



City of Rockaway Beach

Regular City Council Meeting Minutes

Date: Wednesday, May 14, 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, and Kiley Konruff

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

4. CONSENT AGENDA

Start time: 6:02 p.m.

- a. Approval of April 9, 2025 Regular Meeting Minutes
- b. Approval of April 9, 2025 Workshop Minutes
- c. Review of Financial Reports
- d. Resolution 2025-29 Moving the Regular August Meeting Date from August 13, 2025 to August 20, 2025

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

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

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

Nay: 0

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

- a. **Presentation – Source Water Protection Plan** – Suzanne de Szoeki, GSI Water Solutions, Inc.
Start time: 6:04 p.m.

De Szoeki made a presentation on the final draft of the Source Water Protection Plan.

Council members expressed thanks to De Szoeki. It was noted that a grant will fund the Forest Stewardship Plan.

6. STAFF REPORTS

a. Fire Department

Start time: 6:19 p.m.

Hesse presented a staff report on the activities and operations of the Rockaway Beach Fire Rescue department for the month of April 2025. Hesse shared slides highlighting Fire Safety month, a burn trailer, extrication practice, drone activity, students from Neah-Kah-Nie High School Future Natural Resource Leaders club, Easter events, and the June Emergency Preparedness meeting. Hesse confirmed for the Council that Emergency Management meetings would be posted on the website calendar, and hoped to have a ceremony when the new ladder truck was put into service.

b. Sheriff's Office

Start time: 6:32 p.m.

Deputy Kevin Grogan summarized the Sheriff's Office report for April 2025. Grogan expressed appreciation to the community for their assistance reporting issues. Grogan confirmed that a fourth Deputy would be on staff by July 1. There were Council comments thanking public works for installation of cameras at the boardwalk, acknowledgement that thefts from vehicles were a common problem at scenic destinations, and appreciation expressed to deputies for the high volume of activity on the April incident report.

c. Public Works

Start time: 6:38 p.m.

Emerson presented his report on operations within the Public Works department for April 2025. There was a Council comment thanking Public Works for providing a link on the City website to water system information on the Oregon Health Authority website.

d. City Manager

Start time: 6:43 p.m.

Shepard shared a presentation including an overview of business items on the agenda. Shepard shared updates on a Source Water Protection Grant application, the quarterly financial report, and upcoming road resurfacing projects. Shepard announced that the City was accepting applications for 4th of July Parade Entries, and nominations for parade Grand Marshal and Volunteer of the Year. A Councilor commended staff for the amount of money they have saved taxpayers by applying for grants.

7. PUBLIC HEARING

a. Public Hearing on Proposed Uses of State Revenue Sharing Funds for Fiscal Year 2025-2026

Start time: 6:53 p.m.

McNeilly explained that this hearing allows public input regarding the proposed uses of state revenue sharing funds for the Fiscal Year 2025-2026 Budget.

McNeilly opened the public hearing at 6:53 p.m. No audience members wished to comment. McNeilly closed the public hearing at 6:54 p.m.

b. Public Hearing on the Approved Budget for Fiscal Year 2025-2026

Start time: 6:54 p.m.

McNeilly explained that purpose of this Public Hearing was to receive public testimony on the budget approved by the Budget Committee.

McNeilly opened the public hearing at 6:54 p.m. No audience members wished to comment. McNeilly closed the public hearing at 6:55 pm.

8. PUBLIC INPUT ON NON-AGENDA ITEMS

Start time: 6:55 p.m.

Laird Heater, resident, advocated for a Dark Skies ordinance, and shared related documents with the Council.

Robert Carson, resident, read aloud submitted written comments from Nancy Webster in response to Council comments in the April Workshop regarding the North Coast Communities for Watershed Protection (NCCWP) grant application.

Nancy Webster, resident, resumed reading aloud submitted written comments in response to Council comments in the April Workshop regarding the NCCWP grant application.

Jon Orloff, resident, expressed concerns about two traffic hazards on Highway 101 (northeast corner of Hwy 101 and 2nd Avenue and northeast corner of Hwy 101 and 3rd Avenue) and made suggestions for mitigation.

Pam Hiller, resident, announced the Third Annual Summer Picnic will be held June 26, 2025, celebrating with the people and families living with ID/DD in our community. Hiller shared a flyer with the Council and invited all to attend.

