

City of Rockaway Beach

City Council Workshop Minutes



Date: Wednesday, February 12, 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 Mary McGinnis, Tom Martine, Alesia Franken, and Kiley Konruff

Council Member Excused: Penny Cheek

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; and Marni Johnston, Finance Director

McNeilly paused the meeting while Cheek attempted to connect to the meeting via Zoom. Cheek was unable to connect due to technical difficulties.

3. COUNCIL BRIEFING/DISCUSSION

a. Review of Applications for Budget Committee

Start time: [04:41:41 PM \(00:08:01\)](#)

McNeilly explained that four excellent applicants applied to serve for three openings on the Budget Committee. The Council reviewed and discussed the applications received from Donald Allgeier, Robbie McClaran, Jean Scholtz, and Carolyn Walters. Councilors completed paper ballots ranking each applicant. Results were tallied in a spreadsheet. The Council consensus on top three candidates was Donald Allgeier, Robbie McClaran, and Carolyn Walters.

b. Review of 2025-2026 Fiscal Year Budget Calendar

Start time: [04:52:24 PM \(00:18:44\)](#)

Shepard referred the Council to the Budget Calendar in their meeting packet. The Council reviewed the proposed schedule. In response to a question, Shepard confirmed that he would distribute budget training information.

c. Rescheduling July 9th meeting to July 16th

Start time: [04:54:30 PM \(00:20:49\)](#)

Shepard explained he recommended moving the regular July meeting due to its proximity to the 4th of July holiday. The Council concurred.

d. Discussion of Resolution 2025-06 Adjusting Appropriations for the 2024-2025 Fiscal Year Budget

Start time: [04:55:17 PM \(00:21:37\)](#)

Shepard explained that an adjustment to appropriations was first discussed in October due to legal fees related to the elections case. He confirmed for the Council that the appeal was not done yet. Shepard explained there was an additional need to adjust funds related to personnel costs for a replacement plant operator. Shepard explained a typo was found in Resolution 2024-41, which was adopted in September adjusting appropriations, and a corrected copy was included in the regular session agenda packet.

e. Discussion of Event Application Staff Review

Start time: [04:59:08 PM \(00:25:28\)](#)

Shepard presented an Event Application Staff Review form that the Council can consider as part of their application approval process. Shepard noted that moving forward a City contractor would take care of cleaning public restrooms following events, rather than event volunteers.

f. Review of Updated Ordinance 2025-01 Exhibit A: Amending Code for TLT Funds

Start time: [05:02:29 PM \(00:28:48\)](#)

Shepard explained the final text for proposed Ordinance 2025-01 updated “tourism facilities” to “tourism-related” facilities. Shepard confirmed that the update would align the language with state statutes.

g. Review of Draft Revisions to City Council Rules & Procedures

Start time: [05:05:22 PM \(00:31:42\)](#)

Shepard and McGinnis provided background information on the adoption of City Council Rules & Procedures.

Discussion regarding:

- Staff to review for consistency the public statement of address or residency for testimony.
- Three vs. four minutes for public comments.
- Desire to further define news media.
- Add Workshop meeting time to item 2.11.C.
- Item 3.3 delete “Council may discuss...”
- Order of Business - include public comments under Old and New Business.
- Per Roberts Rules, minutes to record what was done, not what was said.
- Staff to provide suggestions to revise 3.17.B.
- McNeilly to provide staff with review of item 4.4 voting process.

h. Other Regular Session Agenda Items Review

Start time: [05:39:44 PM \(01:06:04\)](#)

McNeilly confirmed for Franken that he would call for Council questions during grant recipient reports at the regular meeting.

McGinnis encouraged review of making Façade Grant money more accessible for business owners, noting the biggest obstacle was lack on upfront funds. Shepard shared that the Façade Grant was opening on March 3rd, and he was working with the Tillamook County Visitors Association to remove restrictions as much as possible.

4. ADJOURNMENT

Start time: [05:43:12 PM \(01:09:31\)](#)

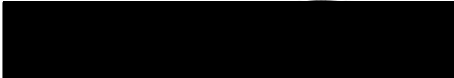
Martine made a **motion**, seconded by Franken, to adjourn the meeting at 5:43 p.m.

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

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

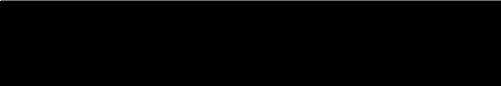
Nay: 0

MINUTES APPROVED THE
12TH DAY OF MARCH 2025



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder