



City of Rockaway Beach

Regular City Council Meeting Minutes

Date: Wednesday, December 10, 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 Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, and Pat Ryan

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder, Lark Reifenshtahl, Administrative Assistant; Mary Mertz, Public Works Director; Geoff Grace, Fire Captain; and Terrance Watters, Sheriff's Deputy

4. CONSENT AGENDA

- a. Approval of Regular Meeting Minutes - November 12, 2025
- b. Approval of Workshop Minutes - November 12, 2025
- c. Review of Financial Reports

Motion by Mary McGinnis, seconded by Tom Martine, to approve the consent agenda.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

a. Presentation – Sewer Rate Study Analysis/Rate Recommendation - Josiah Close, HDR Engineers

- Close shared a presentation providing an overview of the Sewer Rate Study including new proposed rates.
- Ryan commented that job was to prevent, not solve, infrastructure issues.
- McNeilly appreciated consideration to raise rates slowly and acknowledged city leaders for paying off debt.

- McGinnis commented that providing basic infrastructure for residents and visitors is a primary part of the City's job and the City must be proactive. She commended staff for keeping the Council informed about aging infrastructure.

6. STAFF REPORTS

a. Fire Department

- Fire Captain Geoff Grace presented a staff report on the activities and operations of the Rockaway Beach Fire Rescue department for the month of November 2025.
- Martine thanked the Fire Department for their recent response to a personal incident.
- McGinnis commented that there would be a Light Parade at 5:30 p.m. prior to Santa at the Station event on December 13th.
- Grace reported that a few residents had recent weather-related issues.
- McNeilly announced that adults are welcome at the Santa at the Station event.
- Grace shared information about the Knox box program that allows the Fire Department to get emergency access to residences or businesses.

b. Sheriff's Office

- Deputy Terrance Watters summarized the Sheriff's Office report for November 2025.
- Watters reported that he attended the tree lighting and had photos.
- Watters clarified "cold burglary" is one that occurred in the past.
- Staff confirmed the locations of security cameras.
- Council members shared community requests for speed zone warning signs on Hwy 101 and Washington Street.
- Councilor requested follow-up on making Deputy business cards available at the front desk.

c. Public Works

- Mertz presented updates on Public Works Department activities, including leak detection, water line flushing, North Pacific Street project, Jetty Creek watershed acquisition, job openings for Utility Worker and Treatment Plant Operator, and the dedication and decade of service of public works staff.

d. City Manager

- Shepard shared a presentation including an overview of business items on the agenda, holiday events, staff highlight on Lark Reifentahl acknowledging her great work, and public meeting dates in December and January.
- Councilors shared their experiences at recent events.

7. PUBLIC HEARING

a. Public Hearing on Ordinance 2025-05: An Ordinance Amending Rockaway Beach Code of Ordinances Chapter 53: Water

- McNeilly explained this hearing allows public input on proposed amendments to the Water Code related to billing dates.
- McNeilly opened the public hearing at 6:51 p.m.
- No guests wished to comment.
- McNeilly closed the public hearing at 6:51:58 p.m.

b. Public Hearing on Ordinance 2025-06: An Ordinance Amending Rockaway Beach Code of Ordinances Chapter 52: Sewer

- McNeilly explained this hearing allows public input on proposed amendments to the Sewer Code related to billing dates and outdated references to specific staff members.
- McNeilly opened the public hearing at 6:52 p.m.
- No guests wished to comment.
- McNeilly closed the public hearing at 6:53 p.m.

c. Public Hearing on Resolution 2025-51: A Resolution Adopting New Sewer Rates

- McNeilly explained this hearing allows public input on changes to sewer rates.
- McNeilly opened the public hearing at 6:53 p.m.
- William Kritzer, Rockaway Beach property owner and Keizer resident, inquired about costs of construction projects related to sewer rates, wondering why rates don't lower when projects are completed. McNeilly offered to meet with Kritzer to explain.
- Michael Weissenfluh, resident, spoke in support of the sewer rate increase and applauded the city for considering the hardship to residents. Weissenfluh explained that the Sewer Fund is a self-supporting operating fund and General Funds cannot legally be used to support the sewer fund.
- McNeilly closed the public hearing at 7:01 p.m.

