

City of Rockaway Beach

City Council Workshop Minutes



Date: Wednesday, January 15, 2025

Location: Rockaway Beach City Hall, 276 HWY 101 – 2nd Floor Conference Room

1. CALL TO ORDER

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

2. 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; and Marni Johnston, Finance Director

3. COUNCIL BRIEFING/DISCUSSION

a. Strategic Plan Actions Prioritization – Sara Singer Wilson, SSW Consulting

Start time: 04:31:53 PM (00:01:38)

Wilson provided brief background on the Strategic Plan and explained that the prioritization exercise would provide a data point for staff to as they sequence the work and present it to the Council in the budget. Wilson noted that funding sources or other external factors could affect staff's action implementation. Wilson directed Council members through an online action prioritization exercise. She explained that items in the Strategic Plan would be reordered based on the Council's prioritization. Shepard noted that the Strategic Plan is a 5-year plan and 29 of 45 action items were already underway.

b. Review of Proposed Ordinance 2025-01 Amending Code Subsection 34.15(A), Clarifying the Use of Transient Lodging Tax (TLT) Revenue

Start time: 05:03:55 PM (00:33:40)

Shepard referred the Council to Finance Director Johnston's staff report in their meeting packet. Shepard explained the ordinance would modify language in the TLT code to replace the undefined term "media advertising" with "tourism promotion". Shepard stated that with the change, the City would be better equipped to carry out the original intent of the ordinance, which is to promote tourism and economic development Rockaway Beach. Shepard and Johnston answered clarifying questions. After brief comments, there was Council consensus to bring the ordinance to a regular Council meeting for consideration.

c. Review of Resolution 2025-02 Site Host Agreement for EV Charging Stations

Start time: 05:08:44 PM (00:38:29)

Shepard reviewed changes that had been made to the Site Host Agreement since the Council's last review of the draft. There was brief discussion regarding the number of chargers proposed for installation. It was noted that chargers would provide an incentive for tourists to stop in Rockaway Beach. Shepard confirmed that a revenue sharing agreement was included, and EV Charging Solutions would provide some reporting on use. Shepard estimated installation could occur by Summer 2026.

d. Review of Planning Commission Applications

Start time: 05:18:10 PM (00:47:55)

Shepard stated that staff confirmed that the applicants met the residency and occupation requirements for serving on the Planning Commission. McGinnis shared the state requirements. Franken commented that she was pleased with the candidates, Lydia Hess and Jason Maxfield, noting that they were both engaged members of the Sourcewater Protection Plan Development Advisory Committee. McGinnis and McNeilly concurred with Franken. McNeilly noted that Hess applied for position 7, which has a different term date.

McNeilly announced that there were 3 openings on the Budget Committee and encouraged the public to apply.

e. Update on Resolution 2025-XX Amending 2024-2025 FY Budget

Start time: 05:23:31 PM (00:53:16)

Shepard said the Council previously reviewed a draft resolution for transferring funds from contingency, and it was put on hold as the election case was ongoing. He stated that the Council might see a resolution on next month's agenda that would also include the transfer of funds to accommodate hiring and cross training a treatment plant operator. Shepard answered clarifying questions.

f. Other Regular Session Agenda Items Review

Start time: 05:26:54 PM (00:56:39)

Shepard stated that it looked like a great start to 2025. McNeilly shared that he would be moving Council comments and other agenda items before the Executive Session. Shepard explained the procedure for Oaths of Office. McNeilly praised the City's IT services provider.

4. ADJOURNMENT

Start time: 05:30:36 PM (01:00:21)

Martine made a **motion**, seconded by Franken, to adjourn the meeting at 5:30 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