



City of Rockaway Beach

Regular City Council Meeting Minutes

Date: Wednesday, February 12, 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 (Zoom), 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.

4. CONSENT AGENDA

Start time: [06:02:53 PM \(00:02:34\)](#)

- a. Approval of January 15, 2025 Regular Meeting Minutes
- b. Approval of January 15, 2025 Workshop Minutes
- c. Approval of January 23, 2025 Special Meeting Minutes
- d. Review of Financial Reports

McNeilly noted that the City Recorder distributed an updated version of the January 15, 2025 Regular Meeting Minutes, with corrections on pages 4 and 7, for approval under the Consent Agenda.

Franken made a **motion**, seconded by Martine, 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

- a. **Presentation – Future Rates for Tillamook People's Utility District (PUD) and Resource Adequacy in the Northwest** - Todd Simmons, Tillamook PUD

Start time: [06:04:46 PM \(00:04:27\)](#)

Simmons made a presentation on challenges to maintaining affordable and reliable electric service. Simmons addressed questions regarding storage, natural gas, prediction of future rate changes, and isolation of outage areas.

b. Presentation – 2024 Community Grant Award Recipient – Hope Chest Thrift Shop, Terry Walhood

Start time: [06:44:39 PM \(00:44:19\)](#)

Walhood thanked the Council for the 2024 Community Grant. Walhood reported on how grant funds were used, and gave an overview of the groups supported by the Hope Chest Thrift Shop. Walhood answered a question regarding traffic at the new location.

c. Presentation – 2024 Community Grant Award Recipient – Rockaway Beach Chamber of Commerce (Advertising, Kitefliers, Thursday Market), Kristine Hayes

Start time: [06:53:33 PM \(00:53:14\)](#)

Hayes reported on the Rockaway Beach Chamber of Commerce use of grant funds. Hayes distributed additional grant reporting information to the Council and thanked the Council for the award. Hayes answered questions regarding the timeline of weather reporting being added to the website, laptop use, webcams, updates to brochures, and 2025 posters.

6. STAFF REPORTS

a. Fire Department

Start time: [07:07:04 PM \(01:06:44\)](#)

Hesse presented a staff report on the activities and operations of the Rockaway Beach Fire Rescue department for the month of January 2025. Hesse added that the Fire Department was already gearing up for Spring Break and cautioned all to be prepared for possible bad weather on February 13, 2025. Cheek thanked Hesse for response to a recent call for assistance.

b. Sheriff's Office

Start time: [07:13:15 PM \(01:12:56\)](#)

Deputy Kevin Grogan summarized the Sheriff's Office report for January 2025 and encouraged residents to prepare for predicated winter weather. Grogan reported that a new Deputy would be finishing training soon and another Deputy was currently in the Academy.

c. Public Works

Start time: [07:16:36 PM \(01:16:17\)](#)

Emerson presented his report on operations within the Public Works department for January 2025. Council members commented that the reader board sign looked great. Emerson estimated that the new Wayside beach access would be open by the end of month.

d. City Manager

Start time: [07:24:28 PM \(01:24:09\)](#)

Shepard shared a presentation including an overview of business items on the agenda. Shepard shared the City was currently recruiting for a Public Works Utility Worker, Treatment Plant Operator and City Planner. Shepard announced that the City was currently accepting Community Grants applications, and shared public meeting dates in February and March. Shepard acknowledged Firefighter and EMT Ryan Boos, who spent two weeks in Southern California helping extinguish the Palisades fire.

7. PUBLIC HEARING

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

Start time: [07:22:37 PM \(01:22:18\)](#)

McNeilly explained that this hearing allows public input regarding proposed changes to the City's code to clarify language related to the use of transient lodging tax revenue for tourism promotion or tourism facilities. McNeilly announced that an updated copy of proposed Ordinance 2025-01 Exhibit A was posted and distributed in advance of the meeting. McNeilly stated the text "tourism facilities" was updated to "tourism-related facilities" to align with state statutes. McNeilly said a copy of the proposed Ordinance was distributed to the email listserv, was posted on the City website, and was available on the table outside of the meeting room.

McNeilly opened the public hearing at 7:23 p.m. No audience members wished to comment. McNeilly closed the public hearing at 7:24 pm.

8. PUBLIC INPUT ON NON-AGENDA ITEMS

Start time: [07:34:23 PM \(01:34:04\)](#)

Robbie McClaran commented on vulnerable wetland resources and their adjacent forest overlap. McClaran urged the Council to protect critical wetland resources through zoning ordinances or other means.

Carolyn Walters announced there will be a county-wide disaster drill on May 3, 2025 at NCRD and encouraged all to attend. Walters provided information on CERT (Community Emergency Response Team), and encouraged all city employees and residents to become certified.

Jeff Wong provided an update on his Anchor Street development project. Wong acknowledged positive decisions being made by the City. Wong shared that a USDA grant would allow his business to provide fish to St. Mary's by the Sea.