Goldea See, resident, expressed appreciation for the work of the NCCWP in helping with understanding unique coastal ecosystems, and spoke about the importance of preservation, public beaches, tidal pools and fresh drinking water.

Jean Scholtz, resident, announced that the Rockaway Beach Library had a display of information on the watershed, and invited all to view it to learn for themselves. Scholtz announced that she was stepping down as President of Friends of the Rockaway Beach Library, but would likely continue with writing grants for them.

9. OLD BUSINESS – None Scheduled

10. NEW BUSINESS

a. Consideration of Resolution 2025-19 Approving the Source Water Protection Plan

Start time: 7:18 p.m.

McNeilly explained this resolution approves the final Source Water Protection Plan. McNeilly stated if the Council approves the Plan, it will be submitted to the State of Oregon Department of Environmental Quality and Oregon Health Authority for approval.

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

McGinnis made a **motion**, seconded by Martine, to approve Resolution 2025-19 Approving the Source Water Protection Plan.

McGinnis reiterated that the draft plan will be submitted to the State of Oregon Department of Environmental Quality and Oregon Health Authority for input.

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

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

Nay: 0

b. Consideration of Resolution 2025-20 A Resolution Reviewing and Continuing Reserve Funds

Start time: 7:20 p.m.

McNeilly explained that this resolution affirms that the City has reviewed and sees the need to continue its reserve funds.

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

Martine made a **motion**, seconded by Cheek, to approved Resolution 2025-20.

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

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

Nay: 0

c. Consideration of Resolution 2025-21 Declaring the City’s Election to Receive State Revenues

Start time: 7:21 p.m.

McNeilly stated that resolution meets the state requirement that the city declare its intent to receive its share of state revenues for fiscal year 2025-2026.

Cheek made a **motion**, seconded by Martine, to approve Resolution 2025-21.

McGinnis commented that this action was routine, required by the state, and was done every budget year.

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

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

Nay: 0

d. Consideration of Resolution 2025-22 Adopting the Budget; Making Appropriations; and Imposing and Categorizing Taxes for Fiscal Year 2025-2026

Start time: 7:22 p.m.

McNeilly explained that the Budget Committee approved the 2025-2026 budget, and it was now before the Council for adoption. McNeilly stated the resolution contained all four actions required: it adopts the budget, appropriates funds, and imposes and categorizes taxes for fiscal year 2025-2026.

Cheek made a **motion**, seconded by Martine, to approve Resolution 2025-22 Adopting the Budget; Making Appropriations; and Imposing and Categorizing Taxes for Fiscal Year 2025-2026.

McGinnis thanked the Budget Committee for their good work.

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

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

Nay: 0

e. Consideration of Resolution 2025-23 Approving Awards for the 2024-2025 Large Community Grant Program

Start time: 7:24 p.m.

McNeilly stated the Planning Commission has reviewed applications based on established grant evaluation criteria and has made funding recommendations to the City Council.

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

Martine made a **motion**, seconded by McGinnis, to approve Resolution 2025-23 Approving Awards for the 2024-2025 Large Community Grant Program.

McNeilly thanked the Planning Commission for their work on the new process for reviewing the Small and Large Grants.

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

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

Nay: 0

f. Consideration of Resolution 2025-24 Approving the First Amendment to the Commercial Lease Agreement with Tillamook County for their Health Clinic

Start time: 7:26 p.m.

McNeilly explained Tillamook County wishes to continue to lease space in City Hall for their health clinic. McNeilly stated this amendment to the current agreement extends the lease for another 5 years, provides an inflationary adjustment to the rent, and simplifies utility billing and charges.

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

McGinnis made a **motion**, seconded by Cheek, to approve Resolution 2025-24 Approving the First Amendment to the Commercial Lease Agreement with Tillamook County for their Health Clinic.

McGinnis noted that the clinic was housed on the first floor, and it was open on Thursdays.

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

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

Nay: 0

g. Consideration of Resolution 2025-25 Making an Appointment to the Planning Commission to Fill Vacant Position 3

Start time: 7:28 p.m.

McNeilly explained there were two qualified candidates for Planning Commission position 3, Penny Cole and Richard Martindale. McNeilly stated that Penny Cole lives within the city limits and Richard Martindale lives outside of city limits but within the urban growth boundary. McNeilly thanked both candidates for their willingness to volunteer to serve in this capacity.

