

City of Rockaway Beach

City Council Workshop Minutes



Date: Wednesday, July 16, 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, Kiley Konruff, Tom Martine and Mary McGinnis

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder

3. COUNCIL BRIEFING/DISCUSSION

a. Presentation - 2025 Sewer Rate Study – Josiah Close, HDR, Inc.

Start time: 4:31 p.m.

- Shepard explained it had been 16 years since wastewater rates were adjusted, and expenses are exceeding revenue. City has contracted with HDR, Inc. to perform a rate study.
- Josiah Close, HDR, Inc. (remote) shared a presentation on:
 - history of the city's sewer rates
 - inflation and cost increases
 - purpose and process of conducting a rate study
 - public outreach and tentative 6-month schedule
- Clarification that public outreach will include presentations at City Council meetings, and information in newsletters, bill inserts, and on the website and social media.
- Clarification that customer classes of service are residential and commercial.
- Finance Director Johnston working on a utility assistance program for those who need financial assistance.
- Councilors commented on other cities' utility rates and moratoriums due to insufficient infrastructure.

b. Review of ODOT Speed Zone Investigation

Start time: 4:55 p.m.

- McNeilly provided background information on the Oregon Department of Transportation (ODOT) speed zone investigation:
 - City attempted to reduce speed in 2023, but ODOT data didn't support it.

- Community member Robbie McLaran was involved in recent efforts to reduce the speed limit downtown.
- After an accident in another coastal city, ODOT offered opportunity for the City to pursue a business district designation which would automatically reduce the speed limit to 20 mph under state law.
- Shepard shared a slide showing the area of recommended speed reduction.
- Comment expressing support for the change, believing it aligns with community desires and will improve safety.
- Comment that it might not have big effect in Summer season, but will improve safety in Spring and Fall.
- Comment that slower speed might encourage people to notice more and stop to visit.
- Recommendation that the speed change be flagged, well publicized and patrolled by law enforcement.

c. Review Business Façade Improvement Grant Revised Applications

Start time: 5:01 p.m.

- Shepard explained that nine Business Façade Improvement Grants were awarded in June, and four applicants were asked to revise and resubmit their applications.
- Shepard shared a slide showing the Façade Grant applicants who had resubmitted revised application sand the amounts requested from Wortman Properties, Pho Real, and Tillamara. Troxel's Store decided to resubmit in 2026.
- Shepard clarified that Tillamook County Visitor's Association distributes funds quickly.
- Comment that Tillamara's elevator was the best that they could afford.
- Concerns expressed regarding outdoor location of the Tillamara elevator.
- Comments that the revised application addressed Council concerns and specified a fully enclosed, ADA-compliant elevator, with windows facing the ocean.
- Comment that Tillamara's elevator may allow them to attract more conferences.
- Confirmed that Wortman resubmission meets City sign criteria.
- Comment that Pho Real has been working on their property to open a Vietnamese restaurant.
- Comment that photos submitted by Pho Real were appreciated.
- Comment that International Police Museum in the Wortman property was coming along well.
- Council consensus to include Wortman Properties, Tillamara and Pho Real on the Resolution for consideration at the regular meeting.

d. Review of Oregon Watershed Enhancement Board (OWEB) Source Water Protection Grant Fund Grant Agreement & Resolution 2025-40

Start time: 5:14 p.m.

- Shepard explained that the OWEB grant was a significant step towards securing a funding package to fully support acquisition of lower Jetty Creek Watershed. Shepard thanked all involved, especially consultant Daniel Wear of Sustainable Northwest.
- City Manager, City staff, Jetty Creek Working Group, McNeilly, and Sandra Johnson acknowledged for their work.
- Appreciation expressed for the speed of progress made toward acquisition.
- Confirmed that City can meet the matching fund requirements, likely from other grant funds.
- Comment that completion and status reports should be presented to the Council for review and made available to the community.
- Clarification that boundaries of the watershed on the map don't precisely align with parcels. Due diligence, such as the appraisal, will be funded from the grant and a specialized law firm will assist with all legal instruments.
- Discussion that the "long term management plan" referenced will be the City's Forest Stewardship Plan, to be developed as required under state administrative rules.

e. Review of Memo & Resolution 2025-41 Authorizing a Payment to Stimson Lumber Company to Support Mechanical Road Brushing in the Upper Jetty Creek Watershed in Lieu of Herbicide Application

Start time: 5:17 p.m.

- McNeilly explained the payment to Stimson Lumber made up the difference in cost for Stimson to use mechanical road brushing to maintain and clear roads instead of pesticides or herbicides.
- Appreciation expressed for Stimson's willingness to work with the City.
- Thanks expressed to Shepard and consultant Daniel Wear for their efforts securing the agreement.
- Shepard explained this was initiated in the Jetty Creek Working Group and was a one-time payment.
- No roadside herbicide applications will take place through July 2028.

f. Review of Resolution 2025-36 Amending Resolution No. 2025-22 to Correct Scriveners Error

Start time: 5:20 p.m.

- Shepard explained that a scrivener's (typographical) error was found in Resolution 2025-22, and Resolution 2025-36 will correct it for the record.
- Appreciation expressed for the work of Finance Director Johnston.
- Shepard added Finance Director Johnston's cash management provided over \$730,000 in dividends by maximizing the amount of cash kept in the City's investment account.

g. Review of Forest Stewardship Advisory Committee Applications

Start time: 5:23 p.m.

- Shepard provided background and shared a slide showing applicants for the Forest Stewardship Plan Advisory Committee, noting two positions were available.
- Incomplete application received from Jeff Wong.
- Complete applications received from Nancy Lanyon and Darlene Johnson.
- Discussion that both applicants were well-qualified individuals.
- Comments about Lanyon's attendance at all Source Water Protection Plan Development Advisory Committee meetings and service on the Planning Commission.
- Comments about Johnson's government agency experience.
- McNeilly stated he intended to nominate Konruff as Council Liaison to the Committee.
- Comment that the Committee will help develop a Stewardship Plan, and the City will hire professional foresters to manage the watershed.
- Comment that the other cities can be used as role models.
- Shepard anticipated a six-month time commitment. First meeting mid-August.

h. Other Regular Session Agenda Items Review

Start time: 5:35 p.m.

- McGinnis advocated for updating the Bicycle Ordinance to align with state law that no one under 16 can ride e-bikes on public property. McGinnis reported seeing children under 16 on e-bikes. Shepard confirmed he would review whether state law was incorporated in the City Code. He noted it may be an enforcement issue.
- [Additional discussion regarding OWEB grant agreement included under item d.]
- Shepard acknowledged it will be an impactful regular meeting with selection of a new City Councilor.
- Positive comments were made regarding new chairs for audience members in the Council room.

4. ADJOURNMENT

Start time: 5:39 p.m.


Motion by Martine, seconded by Cheek, to adjourn the meeting at 5:39 p.m.

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


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

No: 0

MINUTES APPROVED THE
20TH DAY OF AUGUST 2025


Charles McNeilly, Mayor

ATTEST


Melissa Thompson, City Recorder