9. OLD BUSINESS – None Scheduled

10. NEW BUSINESS

a. Proclamation – Firefighter Recognition Month

Start time: [07:45:46 PM \(01:45:27\)](#)

McNeilly read aloud the proclamation, expressing deep appreciation for the Rockaway Beach Fire and Rescue Department and firefighters everywhere.

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

Martine made a **motion**, seconded by Konruff, to proclaim February 2025 as Firefighter Recognition Month.

McGinnis commented that Martine and Konruff were former volunteers with the Fire Department.

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

Aye: 4 (McGinnis, Martine, Franken, Konruff)

Nay: 0

Abstain: 1 (Cheek – no response due to technical difficulties)

The Council acknowledged all firefighters present.

b. First & Second Reading of 2025-01: An Ordinance Amending Code Subsection 34.15(A), Clarifying the Use of Transient Lodging Tax Revenue

Start time: [07:49:28 PM \(01:49:09\)](#)

McNeilly explained that Ordinance 2025-01 amends the City of Rockaway Beach Code to clarify the use of lodging tax revenue. McNeilly stated this amendment was reviewed by the Council at the January & February workshops.

McGinnis made a **motion**, seconded by Martine, to perform the first and second reading by title only of Ordinance 2025-01.

McGinnis commented that the ordinance aligned with state language.

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

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

Nay: 0

McNeilly performed the first and second reading by title only.

Martine made a **motion**, seconded by Cheek, to approve the first and second reading by title only of Ordinance 2025-01.

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

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

Nay: 0

c. Consideration to Adopt Ordinance 2025-01: An Ordinance Amending Code Subsection 34.15(A), Clarifying the Use of Transient Lodging Tax Revenue

Start time: [07:52:48 PM \(01:52:28\)](#)

McNeilly stated that with the first and second reading now complete, Ordinance 2025-01 is ready for adoption.

McGinnis made a **motion**, seconded by Cheek, that the Rockaway Beach City Council adopt Ordinance 2025-01, clarifying the use of TLT revenue.

McNeilly commented that the ordinance was removing outdated language and adopting language from the state code.

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

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

Nay: 0

d. **Consideration of Resolution 2025-04 Appointing the City Manager as Budget Officer**

Start time: [07:54:24 PM \(01:54:05\)](#)

McNeilly explained the resolution designates City Manager Luke Shepard as the Budget Officer for the next fiscal year, in accordance with the City Charter.

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

Franken made a **motion**, seconded by Martine, that the Rockaway Beach City Council approve Resolution 2025-04.

McGinnis commented that this was a yearly procedure. McNeilly acknowledge Shepard for the great job he'd done on the budget in previous years.

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

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

Nay: 0

e. **Consideration of Resolution 2025-05 Appointing Members to the Budget Committee**

Start time: [07:56:08 PM \(01:55:49\)](#)

McNeilly stated the Budget Committee is composed of the City Council and an equal number of citizens at large. McNeilly explained that the City received four excellent applications for the three open positions, and explained the review and nomination process.

McNeilly said he would honor the Council's consensus ranking and nominate their top three applicants: Donald Allgeier, Robbie McClaran, and Carolyn Walters.

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

McGinnis made a **motion**, seconded by Martine, to approve Resolution 2025-05 Appointing Donald Allgeier to position 1, Robbie McClaran to position 2, and Carolyn Walters to position 5 of the Budget Committee.

Konruff expressed desire to know the correct pronunciation of Allgeier. McGinnis commented that it was a tough decision since all candidates were qualified and would have served well. McGinnis encouraged all to watch the workshop video to see the Council discussion.

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

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

Nay: 0

f. Consideration of Resolution 2025-06 Adjusting Appropriations for the 2024-2025 Fiscal Year Budget

Start time: [07:59:22 PM \(01:59:03\)](#)

McNeilly explained this resolution transfers funds within the General Fund from Contingency to the Administration Department for attorney fees related to the election litigation case; and transfers funds within the Water and Sewer funds for unanticipated personnel costs to recruit and train a plant operator.

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

Franken made a **motion**, seconded by Martine, that the Rockaway Beach City Council approve Resolution 2025-06.

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

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

Nay: 0

g. Consideration of Resolution 2025-07 Approving Wayside Use Application for the Rockaway Beach Chamber of Commerce Thursday Markets

Start time: [08:01:01 PM \(02:00:42\)](#)

McNeilly stated this resolution approves a Wayside Use application received from the Rockaway Beach Chamber of Commerce for Thursday Markets. Staff have reviewed the application and provided comments and conditions for approval.

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

Franken made a **motion**, seconded by Martine, that the Rockaway Beach City Council approve Resolution 2025-06 Approving Wayside Use Application for the Rockaway Beach Chamber of Commerce Thursday Markets with conditions.

Franken stated it had been enjoyable event that the Chamber started.

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

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

Nay: 0

h. Consideration of Resolution 2025-08 Approving Wayside Use Application for the Rockaway Beach Chamber of Commerce Independence Day Fundraiser

Start time: [08:02:57 PM \(02:02:38\)](#)

McNeilly stated this resolution approves a Wayside Use application received from the Rockaway Beach Chamber of Commerce for an Independence Day Fundraiser. Staff have reviewed the application and provided comments and conditions for approval.