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

McNeilly shared that the Council reviewed applications in the Workshop. McNeilly nominated Penny Cole to fill the vacancy in Position 3.

McGinnis made a motion, seconded by Cheek, to amend Resolution 2025-25 to insert the name "Penny Cole" in Section 1 for Position 3.

McGinnis noted that Cole was present, and that the Planning Commission meeting would be held the following night.

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

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

Nay: 0

Cheek made a motion, seconded by Martine, to approve amended Resolution 2025-25.

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

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

Nay: 0

h. Consideration of Resolution 2025-26 Amending City Council Rules & Procedures

Start time: 7:33 p.m.

McNeilly explained this resolution approves amendments to the Council Meeting Rules and Procedures.

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

Martine made a **motion**, seconded by McGinnis, to approve Resolution 2025-26.

McGinnis noted that those providing public comment will all now have 4 minutes, and speakers don't need to give their full address.

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

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

Nay: 0

i. **Consideration of Resolution 2025-27 Approving Awards for the 2024-2025 Off-Season Tourism Marketing Grant Program**

Start time: 7:35 p.m.

McNeilly stated this resolution authorizes awards for the 2024-2025 fiscal year off-season marketing and promotions grants. McNeilly explained this grant is funded with lodging tax collected by the city and is administered by the Tillamook Coast Visitors Association. The Council reviewed applications in the Workshop and may now consider granting awards.

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

Martine made a **motion**, seconded by Cheek, to amend Resolution No. 2025-27 to insert in Section 1 the recipients and grant amounts as follows:

Neah-Kah-Nie Coast Arts Music & Cultural Foundation	\$3,000
Green Coast Market	\$3,000
Jiu Jitsu 101 Oregon Coast	\$3,000

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

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

Nay: 0

McGinnis made a **motion**, seconded by Martine, to approve amended Resolution 2025-27 Approving Awards for the 2024-2025 Off-Season Tourism Marketing Grant Program.

McGinnis commented that the grants are funded by the transient lodging tax (TLT) and there are some specific requirements the state legislature requires for grants that are funded by TLT tax, and it will be nice to see what the organizations do with it.

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

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

Nay: 0

j. **Consideration of Resolution 2025-28 Endorsing a State Of Oregon Transportation and Growth Management Grant Application for a Transportation System Plan Update**

Start time: 7:39 p.m.

McNeilly explained that this resolution provides endorsement of an application for a Transportation and Growth Management Grant (TGM) to update the City's Transportation System Plan.

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

McGinnis made a **motion**, seconded by Martine, to approve Resolution 2025-28 Endorsing a State Of Oregon Transportation and Growth Management Grant Application for a Transportation System Plan Update.

McGinnis noted that the current plan, soon to expire, is posted on the city website, and most of the projects have been completed. McGinnis stated the few things that are left are things that are really not in the city's purview; they involve more state and federal government than the city. She expressed thanks to the city again for tackling the transportation plan.

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

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

Nay: 0

11. ITEMS REMOVED FROM CONSENT AGENDA – None removed

12. COUNCIL CONCERNS

Start time: 7:41 p.m.

Cheek stated it was good to be back and nice to see those in attendance.

Konruff was excited for Summer and upcoming events. Konruff looked forward to arrival of the new ladder truck and additional Deputies. She welcomed back Cheek.

Martine was glad to have Cheek back. Martine shared that the Summer picnic was an awesome event and encouraged attendance.

McGinnis shared reminders about David's Chair kickoff event on Saturday. McGinnis announced that the Oregon Coast Visitors Association has introduced a new transportation bus service from Portland which will stop in Rockaway, allowing tourists to visit the beach and hoped it would encourage local shopping and dining. McGinnis spotlighted several local businesses.

13. MAYOR'S REPORT

Start time: 7:46 p.m.

McNeilly encouraged volunteering in the community and shared contact information for the Rockaway Beach Volunteers. McNeilly announced that the next Coffee meeting would be held on May 22, 2025 at 9:00 a.m. and encouraged all to attend. McNeilly invited the public to email him regarding any questions or concerns about the City.

14. ADJOURNMENT

Start time: 7:48 p.m.

Konruff made a **motion**, seconded by Cheek, to adjourn the meeting at 7:48 p.m.

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

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

Nay: 0

MINUTES APPROVED THE
11TH DAY OF JUNE 2025

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder