



# City of Rockaway Beach

## Regular City Council Meeting Minutes

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**Date:** Wednesday, February 11, 2026

**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: Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; Mary Mertz, Public Works Director; Geoff Grace, Fire Captain; and Kevin Grogan, Sheriff's Deputy

### 4. CONSENT AGENDA

- McNeilly changed the order of business to move the Executive Session to the end of the meeting for the convenience of those in attendance.
- a. Approval of Regular Meeting Minutes - January 14, 2026
- b. Approval of Workshop Minutes - January 14, 2026
- c. Review of Financial Reports
- d. Determining the Tillamook County Developmental Disability Program 2024-2025 Small Community Grant Complete
- e. Consideration of Resolution 2026-09: A Resolution Appointing the City Manager as Budget Officer for the 2026-2027 Fiscal Year

**Motion by** Penny Cheek, seconded by Mary McGinnis, 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 – Small Community Grant Closeout Report - Kristin Koptiuch, Neah-Kah-Nie Coast Arts Music & Cultural Foundation (NCAM)**

- Koptiuch shared a presentation on how grant funds were used for the 2025 Rockaway Writers Rendezvous program and thanked the City for its support.
- McGinnis shared comments about community member's involvement in the program.
- McNeilly commended the event.

## **6. STAFF REPORTS**

### **a. Fire Department**

- Grace presented a staff report on the activities and operations of the Rockaway Beach Fire Rescue department for the month of January 2026.
- Grace confirmed that emergency preparedness training videos are posted on the city website.
- McNeilly shared additional information about the Knoxbox program.

### **b. Sheriff's Office**

- Deputy Grogan summarized the Sheriff's Office report for January 2026.
- Grogan confirmed that reports of bears in the area could be referred to the Sheriff's Office non-emergency number.

### **c. Public Works**

- Mertz shared a presentation with updates on Public Works projects, including Jetty Creek watershed acquisition, N. Pacific Street paving, Lake Lytle Phase 1 improvements, Nedonna Beach water mains project, and new sign installations.
- McGinnis commended Public Works for their fast response to issues.

### **d. City Manager**

- Shepard shared a presentation including an overview of business items on the agenda, the purpose of the Executive Session, an update on the Jetty Creek watershed acquisition, Community Grant application period, and public meeting dates for February and March.

### **e. Planning Department**

- McNeilly acknowledged the staff report from City Planner Tapia in the meeting agenda packet.

## **7. PUBLIC HEARING**

- Public Hearing on Ordinance 2026-03: An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113, Sections 113.03 And 113.04, Related to Short-Term Rental Application Fees and Standards**

- McNeilly opened the public hearing at 6:42 p.m.
- Carol Bolton, president of Rockaway Shores Condominiums, expressed concerns regarding issues related to possible short-term rental license cap exceptions for accessible short-term rentals.
- McNeilly closed the public hearing at 6:48 p.m.

**Motion by Charles McNeilly**, seconded by Pat Ryan, to reopen the public hearing at 6:55 p.m.

**Motion Passed** by the following vote:

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

No: 0 (None)

- Trella Reyes, resident, expressed concerns regarding proposed use requirements and advocated for a town hall prior to ordinance adoption. Reyes commented that owners not currently using licenses might need to do so in the future, and families may wish to change property use over time.
- McNeilly closed the public hearing at 7:00 p.m.

## 8. PUBLIC COMMENT ON NON-AGENDA ITEMS

- McNeilly invited public comment.
- Nancy Lanyon, resident, recommended that the Council join other cities within the County to issue a proclamation for a safe community. Lanyon shared a Proclamation recently issued by the City of Bay City.

## 9. OLD BUSINESS – None Scheduled

## 10. NEW BUSINESS

### a. Consideration to Determine the NCAM 2024-2025 Small Community Grant Complete

**Motion by Pat Ryan**, seconded by Kiley Konruff, to determine the NCAM 2024-2025 Small Community Grant Complete.

- McGinnis commented that she is a member of NCAM.

**Motion Passed** by the following vote:

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

No: 0 (None)

### b. First & Second Reading of Ordinance 2026-03: An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113, Sections 113.03 And 113.04, Related to Short-Term Rental Application Fees and Standards

- McNeilly explained the public hearing was just held and stated the provisions for adopting an ordinance.

**Motion by** Mary McGinnis, seconded by Tom Martine, to perform the first and second reading by title only of Ordinance 2026-03.