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

McNeilly commented that it was brought to his attention that the Rockaway Beach City Council passed Resolution No. 16-646 at their July 13, 2016, meeting that states that the “City shall not permit reservation of the wayside for privately-sponsored events on Memorial Day Weekend, the Fourth of July and the associated weekends, and Labor Day.” McNeilly read the resolution in its entirety. McNeilly recommended that the Council vote “no” on Resolution 2025-08, as required by Resolution No. 16-646.

Cheek made a **motion**, seconded by Franken, that the Rockaway Beach City Council approve Resolution 2025-08 Approving Wayside Use Application for the Rockaway Beach Chamber of Commerce Independence Day Fundraiser.

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

Aye: 0

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

i. Consideration of Resolution 2025-09 Approving Wayside Use Application for the Rockaway Beach Chamber of Commerce Arts & Crafts Fair

Start time: [08:08:13 PM \(02:07:53\)](#)

McNeilly stated this resolution approves a Wayside Use application received from the Rockaway Beach Chamber of Commerce for the 48th Annual Arts & Crafts Fair. Staff have reviewed the application and provided comments and conditions for approval.

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

McGinnis made a **motion**, seconded by Franken, that the Rockaway Beach City Council approve Resolution 2025-09.

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

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

Nay: 0

j. Consideration of Resolution 2025-10 Approving Wayside Use Application for the Rockaway Beach Chamber of Commerce Kite Festival

Start time: [08:09:45 PM \(02:09:25\)](#)

McNeilly stated this resolution approves a Wayside Use application received from the Rockaway Beach Chamber of Commerce for the Kite Festival. Staff have reviewed the application and provided comments and conditions for approval.

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

Franken made a **motion**, seconded by McGinnis, that the Rockaway Beach City Council approve Resolution 2025-10.

McNeilly commented that he loved the kite festival and thanked the Chamber.

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

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

Nay: 0

k. Consideration of Resolution 2025-11 Approving Wayside Use Application for the Neah-Kah-Nie Coast Cultural Foundation (NCAM) Music Festival

Start time: [08:11:21 PM \(02:11:02\)](#)

McNeilly stated this resolution approves a Wayside Use application received from the Neah-Kah-Nie Coast Cultural Foundation (NCAM) for their Music Festival. Staff have reviewed the application and provided comments and conditions for approval.

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

Franken made a **motion**, seconded by Konruff, that the Rockaway Beach City Council approve Resolution 2025-11

McGinnis disclosed that she was on the board of the non-profit NCAM, and since the position was unpaid, she could vote on the matter.

Konruff commented that she was glad to see the event moved to August.

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

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

Nay: 0

11. ITEMS REMOVED FROM CONSENT AGENDA – None removed

12. COUNCIL CONCERNS

Start time: [08:13:46 PM \(02:13:27\)](#)

Cheek thanked the Fire Department and thanked City Manager Shepard for his work.

Franken reported attending a tour of Jetty Creek Watershed to support the Forest Legacy grant process. Franken acknowledged Public Works, Fire Department, and City staff. Franken reminded all about the Salmonberry Trail open house on February 19th.

Konruff thanked TPUD for their presentation and expressed surprise about the cost of burying electrical cables underground. Konruff thanked City departments and staff, and City Manager Shepard. Konruff thanked the Sheriff's Office for increased presence at events.

Martine thanked Shepard and staff for meeting materials. Martine praised Shepard's organized budget and his management of the budget process.

McGinnis acknowledged Rockaway's firefighters. McGinnis reported that Rockaway had become model for other cities on the coast. McGinnis reported on a new state law that standardizes recycling. McGinnis and Konruff commented that the Senior Meals program and High School booster club accept deposit bottles for recycling. McGinnis reported on meetings she attended. McGinnis congratulated Mary Johnson's pending promotion to Public Works Director, and acknowledged that Dan Emerson would continue in the role of Public Works Superintendent.

13. MAYOR'S REPORT

Start time: [08:26:05 PM \(02:25:50\)](#)

McNeilly announced that the next Coffee meeting would be held on February 20th at 9:00 a.m. and encouraged all to attend. McNeilly commented that the Rockaway Beach Business Associated planned to hold a Community Coffee, but was encountering challenges and may be delayed. McNeilly shared statistics on the Sheriff's Office Rockaway Beach patrol incident type reports. McNeilly invited the public to email him regarding any questions or concerns about the City.

14. ADJOURNMENT

Start time: [08:29:17 PM \(02:28:57\)](#)

Konruff made a **motion**, seconded by Martine, to adjourn the meeting at 8:28 p.m.

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

Aye: 4 (McGinnis, Martine, Franken, Konruff)

Nay: 0

Abstain: 1 (Cheek – no response due to technical difficulties)

MINUTES APPROVED THE
12TH DAY OF MARCH 2025



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder