

City of Rockaway Beach

City Council Workshop Minutes



Date: Wednesday, September 13, 2023
Time: 4:30 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: [04:30:22 PM \(00:00:00\)](#)

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

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder

3. COUNCIL BRIEFING/DISCUSSION

a. Community Grant Application and Policy Review

Start time: [04:30:47 PM \(00:00:25\)](#)

Shepard provided an overview of the six Community Grant Applications received and asked the Council to come to consensus regarding actions to be considered at that night's City Council meeting. The Council reviewed the applications and there was discussion regarding the grant program rules and criteria.

After discussion, there was consensus to consider approving awards at that night's Council meeting for Meals for Seniors, Friends of the Library, and Rockaway Beach Volunteers. There was discussion regarding the business location of Brittney Bakes and consensus to not consider an award. There was Council consensus to request that Sea Turtles submit additional information. There was consensus to invite the Rockaway Beach Writers Rendezvous applicant to a future workshop to provide more information and have further discussion.

b. Public Records Request Policy

Start time: [05:06:50 PM \(00:36:28\)](#)

Shepard explained minor changes that were made to the draft Public Records Request policy, including adding the state definition of a business day, and minor grammatical changes. In response to a question from McGinnis, Shepard confirmed that the policy would be posted on the city website after adoption. The Council reviewed a log of records requests received in

2023, and there were comments regarding reviewing the log on a quarterly basis. There was discussion regarding fees for fulfilling records requests and consensus to consider charging actual costs for staff time.

c. Abatement of Nuisances at 603 S. Easy Street

Start time: [05:15:58 PM \(00:45:35\)](#)

The Council reviewed a memorandum, abatement notices and photographs of nuisances at 603 S. Easy Street. Shepard explained that the nuisances that were specified in the Notice to Abate were addressed by the responsible party in accordance with our code as of the date of inspection, so there would be no action for the Council to consider at that night's meeting. Shepard noted that the City expected to continue to receive complaints on the property, and it was highly likely that future abatement action would be necessary.

d. Project/Task Priorities

Start time: [05:21:27 PM \(00:51:04\)](#)

Shepard presented an updated list of projects and tasks, explaining the list included items that were suggested by the Mayor and Council. There was discussion of the list and additional items proposed to be added to the project/task pool. Shepard provided an update on various grants and related projects. He answered clarifying questions for the Council. Shepard noted that he would ask the Council to review and adjust project pool priorities as needed.

4. ADJOURNMENT

Start time: [05:40:08 PM \(01:09:46\)](#)

McGinnis made a **motion**, seconded by Cheek, to adjourn the meeting at 5:40 p.m.

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

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

MINUTES APPROVED THIS
11TH DAY OF OCTOBER 2023


Charles McNeilly, Mayor

ATTEST


Melissa Thompson, City Recorder