



City of Rockaway Beach

Regular City Council Meeting Minutes

Date: Wednesday, July 15, 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: Charles McNeilly, Mary McGinnis, Tom Martine, Penny Cheek, Pat Ryan

Council Members Excused: Kiley Konruff

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; Mary Mertz, Public Works Director; Todd Hesse, Fire Chief; Geoff Grace, Fire Captain; Anthony Allen and David O'Connor, Seasonal Firefighters; and Kevin Grogan, Sheriff's Deputy

4. CONSENT AGENDA

a. Approval of Regular Meeting Minutes - June 10, 2026

b. Approval of Workshop Minutes - June 10, 2026

c. Review of Financial Reports

Motion by Penny Cheek, seconded by Tom Martine, to approve the consent agenda.

Motion Passed by the following vote:

Yes: 4 (Mary McGinnis, Tom Martine, Penny Cheek, Pat Ryan)

No: 0 (None)

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS - None Scheduled

6. STAFF REPORTS

a. Fire Department

- Hesse summarized the staff report on the activities and operations of the Rockaway Beach Fire Rescue department for the month of June 2026 and 4th of July.
- Hesse introduced seasonal firefighters Anthony Allen and David O'Connor, and expressed appreciation to Captain Grace for all he does.
- The quarterly newsletter, the Prep, was included in the most recent water bill mailing.

- Most beach accesses have brand new signs about water safety and fire safety rules.
- Lincoln County, Nehalem, and Nestucca are currently assisting with fires in other counties. The Fire Department is ready to assist other jurisdictions as needed.
- Shepard thanked Hesse for procuring a golf cart for use on the 4th of July.
- Comments regarding 4th of July attendance and appreciation for the Sheriff's Office and Fire Department.
- Hesse was commended for the presentation he made in his role as Tillamook County Fire Defense Board Chief.

b. Sheriff's Office

- Grogan summarized the Sheriff's Office report for June 2026.
- Grogan reported that on July 4th there were no assaults, no disturbances, no car accidents, and no DUIs. Fireworks were not an issue until sundown.
- Some fireworks citations were issued within the County, but not in Rockaway Beach.
- Sheriff's Office was complemented for Deputies' presence during the 4th of July. Deputy Ahlers was praised for his presentation to the Rockaway Beach Business Association (RBBA).

c. Public Works

- Mertz shared a presentation giving an overview of Public Works' efforts to host the 4th of July celebration, updates on the Nedonna Beach Water Mains Project, Lake Lytle Restrooms and Parking Project, plans to address Lake Lytle invasive species, and updates on Lake Lytle in-water enhancements.
- Mertz clarified a comment made in the Workshop, stating that the Salmonberry Trail foundation had not yet reviewed the downtown parking plans.
- Public Works was praised for their work on the 4th of July holiday, summer work activities, and management of the Nedonna Beach project.

d. City Manager

- Shepard shared a presentation including an overview of business items on the agenda, announced an Executive Session would follow the regular meeting, thanked all who participated in the July 4th events, shared some statistics from the 4th of July, and reviewed public meeting dates in July and August.
- McNeilly shared positive comments from visitors on the 4th of July.

e. Planning Department

- McNeilly acknowledged the Planning Department staff report included in the meeting agenda packet.

7. PUBLIC HEARING

a. **Ordinance 2026-04 Amending Code Related to Fees & Resolution 2026-28 Adopting Master Fee Schedule**

- McNeilly opened the public hearing at 6:41 p.m. No audience members wished to comment. McNeilly closed the public hearing at 6:42 p.m.

8. PUBLIC COMMENT ON NON-AGENDA ITEMS

- Nancy Lanyon, resident, noted that firefighter Anthony Allen was great, and was a Neah-Kah-Nie Pirate. Lanyon expressed concerns about noise and lights caused by the Oregon Coast Scenic Railroad (OCSR) train passing and blasting its horn around 8:00 p.m.
- Leslie Vipond, resident, expressed concerns about the short term rental complaint hotline sign, and requested changes to sign requirements for condominium complexes.

9. OLD BUSINESS - None Scheduled

10. NEW BUSINESS

a. **First & Second Reading of Ordinance 2026-04: An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 34, Subsection 34.64(d); Chapter 53, Section 53.10; Chapter 91, Subsection 91.33(b); Chapter 93, Subsections 93.68(a)(6), 93.68(a)(7), and 93.68(b)(2); Chapter 110, Sections 110.03, 110.05, 110.09, and Section Heading 110.10; Chapter 111, Sections 111.07 and 111.11; Chapter 150, Subsections 150.01(b)(1), 150.01(b)(2), and 150.01(b)(3) to Remove Specific Dollar Amounts Related to Fees**

- McNeilly stated Ordinance 2026-04 amends the code of ordinances to remove specific dollar amounts related to fees.
- McNeilly explained the Charter provisions for Ordinance adoption.

Motion by Mary McGinnis, seconded by Tom Martine, to perform the first and second reading by title only of Ordinance 2026-04.

Motion Passed by the following vote:

Yes: 4 (Mary McGinnis, Tom Martine, Penny Cheek, Pat Ryan)

No: 0 (None)

- McNeilly performed the first and second reading of Ordinance 2026-04 by title only.

Motion by Tom Martine, seconded by Penny Cheek, to approve the first and second reading by title only of Ordinance 2026-04.

- McNeilly acknowledged that the title was long but appreciated that the amendments were combined into one ordinance.

Motion Passed by the following vote:

Yes: 4 (Mary McGinnis, Tom Martine, Penny Cheek, Pat Ryan)

No: 0 (None)

- b. Consideration to Adopt Ordinance 2026-04: An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 34, Subsection 34.64(d); Chapter 53, Section 53.10; Chapter 91, Subsection 91.33(b); Chapter 93, Subsections 93.68(a)(6), 93.68(a)(7), and 93.68(b)(2); Chapter 110, Sections 110.03, 110.05, 110.09, and Section Heading 110.10; Chapter 111, Sections 111.07 and 111.11; Chapter 150, Subsections 150.01(b)(1), 150.01(b)(2), and 150.01(b)(3) to Remove Specific Dollar Amounts Related to Fees**

- McNeilly explained that with the first and second reading now complete, Ordinance 2026-04 was ready for adoption.

Motion by Mary McGinnis, seconded by Penny Cheek, to approve Ordinance No. 2026-04.

McGinnis commented that City staff caught the issue and recognized that updates and cleanup were needed.

Motion Passed by the following vote:

Yes: 4 (Mary McGinnis, Tom Martine, Penny Cheek, Pat Ryan)

No: 0 (None)

- c. Consideration of Resolution No. 2026-28 Establishing a Master Fee Schedule**

- McNeilly explained that with the adoption of Ordinance No. 2026-04, we may now consider approval of Resolution No. 2026-28 to establish the master fee schedule.

Motion by Tom Martine, seconded by Mary McGinnis, to approve Ordinance No. 2026-04.

Motion Passed by the following vote:

Yes: 4 (Mary McGinnis, Tom Martine, Penny Cheek, Pat Ryan)

No: 0 (None)

- d. Consideration of Resolution No. 2026-29: A Resolution to Manage Requests for Reservation of the Rockaway Beach Wayside for Private Events Use During the Peak Tourist Season**

- McNeilly explained this resolution sets policies for managing requests for reservation of the Rockaway Beach Wayside for private events use during the peak tourist season.
- McNeilly invited public comment. No audience members wished to comment.

Motion by Mary McGinnis, seconded by Penny Cheek, to approve Resolution No. 2026-29.

- McGinnis commented that it would help improve parking and leaves it open to develop criteria for looking at the applications as they come in and scoring them much like the City does for grant applications.
- Ryan was glad to see that the Council was getting this in place and moving forward with a systematic process.
- Cheek agreed it was necessary.
- McNeilly commented that the Resolution was all about people, including shop owners, shop workers, and their livelihoods. McNeilly shared visitor spending data and stated that the Resolution mitigates loss and its direct negative impact on people's livelihoods. McNeilly shared Travel Oregon data that dining, outdoor recreation, and shopping rank among visitors' most common activities, while festivals rank lower, noting the data highlights the importance of protecting and expanding parking inventory so that visitors can stop in town and eat, recreate, and shop.

Motion Passed by the following vote:

Yes: 4 (Mary McGinnis, Tom Martine, Penny Cheek, Pat Ryan)

No: 0 (None)

e. Consideration of Resolution 2026-30: A Resolution Authorizing the Mayor and City Manager to Award and Execute a Contract With the Lowest Responsive and Responsible Bidder for the Lake Lytle Restroom and Parking Lot Project

- McNeilly explained the City has solicited bids for the Lake Lytle Restroom and Parking Lot Project and the bid opening is scheduled for July 31, 2026. This resolution grants signatory authority and authorizes the City Manager and Mayor to award the contract to the lowest responsible and responsive bidder.
- McNeilly invited public comment. No audience members wished to comment.

Motion by Tom Martine, seconded by Mary McGinnis, to approve Resolution No. 2026-30.

- McGinnis commented that the project plans are available online in the City Council agenda packet. McGinnis shared her appreciation for the pursuit of accessible kayak launch, noting the time and effort it takes to bring projects to fruition. McGinnis viewed the Lake Lytle area and the lake as one of the top 3 tourist attractions.
- McNeilly concurred with McGinnis and noted that the City is making a huge investment in tourism and resident infrastructure in doing this project which brings utilities to the site. McNeilly acknowledged all who were involved.

Motion Passed by the following vote:

Yes: 4 (Mary McGinnis, Tom Martine, Penny Cheek, Pat Ryan)

No: 0 (None)

11. ITEMS REMOVED FROM CONSENT AGENDA

12. COUNCIL COMMENTS

- Cheek commented that she missed the 4th of July due to a family emergency, and she was thankful to be home.
- Martine shared recollections of the 4th of July in years past as a member of the Fire Department.
- McGinnis noted that meeting recordings were available and viewed online. McGinnis shared observations from July 4th, and noted that Oregon State Parks controls the beach. She shared a phone number to call to suggest that more rangers patrol the beach. McGinnis announced that RBBA is co-hosting accessibility training for businesses with the Tillamook County Visitors Association. McGinnis gave kudos to the Mayor and, historian-journalist Scott Fisher, for putting together a historical walking tour of downtown Rockaway Beach. McGinnis invited seniors to join her on the walking tour the following week.
- Ryan reminded all that the same level of dedication and service of staff happens year-round, not just July 4th. Ryan commented that traffic issues on Pacific seem to have subsided and thanked Public Works for signage.

13. MAYOR'S REPORT

- McNeilly announced that a summary of the June 25th Coffee with Mayor & Manager meeting was included in the meeting packet and the next Coffee with Mayor & Manager meeting would be held on July 23rd.
- McNeilly shared a presentation about the Rockaway Beach Heritage Walking Tour that is now available on the City's visitor website at visitrockawaybeach.org.
- McNeilly shared his email address and encouraged all that have ideas to share, questions, or concerns about what is going on in the City to contact him.

a. Coffee with Mayor & Manager Meeting Notes

b. Presentation - Mayor's Report

14. EXECUTIVE SESSION ANNOUNCEMENT

- McNeilly announced that immediately following adjournment of the regular meeting, the City Council would meet in 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. No final Council decision may be made in executive 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.

15. ADJOURNMENT

Motion by Mary McGinnis, seconded by Penny Cheek, to adjourn the meeting at 7:23 pm.

Motion Passed by the following vote:

Yes: 4 (Mary McGinnis, Tom Martine, Penny Cheek, Pat Ryan)

No: 0 (None)

MINUTES APPROVED THE
12TH DAY OF AUGUST 2026



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder