



City of Rockaway Beach

Regular City Council Meeting Minutes

Date: Wednesday, January 15, 2025
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

Council Members Present: Mayor Charles McNeilly; Councilors Penny Cheek, Mary McGinnis, Tom Martine, Alesia Franken, and Kiley Konruff

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

OATHS OF OFFICE

City Recorder Thompson administered Oaths of Office to the City Council.

4. CONSENT AGENDA

Start time: 06:05:28 PM (00:05:26)

- a. Approval of December 11, 2024 Regular Meeting Minutes
- b. Approval of December 11, 2024 Workshop Minutes
- c. Review of Financial Reports

Martine made a **motion**, seconded by Cheek, to approve the consent agenda.

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

Aye: 5 (Cheek, McGinnis, Martine, Franken, Konruff)

Nay: 0

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS *(Presentation occurred after Sheriff's Office Staff Report)*

- a. **Presentation – Fiscal Year 2023-2024 Financial Audit – Peter Gelser, Koontz, Blasquez & Associates, P.C.**

Start time: 06:23:52 PM (00:23:51)

Gelser stated that overall, the financials were really strong, and the auditors did not have any significant concerns. Gelser reviewed the small findings presented in the audit letter. McNeilly noted that Shepard had made staffing changes, and he didn't anticipate a repeat of most issues in the future. Gelser reported that there were no significant changes to financials over the previous few years. He noted a minor change to how some of the restricted assets or restricted portion of the fund balance were recorded. McGinnis commented that it nice to have Finance Director Marni Johnston on staff now. McNeilly expressed that the city was in good shape. Gelser concurred that things were going in the right direction.

6. STAFF REPORTS

a. Fire Department

Start time: 06:07:27 PM (00:07:26)

Hesse presented his staff report on the activities and operations of the Rockaway Beach Fire Rescue department for the month of December 2024. Hesse added that the Summer staffing grant was in the state legislature, and it was uncertain if it would pass. Hesse said he would request a letter of support from the Council. Hesse shared that Oregon sent 21 task forces to assist with California wildfires. Hesse stated that all vehicles passed inspection and none of the task forces were stopped by the process. He noted that engines were sent from Nehalem and Garibaldi, and Firefighter Boos went with the Garibaldi engine. Hesse reported that the warming center was activated earlier in the month and was utilized by 34 residents.

McGinnis commented that she met with the Neah-Kah-Nie Middle School principal who expressed gratitude for the Fire Department's work with the school. McNeilly commented on the staff report statistics, noting that there had been a 23% increase in 911 calls and non-emergent requests since 2021, and encouraging Hesse to budget accordingly in the coming fiscal year.

b. Sheriff's Office

Start time: 06:19:25 PM (00:19:23)

Deputy Kevin Grogan summarized the Sheriff's Office report for December 2024 and answered clarifying questions for the Council. Martine asked how to address tag graffiti and Grogan responded that cameras are helpful, and to call the non-emergency dispatch number to report it. Martine inquired about drug activity and Grogan said to call the Sheriff's Office directly to report it. McGinnis thanked the Sheriff's Office for their work with Neah-Kah-Nie Middle School. Konruff shared that she heard requests from the public for more visible law enforcement presence in the community, such as at High School events.

c. Public Works

Start time: 06:30:53 PM (00:30:51)

Emerson presented his report on operations within the Public Works department for December 2024. Franken commended Public Works for their persistence in obtaining a working generator during a power outage. McGinnis encouraged Public Works to continue their work to keep the Boardwalk slip resistant. McNeilly noted that flood mitigation work on South 2nd & Coral was having a positive impact, and Cheek concurred.

d. City Manager

Start time: 06:39:07 PM (00:39:06)

Shepard welcomed Councilor Konruff. Shepard shared a presentation including a brief overview of the financial audit and background information on the business items on the agenda. Shepard announced that City Planner Mary Johnson has been tapped to fill the Public Works Director position, with an anticipated transition date of April 2025. He highlighted Johnson's accomplishments. Shepard shared the City was currently recruiting for a Public Works Utility Worker and Treatment Plant Operator. Shepard shared that Deputy Sean Ahlers received the Distinguished Action Award from the Oregon State Sheriff's Association. Shepard reported that the Community Grants application period would open February 3rd and noted that more information would be posted on the website. Shepard shared public meeting dates in January and February. McGinnis noted that Community Grants were for non-profits, and other grants would be available for for-profit businesses. Shepard added that he expected that the Marketing and Façade Improvement Grants would open on March 3rd.

7. PUBLIC HEARING – None Scheduled

8. PUBLIC INPUT ON NON-AGENDA ITEMS

Start time: 06:51:01 PM (00:51:00)

Bill Hassell announced that North Coast Communities for Watershed Protection (NCCWP) was inviting all to attend a January 18th "Coastal Futures" presentation by University of Oregon students regarding sustainable coastal practices and exploring paths for long-term resilience.

Sandy Johnson thanked the Mayor, Councilors and Planning Commission President Hassell for listening to concerns of the community regarding accessibility. Johnson mentioned City projects and activities that addressed the issue. Johnson commented that in response to citizen concerns regarding lack of ADA-compliant short-term rentals in the community, the January 16th Planning Commission meeting would include a presentation from a company that provides direction and certification for accessible short-term rentals. Johnson encouraged anyone interested to attend. Johnson shared that David's Chair, a track operated electric wheelchair that can operate on sand, was now stored and available at the St. Mary's Church parking lot. Johnson said the Rockaway Beach Volunteers will be coordinating the David's Chair volunteer booth and were seeking people to help with check-in and check-out of the chair, and encouraged those interested to attend a training on January 23rd.

Goldea See thanked all who took part in resolving the issue of light from Anchor Street Park shining into her home. McNeilly commended Public Works for their efforts.

10. NEW BUSINESS

- a. **Consideration of Resolution 2025-01 Adopting 2023-2024 Fiscal Year Audit Plan of Action**
Start time: 06:58:51 PM (00:58:49)

McNeilly explained this resolution adopts an action plan in response to deficiencies reported in our audit of the fiscal year ending June 31, 2024.

McNeilly invited public comment. No audience members wished to comment.

Franken made a **motion**, seconded by Martine, to approve Resolution 2025-01 Adopting 2023-2024 Fiscal Year Audit Plan of Action.

Franken commented that everything was made clear in the audit presentation and discussion.

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

Aye: 5 (Cheek, McGinnis, Martine, Franken, Konruff)
Nay: 0

- b. **Consideration to Elect a Council President**
Start time: 07:01:35 PM (01:01:34)

McNeilly explained that the Rockaway Beach City Charter Chapter III, Section 8, provides that at its first meeting each year, the council must elect a president from its membership. McNeilly stated the president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform their duties.

McNeilly invited public comment. No audience members wished to comment.

McNeilly nominated Penny Cheek to continue to serve as Council President.

McGinnis made a **motion**, seconded by Franken, that the Rockaway Beach City Council elect Penny Cheek to serve as City Council President.

McGinnis said she looked forward to seeing Cheek step into McNeilly's shoes someday.

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

Aye: 5 (Cheek, McGinnis, Martine, Franken, Konruff)
Nay: 0

c. Consideration to Appoint a Planning Commission Liaison

Start time: 07:03:30 PM (01:03:29)

McNeilly stated the provisions of the Rockaway Beach City Charter providing for a Planning Commission liaison position.

McNeilly invited public comment. No audience members wished to comment.

McNeilly nominated Mary McGinnis to continue to serve as Planning Commission Liaison.

Martine made a **motion**, seconded by Cheek, that the Rockaway Beach City Council approve the Mayor's nomination of Councilor Mary McGinnis to serve as the Planning Commission Liaison.

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

Aye: 5 (Cheek, McGinnis, Martine, Franken, Konruff)
Nay: 0

d. Consideration of Resolution 2025-03 Making Appointments to the Planning Commission to Fill Vacant Positions 1 & 7

Start time: 07:05:50 PM (01:05:48)

McNeilly explained the two applications received for the open positions were reviewed in the Council Workshop, and the City Charter grants the Mayor authority to nominate for vacancies, with appointment by a majority of the Council.

McNeilly invited public testimony. No audience members wished to comment.

McNeilly stated that there were two outstanding applicants, Lydia Hess and Jason Maxfield, who distinguished themselves on the Sourcewater Protection Plan Development Advisory Committee (SPPDAC).

McNeilly nominated Jason Maxfield to Position 1 and Lydia Hess to Position 7, noting that Hess specifically applied for Position 7.

Cheek made a **motion**, seconded by Franken, that the Rockaway Beach City approve Resolution 2025-03 Making Appointments to the Planning Commission to Fill Vacant Positions 1 & 7 with Jason Maxfield and Lydia Hess.

McGinnis commended Maxfield and Hess for their work on SPPDAC and stated she was confident they would continue to work that hard on the Planning Commission. Franken commented that she enjoyed working with them on SPPDAC, they were engaged, and the city was lucky that they applied.

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

Aye: 5 (Cheek, McGinnis, Martine, Franken, Konruff)

Nay: 0

e. Consideration of Resolution 2025-02 Approving a Site Host Agreement with EV Charging Solutions for Electric Vehicle Charging Stations at Anchor Street Parking Lot

Start time: [07:08:59 PM \(01:08:57\)](#)

McNeilly stated that this resolution approves an agreement with EV Charging Solutions for electric vehicle charging stations at Anchor Street Parking Lot.

McNeilly invited public comment. No audience members wished to comment.

Franken made a **motion**, seconded by Martine, to approve Resolution 2025-02 Approving a Site Host Agreement with EV Charging Solutions for Electric Vehicle Charging Stations at Anchor Street Parking Lot.

McGinnis commented on the growing popularity of electric vehicles in Oregon and thanked City staff for pursuing grants and being ahead of the issue. McNeilly commented that the City will have some of the best charging stations along this part of the coast and it will have an incremental impact on our economy. McNeilly thanked Shepard and city staff.

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

Aye: 5 (Cheek, McGinnis, Martine, Franken, Konruff)

Nay: 0

McNeilly changed the order of business, moving the Executive Session after all remaining agenda items.

11. ITEMS REMOVED FROM CONSENT AGENDA – None removed

12. COUNCIL CONCERNS

Start time: 07:12:14 PM (01:12:13)

Cheek thanked the Fire Department for their outstanding work in the past year. Cheek thanked Grogan and Ahlers for a marvelous job, and assistance with an issue earlier that day. Cheek stated the City was also fortunate to have an outstanding Public Works department, super City Manager and staff.

Franken commended Public Works and City staff. Franken encouraged all to attend the next SPPDAC meeting on Tuesday, January 21st.

Konruff commented that she was excited that the Fire Department had such a high turnout for their EMT class. Konruff thanked the Sheriff's office for hearing requests to have a more visible presence. She thanked Public Works for their response to power outages and generator issues. Konruff thanked the community for putting their trust and faith in her, noting that she would do everything she could to show that they made the right decision.

Martine welcomed Konruff and thanked her for joining the Council. Martine expressed appreciation for having a larger medical crew through the Fire Department. Martine also appreciated the smiling audience.

McGinnis welcomed Konruff, noting that she had jumped into work early by attending trainings. McGinnis noted that it was the first time since incorporation that all 6 officials were elected and sworn in at same time. McGinnis expressed confidence in fulfilling the community's expectations due to the highly skilled City Manager and employees, and energetic community volunteers. She thanked City staff, noting the process of staff research, consultants, attorneys, and public input prior to the Council decision-making process. McGinnis mentioned the upcoming implementation of the Strategic Plan, with priorities identified in that night's workshop. She expressed excitement for the work ahead, and thanked the community for their support. McNeilly added that of the 45 action items within the Strategic Plan, the City had already begun working on 29 items.

13. MAYOR'S REPORT

Start time: 07:20:41 PM (01:20:40)

McNeilly announced that the next Coffee meeting would be held on January 23rd at 9:00 a.m. and encouraged all to attend. McNeilly shared that neighbors could engage in the City Hall vestibule with a "Community Coffee" on Tuesday, March 25th at 9:00 am. Beginning in April, the community meetings will be held every second and fourth Tuesday. McNeilly announced the Rockaway Writer's Rendezvous conference would be held April 25-27. McNeilly shared new City email addresses issued to elected officials. He invited the public to email him regarding any concerns.

RECESS INTO EXECUTIVE SESSION

At 7:24 p.m., McNeilly announced that the City Council would now recess to a conference room and into Executive Session pursuant to ORS 192.660 (2)(h) to consult with counsel concerning the legal

rights and duties of a public body with regard to current litigation or litigation likely to be filed. McNeilly stated that this session is closed to the public. No final action will be taken in this closed session. If a decision needs to be made, it will be done when the open session resumes. Representatives of the news media are specifically directed not to record or report any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

RECONVENE REGULAR SESSION

McNeilly called the regular session back to order at 8:30 p.m.

14. ADJOURNMENT

Start time: 08:32:04 PM (01:26:44)

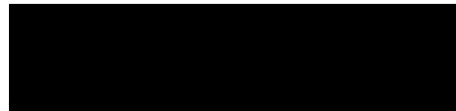
Konruff made a **motion**, seconded by Martine, to adjourn the meeting at 8:32 p.m.

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

Aye: 5 (Cheek, McGinnis, Martine, Franken, Konruff)

Nay: 0

MINUTES APPROVED THE
12TH DAY OF FEBRUARY 2025



Charles McNeilly, Mayor



ATTEST



Melissa Thompson, City Recorder