8. PUBLIC COMMENT ON NON-AGENDA ITEMS

- McNeilly invited public comment.
- Denzil Calloway, resident, spoke regarding the lack of accessible lodging options in Rockaway Beach. Calloway urged the Council to implement an exemption plan for accessible short-term rentals, noting that his property was certified as accessible.
- Nancy Lanyon, resident, thanked the city for providing new Tide Tables and acknowledged the Public Works Department work preparing for possible flooding. Lanyon thanked all who have contributed to the progress in Rockaway Beach.
- John Gertzen, resident, spoke regarding Phyllis Baker Park, advocating for improvements and expanding events there in order to reserve parking at the Wayside. Gertzen shared a handout with the Council.

- William Kritzker, property owner and Keizer resident, requested an update on emergency services fees imposed. McNeilly shared his business card and offered to meet to explain.
- Doug Sparks, Manzanita resident, representing Rainy Day Village, shared information about their neighbor-to-neighbor program which serves to help the elderly age in place. Sparks encouraged anyone needing services or wishing to volunteer to contact them. Sparks shared a flyer with the Council.

9. OLD BUSINESS

- None scheduled

10. NEW BUSINESS

a. **First & Second Reading of Ordinance 2025-05: An Ordinance Amending Rockaway Beach Code of Ordinances Chapter 53: Water**

- McNeilly explained the Charter provisions for Ordinance adoption.

Motion by Mary McGinnis, seconded by Tom Martine, to perform the first and second reading of Ordinance 2025-05 by title only.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

- McNeilly performed the first and second reading of Ordinance 2025-05 by title only.

Motion by Pat Ryan, seconded by Penny Cheek, to approve the first and second reading of Ordinance 2025-05 by title only.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

b. **Consideration to Adopt Ordinance 2025-05: An Ordinance Amending Rockaway Beach Code of Ordinances Chapter 53: Water**

- McNeilly explained that with the first and second reading now complete, Ordinance 2025-05 was ready for adoption.

Motion by Mary McGinnis, seconded by Penny Cheek, to adopt Ordinance 2025-05.

- McGinnis commented that it was just updating language that doesn't fit anymore.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

c. First & Second Reading of Ordinance 2025-06: An Ordinance Amending Rockaway Beach Code of Ordinances Chapter 52: Sewer

- McNeilly explained the Charter provisions for Ordinance adoption.

Motion by Tom Martine, seconded by Penny Cheek, to perform the first and second reading of Ordinance 2025-06.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

- McNeilly performed the first and second reading of Ordinance 2025-06 by title only.

Motion by Pat Ryan, seconded by Tom Martine, to approve the first and second reading of Ordinance 2025-06 by title only.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

d. Consideration to Adopt Ordinance 2025-06: An Ordinance Amending Rockaway Beach Code of Ordinances Chapter 52: Sewer

- McNeilly explained that with the first and second reading now complete, Ordinance 2025-06 was ready for adoption.

Motion by Tom Martine, seconded by Kiley Konruff, to adopt Ordinance 2025-06.

- McGinnis commented that this was updating outdated language and applauded city staff for wading through older ordinances and getting an update.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

e. Consideration of Resolution 2025-51: A Resolution Adopting New Sewer Rates

- McNeilly stated that a public hearing was conducted on this item this evening. This resolution approves the adoption of the new sewer rates.

Motion by Mary McGinnis, seconded by Penny Cheek, to approve Resolution 2025-01.

- McGinnis encouraged the public to view that night's Workshop which included resources to assist those in need of help with utility bills.
- Ryan appreciated Mertz and consultants who produced the sewer rate study.
- McNeilly spoke in support of the resolution, explaining that sewer rates were unchanged since 2009; inflation is approximately 50-51% and construction costs are higher. McNeilly commented that revenue will not cover operating and capital expenses by fiscal year 2026–27, and the rate adjustment was needed to maintain system integrity and avoid deferred maintenance. McNeilly summarized the public outreach conducted.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

f. Consideration of Resolution 2025-52: A Resolution Setting Meeting Calendar for 2026

- McNeilly explained this resolution sets the City Council meeting calendar for 2026.
- McNeilly invited public comment. No guests wished to comment.

Motion by Kiley Konruff, seconded by Penny Cheek, to approve Resolution 2025-52.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

g. Consideration of Resolution 2025-53: A Resolution Authorizing City Manager to Execute Option Agreement for Jetty Creek Watershed

- McNeilly explained this resolution authorizes the City Manager to Execute an Option Agreement for the purchase of the lower Jetty Creek Watershed.
- McNeilly invited public comment. No guests wished to comment.

Motion by Tom Martine, seconded by Pat Ryan, to approve Resolution 2025-53.

- McGinnis encouraged the public to view that night's Workshop presentation by Public Works Director Mertz to learn more.
- McNeilly commented that this was a step in process that gives the city the exclusive right, but no obligation, to complete the purchase.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

11. EXECUTIVE SESSION

- At 7:32 p.m., McNeilly stated the Rockaway Beach City Council will now recess to a conference room to meet in Executive Session pursuant to ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body regarding current litigation or litigation likely to be filed. The Session is closed to the public. No Council decision may be made in executive session. At the end of the executive session, the meeting will be returned to open session. Representatives of the news media and designated staff shall be allowed to attend the Executive Session. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the Executive Session, except to state the general subject of the session as previously announced.

12. NEW BUSINESS (CONTINUED)

McNeilly reconvened the regular session at 8:59 p.m.

a. Possible Action Following Executive Session

- No action taken.

13. ITEMS REMOVED FROM CONSENT AGENDA

- No items removed

14. COUNCIL COMMENTS

- Cheek wished all a Merry Christmas.
- Konruff was pleased to have Rainy Day Village promote their program and commended their work. Konruff was happy to participate in the First Friday event. Konruff acknowledged that no one wants to pay more for bills, but expressed that sewer rate adjustment was necessary and

was grateful for the Utility Assistance Program and CARE. Konruff was excited to see Santa at Station.

- Martine wished all a Merry Christmas. Martine announced he will be absent from January meeting.
- McGinnis mentioned the pay-it-forward program at Grumpy's Cafe and thanked the community and visitors for participating. McGinnis highlighted projects from 2025: watershed acquisition project, citizen advisory committees, millions of work on infrastructure, investment in playgrounds/park, new fire engine, and City Manager's work to bring in highly skilled staff.
- Ryan spoke on the speed of year. Ryan expressed thanks and appreciation for the Council, staff, and community, noting that it was great to be part of it. Ryan wished all a great holiday.

15. MAYOR'S REPORT

- McNeilly reported on topics covered at the November Coffee with Mayor and City Manager meeting. McNeilly stated a summary of comments are available in the agenda packet.
- McNeilly announced the next Coffee with the Manager and Mayor is Thursday, January 22nd at 9:00 a.m. and invited all to attend.
- McNeilly reported on holiday events, acknowledging all who were involved.
- McNeilly invited the public to email him regarding any ideas, questions, or concerns about anything heard or seen on social media.
- McNeilly wished happy holidays to all.

16. ADJOURNMENT

Motion by Kiley Konruff, seconded by Tom Martine, to adjourn the meeting at 9:11 p.m.

Motion Passed by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

MINUTES APPROVED THE
14th DAY OF JANUARY 2026


Charles McNeilly, Mayor

ATTEST


Melissa Thompson, City Recorder