



City of Rockaway Beach

Workshop City Council Meeting Minutes

Date: Wednesday, January 14, 2026

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: Charles McNeilly, Mary McGinnis, Penny Cheek, Kiley Konruff, Pat Ryan
Council Members

Excused: Tom Martine

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; Todd Hesse, Fire Chief; and Mary Mertz, Public Works Director

3. COUNCIL BRIEFING/DISCUSSION

a. Emergency Management Program Presentation - Todd Hesse, Fire Chief

- Hesse shared a presentation on emergency management goals for 2026 and a timeline for implementation.
- Suggestions to take a stair-step approach to address supply needs for full-time residents and visitors, to require go bags in hotels and short-term rentals, and to assist older residents with obtaining go bags.
- Discussion regarding assistance offered for those who need it during emergencies, and related public education and outreach.
- Further discussion regarding public outreach and suggestions to use a variety of methods.
- Discussion regarding elected official responsibilities during emergencies.
- Discussion regarding rodent activity in the radio equipment shack.

b. Review of Draft Clean Water State Revolving Loan Fund Agreement No. RC0036 for Lower Jetty Creek Watershed Acquisition

- Shepard explained that the final piece of the funding package for acquisition of the lower Jetty Creek Watershed was coming together. Shepard explained the loan would be paired with \$1.25 million in grant funds from the Oregon Watershed Enhancement Board.

- Mertz shared a presentation providing an overview of the draft Clean Water State Revolving Loan Fund Agreement and revisions to the final loan agreement that the City was currently working on with the Department of Environmental Quality (DEQ).
- Mertz explained that the Council would consider at the regular meeting a resolution to authorize the Mayor & City Manager to execute the final loan agreement.
- Mertz clarified the terms of the loan payments and forgiveness.

c. Review of Proposed Amendments to Code Chapter 113: Short Term Rentals

- Shepard referred to his staff report and noted that the Council previously had consensus to leave the cap on short-term rental (STR) licenses as is.
- STR accessibility will be addressed in next month's workshop.
- Proposed changes to the STR code were reviewed.
- Shepard explained that most STRs using hosting platforms would be able to easily provide required records for the guest registry.
- Shepard clarified that the 30-day use requirement was over a 12-month period, and would impact renewals a year from this July.
- Suggestion was made to amend the language in section K for clarity.
- Shepard confirmed that staff was still working toward developing a code enforcement program.

d. Review of Neah-Kah-Nie Coast Arts Music & Cultural Foundation (NCAM) Wayside Use Application

- Shepard stated that staff reviewed the application and provided comments for conditional approval.
- Shepard explained that Public Works anticipated having electrical power improvements in place in time for the event.
- McGinnis declared that although it wasn't a conflict of interest, she was on the NCAM board, but didn't participate in the preparation of the application in any way.
- Staff confirmed that insurance and required licenses were included in the conditions of approval in the resolution.

e. Other Regular Session Agenda Items Review

- Shepard stated that it may be a long regular session, and 2026 was beginning with a lot of momentum.

4. ADJOURNMENT

Motion by Pat Ryan, seconded by Penny Cheek, to adjourn the meeting at 5:24 p.m.

Motion Passed by the following vote:

Yes: 4 (Mary McGinnis, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

MINUTES APPROVED THE
11TH DAY OF FEBRUARY 2026



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder