their seat. Howlett requested that the Council fix the voting process by removing position assignments for seats so that the community gets the best leaders possible.

9. OLD BUSINESS – None Scheduled

10. NEW BUSINESS

a. Consideration of Resolution 23-996 Adopting a Public Records Request Policy

Start time: [06:41:37 PM \(00:41:14\)](#)

McNeilly explained that this resolution adopts an updated Public Records Request Policy in compliance with Oregon public records law, and repeals all previous policies.

No audience members wished to comment.

Franken made a **motion**, seconded by Martine, to approve Resolution 23-996 Adopting a Public Records Request Policy.

Franken commented that the Council had worked on the policy, and the document was in order. McGinnis commented that it was an especially appropriate time to adopt the policy, since there was now a City Recorder on staff and it made the process more efficient.

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

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

b. Consideration of Resolution 23-1010 Approving Public Records Request Fees

Start time: [06:43:50 PM \(00:43:27\)](#)

McNeilly said that adjusts the fee for staff time to fulfill public records requests from \$40 per hour to the hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request. Additional charges for photocopies or providing electronic copies shall still apply.

Martine made a **motion**, seconded by Cheek, to approve Resolution 23-1010 Approving Public Records Request Fees.

Hayes commented that it was a housekeeping issue. McGinnis commented that was a missing component being added to the City Recorder's job to make it more efficient.

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

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

11. ITEMS REMOVED FROM CONSENT AGENDA – None Removed

12. COUNCIL CONCERNS

Start time: [06:45:22 PM \(00:45:00\)](#)

Cheek commented that the City was progressing and getting things done. She said that the Council had a really good workshop and discussed putting things in process that the City has needed for a long time.

Franken thanked the City Manager and staff, noting that there was a lot going on and it was well organized and well presented. She thanked Hesse and Emerson and their teams for their work.

Hayes addressed the public comments regarding the memorial bricks. She said that she believed that there was a plan to address the bricks included in the Wayside improvements. Hayes shared that there were middle and high school students coming from Valley Catholic to do work on various projects in the community. She shared that the Chamber is planning Halloween Town events. Hayes requested that the Council revisit the policy of closing the Wayside on holidays.

Martine commented that last month's City Council meeting was the first that he had ever missed, noting how much transpired at the meeting, and expressing appreciation for how much the Council does.

McGinnis commented on the Fire Department open house. She acknowledged and thanked all of the volunteers throughout the city. McGinnis reported on presentations she made to social studies classes, noting that the students expressed interest in viewing Council meetings. She thanked community members and businesses that were participating in the watershed group, commenting that their engagement and the city's participation would make a difference. McGinnis shared that addressing STRs was next on her priority list, and that the city needed a healthy balance between STRs and full-time residences. She addressed the public comments regarding the election ballot process, noting that the purpose of the document she drafted regarding the history of elections that was shared by Howlett was to provide transparency. She commented that Council position numbers could be added or removed by Council action. She explained that the City's election history was normal and typical of cities on the coast. She indicated that she was being transparent, and there would be an honest conversation about it. McGinnis reported that she received a scholarship to attend the League of Oregon Cities in Eugene.

13. MAYOR'S REPORT

Start time: [06:57:36 PM \(00:57:14\)](#)

McNeilly reported that he scheduled a “What’s on Your Mind with the Mayor” meeting on Saturday, October 21, 2023, for those who can’t attend on a weekday. He noted that he planned to schedule Saturday sessions on a quarterly basis. McNeilly said that the next Coffee with Manager and Mayor meeting would be held on Thursday, October 26, 2023. He commented on issues that were shared by residents at the September “Coffee with Manager and Mayor” meeting, adding that a summary was included in the agenda packet.

McNeilly spoke about emergency preparedness, noting that he was thrilled that Geoff Grace was assigned to address emergency preparedness efforts. McNeilly acknowledged all of the volunteers working on emergency preparedness, and encouraged more community members to join.

McNeilly announced that the next Community and Destination Management Plan meeting would be held on October 23, 2023 at 6:00 p.m. at City Hall. He encouraged community members to attend.

14. ADJOURNMENT

Start time: [07:01:51 PM \(01:01:29\)](#)

Hayes **moved**, seconded by McGinnis, to adjourn the meeting at 7:02 p.m.

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

[Position #3 - Kristine Hayes: 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
8TH DAY OF NOVEMBER 2023


Charles McNeilly, Mayor

ATTEST


Melissa Thompson, City Recorder