



City of Rockaway Beach

City Council Workshop Minutes

Date: Wednesday, July 12, 2023
Time: 4:30 P.M. – 5:40 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

1. CALL TO ORDER

Mayor McNeilly called the meeting to order at 4:30 p.m.

2. ROLL CALL

Start time: [04:30:06 PM \(00:00:30\)](#)

[Mayor - Charles McNeilly: Present](#)

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

[Council President - Penny Cheek: Present](#)

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

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

[Council Position 4 - Alesia Franken: Present \(arrived at 4:34 p.m.\)](#)

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; and Dan Emerson, Public Works Superintendent

3. COUNCIL BRIEFING/DISCUSSION

a. Consent Agenda Process Review

Start time: [04:31:08 PM \(00:01:31\)](#)

City Manager Shepard reviewed the process for utilizing the Consent Agenda. There was discussion about the types of items to be included on the Consent Agenda, with the Council providing general direction to Shepard.

b. Public Records Request Form and Policy Review (Item moved from 3e.)

Start time: [04:41:58 PM \(00:12:21\)](#)

Shepard presented the public records request policy, providing an overview of the statutory requirements and explaining that the state statutes informed the policy. Shepard answered clarifying questions. There was discussion regarding a desire to review fees related to records requests at a future workshop, along with an updated draft of the policy.

c. Street Improvement Plan Proposal Review (Item moved from 3d.)

Start time: [05:05:21 PM \(00:35:44\)](#)

Shepard summarized the proposal from HBH Consulting Engineers for a Street Capital Improvements Plan and answered clarifying questions. There was brief discussion regarding quality of streets, roads under the County's jurisdiction, repairs vs. improvements, community engagement, and stormwater management.

- d. Tillamook County Multi-Jurisdictional Natural Hazards Mitigation Plan (NHMP) 2023 Update** (Item moved from 3b.)
Start time: [05:25:59 PM \(00:56:23\)](#)

Shepard provided an overview of the 2023 NHMP Update and explained that a draft had been completed and was available on the city's website. He noted that the plan is currently under review by the Oregon Department of Emergency Management (OEM) and the Federal Emergency Management Agency (FEMA). Shepard explained that by adopting the plan, the City maintains eligibility for federal funding and disaster relief aid. He answered clarifying questions for the Council.

- e. Paid Leave Oregon Policy Review**
Start time: [05:29:38 PM \(01:00:01\)](#)

Shepard gave an overview of the state-run Paid Leave Oregon program and explained that the City needed to adopt a policy in order to administer it. He noted that draft policy was informed by state law. Shepard answered clarifying questions.

- f. City Website Non-Affiliate Links**
Start time: [05:32:39 PM \(01:03:02\)](#)

McNeilly reported that there was a request from the Chamber of Commerce to provide a link on the city's website to the Chamber's website. McNeilly said that in general he did not find links to Chambers of Commerce on other city's websites that he reviewed. McNeilly explained that he wanted to see if there was Council interest in including website links to organizations that serve the community as a service to residents. After brief discussion, there was consensus to have further discussion at a future workshop.

Hayes commented that she would like to see any agenda item not addressed at a workshop to be listed first as unfinished business on the next workshop agenda. Cheek commented that she thought the Council had done very well in addressing agenda items. Shepard noted that items should always be listed on the agenda before they are discussed.

4. ADJOURNMENT

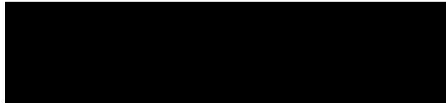
Start time: [05:39:10 PM \(01:09:33\)](#)

McGinnis made a **motion**, seconded by Martine, to adjourn the meeting at 5:39 p.m.

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

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

MINUTES APPROVED THIS
9TH DAY OF AUGUST 2023



Charles McNeilly, Mayor

A handwritten signature in black ink, appearing to be 'Charles McNeilly', written over the printed name.

ATTEST



Melissa Thompson, City Recorder