**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 2026-03 by title only.

**Motion by** Pat Ryan, seconded by Penny Cheek, to approve the first and second reading of Ordinance 2026-03.

**Motion Passed** by the following vote:

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

No: 0 (None)

**c. Consideration to Adopt Ordinance 2026-03: An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113, Sections 113.03 And 113.04, Related to Short-Term Rental Application Fees and Standards**

- McNeilly explained that with the first and second reading now complete, the Ordinance 2026-03 was ready for adoption.

**Motion by** Tom Martine, seconded by Mary McGinnis, to adopt Ordinance 2026-03.

- McGinnis commented this had actually been in the public forum for a couple of months, and the Council had been receiving feedback from people on the matter. McGinnis commented that meeting the 30-day use requirement was easier than some might think and encouraged the public to contact her. McGinnis added that a lot of residents reached out to her, people who would like to have a license, and they are asking for this.
- Ryan commented that this has been a conversation that has been ongoing. Ryan stated that it was about providing opportunity for people to be able to use their short-term rental that they've been holding onto. Ryan acknowledged that there's always going to be some give and take in a situation like this, and it was, in his opinion, for the greater good of the community.
- McNeilly stated that ours is a tourist economy with a need for tourist housing. McNeilly commented that Short-Term Rental licenses are granted so that tourists will have places to stay in Rockaway Beach and that the city can collect transient lodging tax. When a license is not used to house tourists, the merchants and restaurants have fewer visitors to shop and eat; the City collects less lodging tax. It is, therefore, incumbent upon the City to assure that short-term rental licenses create housing for tourists and lodging tax for the City.

**Motion Passed** by the following vote:

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

No: 0 (None)

**d. Consideration of Resolution 2026-08: A Resolution Approving a Memorandum of Understanding with CARE for Utility Assistance Program**

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

**Motion by** Pat Ryan, seconded by Tom Martine, to approve Resolution 2026-08.

- McGinnis commented that some other cities in Tillamook County do this. It does not affect anyone's water bill, and it's a way for the City to show generosity and support for needy people in the community. McGinnis expressed gratitude for CARE.
- Konruff commended CARE for partnering with the City and appreciated that their participation created a buffer to help people feel confident in asking for a hand up.
- Ryan concurred with Konruff.

**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 No. 2026-10: A Resolution Adjusting Appropriations for the 2025-2026 Fiscal Year Budget**

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

**Motion by** Mary McGinnis, seconded by Penny Cheek, to approve Resolution 2026-10.

- Konruff explained that if people don't understand what these things are, the Council had a really great discussion in the workshop about it. Konruff stated that it would benefit the pretty amazing Public Works department and take the City's crews to another level.
- McGinnis encouraged the public to watch the workshop video.
- Ryan commented that our job is to prevent, not solve, some of these things, and this was the epitome of prevention.

**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 No. 2026-11: A Resolution Approving Proposal From Romtec for Procurement of Lake Lytle Restroom Buildings**

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

**Motion by** Tom Martine, seconded by Kiley Konruff, to approve Resolution 2026-11.

- Konruff commented on the popularity of the lake. Konruff stated that it would be a wonderful addition to the area and was just phase 1 of the planned improvements.
- McGinnis commented that it will include paved accessible parking spots, and that having good parking and flushing toilets will increase tourism.

**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 No. 2026-12: A Resolution Approving Use Application for the Lions Club Weenie Wagon Adjacent to the Wayside**

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

**Motion by** Kiley Konruff, seconded by Mary McGinnis, to approve Resolution 2026-12.

- McGinnis commented on the location, adjacent to the Wayside, and stated that the Lions Club had reported that they raised \$10,000 for the student backpack program.
- Konruff stated that there was a concern raised over something fairly minor, that has been addressed and the City will ensure that that doesn't happen this year.

**Motion Passed** by the following vote:

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

No: 0 (None)

**h. Consideration of Resolution No. 2026-13: A Resolution Approving Wayside Use Application for the Rockaway Beach Chamber of Commerce Thursday Markets**

- McNeilly invited public comment.
- Trella Reyes, resident, shared her personal experience with the market. Reyes commented that there is more parking in the area adjacent to the Wayside than at Anchor Street. Reyes stated that the last train departs Rockaway at 1pm and comes back at 2pm, and if the market location is moved, train riders are less likely to engage with stores and restaurants. Reyes stated that the Manzanita market was not a justifiable comparison. Reyes commented on the visibility of the market at the Wayside, and resources the Chamber provided to vendors. Reyes stated that the Chamber had addressed the issues that were brought up and answered most of the Council's concerns in their new proposal.
- John Gertzen, resident, commented that the area around the caboose on the pavers is bigger than the parking area currently allocated in the Wayside. Gertzen stated it appears that the Chamber of Commerce could use the area on the pavers around the caboose without blocking any spaces for tourists that support the downtown merchants in the City core. Gertzen suggested the idea needed to be explored before approving the 14 weeks of Wayside use of highly desirable coastal beachfront real estate at the peak of Rockaway Beach's tourist season.

Gertzen stated the area is used by tourists and people with mobility issues, and it's the most desirable piece of real estate in the City of Rockaway.

**Motion by Mary McGinnis, seconded by Pat Ryan, to approve Resolution 2026-13 with the amendment to strike overflow vendors from the application.**

- Cheek commented that she liked Gertzen's suggestion and wanted to explore it before voting on the matter.
- McNeilly noted that there was a motion to approve, and Councilors could vote no on the motion, rather than postpone the vote.
- Ryan expressed concerns about parking capacity and turnover, noting that while approximately 150 spaces exist, vehicle turnover could significantly increase usage over the summer and impact nearby businesses. Ryan observed that the Wayside area appears to receive more use than the Anchor Park area. Ryan stated he was uncertain about several factors and desired additional data to better evaluate options, including further review of whether the paved area could serve as an alternative.
- McGinnis stated that the resolution concerns only the location of the Thursday market, not whether the market should exist, and encouraged the public to review workshop materials for context. McGinnis expressed concern about parking impacts on nearby businesses and reported significant public opposition to holding the market at the Wayside. McGinnis compared Wayside usage requests among nonprofits and noted that other organizations successfully use alternative venues, encouraging the Chamber to explore additional locations. McGinnis shared input from the Rockaway Renaissance Artist Group regarding the importance of visibility, storage, and accessibility for vendors. McGinnis expressed desire for clear, objective data on economic and parking impacts. McGinnis encouraged the Chamber to collaborate with City staff to explore long-term location options for the event.
- McNeilly requested that the Chamber ask their vendors to park their cars at Anchor Street parking lot after setup, so that they don't take up additional parking in our downtown core, noting that he was aware of one individual who would need an exception.
- Ryan proposed that overflow vendors be removed from the application.
- Motion amended to include striking overflow vendors from the application.
- Konruff appreciated that the Chamber heard and addressed the Council's concerns.

**Motion Passed** by the following vote:

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

No: 0 (None)

## **12. ITEMS REMOVED FROM CONSENT AGENDA - None removed**

## **13. COUNCIL COMMENTS**

- Cheek commented that the City was on the right track for the new year.

- Konruff thanked City staff for going above and beyond with things. Konruff expressed appreciation for upcoming Lake Lytle improvements. Konruff acknowledged recent controversial issues and the difficulty faced by Council members in decision-making, thanked the public and business community for providing input, and encouraged the public to continue providing comments.
- Martine expressed that it was good to be back after missing one meeting due to a knee replacement.
- McGinnis expressed appreciation to the community for all of their feedback. McGinnis noted that Spring Break was approaching and shared suggestions for activities, dining, and shopping in Rockaway.

#### 14. MAYOR'S REPORT

- McNeilly shared a presentation providing a summary of the Sheriff's Office Rockaway Beach patrol incidents for 2024-2025, the Sheriff's non-emergency dispatch phone number, and Community Grants awarded by the City in the past year. McNeilly announced the next Coffee with Mayor and City Manager meeting would be held on Thursday, February 19th. McNeilly shared his email address and encouraged everyone with ideas to share, questions or concerns about what is going on in City of Rockaway Beach to email him. McNeilly announced that Council member business cards were available on the table outside the meeting room.

#### 11. EXECUTIVE SESSION

At 7:54 p.m., McNeilly announced the Council would now recess into Executive Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Executive sessions are closed to the public. Representatives of the news media and designated staff may attend the Executive Session. Representatives of the news media are specifically directed not to record or report any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No final Council decision may be made in executive session. At the end of the executive session, the meeting will return to open session.

#### 15. ADJOURNMENT

- McNeilly reconvened the regular session at 8:49 p.m.

**Motion by** Tom Martine, seconded by Penny Cheek, to adjourn the meeting at 8:49 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  
11<sup>TH</sup> DAY OF MARCH 2026



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder