



# City of Rockaway Beach

## Budget Committee Meeting Minutes

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**Date:** Thursday, May 29, 2024

**Location:** Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

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### 1. CALL TO ORDER – Charles McNeilly, Mayor

Start time: [05:00:49 PM \(00:00:52\)](#)

### 2. ROLL CALL

[Mayor - Charles McNeilly: Present](#)

[Position #3 - Kristine Hayes: Present](#)

[Position #4 - Alesia Franken: Present](#)

[Position #2 - Stephanie Winchester: Present](#)

[Position #1 - Mary McGinnis: Present](#)

[Position #5 - Penelope Cheek: Present](#)

[Position #4 - Dave May: Present](#)

[Position #2 - Tom Martine: Present](#)

[Position #1 - David Elkins: Present](#)

[Position#9 - Michael Weissenfluh: Present](#)

[Position#8 - Susan Hennessy Schaeftbauer: Present](#)

[Position #5 - Penny Chilton: Present](#)

**Committee Members Present:** Charles McNeilly, Penny Cheek, Mary McGinnis, Tom Martine, Kristine Hayes, Alesia Franken, David Elkins, Stephanie Winchester, Michael Weissenfluh, Dave May, Penny Chilton, and Susan Hennessy Schaeftbauer.

**Staff Present:** Luke Shepard, City Manager; Marni Johnston, Finance Director; Melissa Thompson, City Recorder; Todd Hesse, Fire Chief; and Dan Emerson, Public Works Superintendent.

### 3. APPROVAL OF MINUTES

Start time: [05:01:22 PM \(00:01:25\)](#)

#### a. May 2, 2024 Budget Committee Meeting Minutes

McGinnis made a **motion**, seconded by Martine, to approve the minutes for the May 2, 2024 Budget Committee Meeting.

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

[Position #1 - Mary McGinnis: Motion](#)  
[Position #2 - Tom Martine: 2<sup>nd</sup>](#)  
[Mayor - Charles McNeilly: Approve](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #2 - Stephanie Winchester: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #4 - Dave May: Approve](#)  
[Position #2 - Tom Martine: Approve](#)  
[Position #1 - David Elkins: Approve](#)  
[Position#9 - Michael Weissenfluh: Approve](#)  
[Position#8 - Susan Hennessy Schaeftbauer: Approve](#)  
[Position #5 - Penny Chilton: Approve](#)

#### **4. PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS ON THE PROPOSED BUDGET**

Start time: [05:02:18 PM \(00:02:21\)](#)

McNeilly opened the public hearing at 5:02 p.m.

There being no audience members present, McNeilly closed the public hearing at 5:03 p.m.

#### **5. REVIEW OF PROPOSED BUDGET FOR 2024-2025 FISCAL YEAR**

Start time: [05:03:24 PM \(00:03:27\)](#)

Shepard and Emerson presented, and the Budget Committee reviewed, each budget fund as indicated below on a line-by-line basis. Staff answered clarifying questions from the Committee.

- a. Fund 400 Water Operating Fund – Public Works Superintendent Emerson
- b. Fund 420 Water Master Plan Reserve Fund – P.W. Superintendent Emerson
- c. Fund 430 Water Revenue Bond – City Manager Shepard
- d. Fund 470 Water Improvements Debt Service – City Manager Shepard
- e. Fund 490 Water System Development Charge Fund – P.W. Superintendent Emerson
- f. Fund 500 Sewer Operating Fund – P.W. Superintendent Emerson
- g. Fund 520 Sewer Master Plan Reserve Fund – P.W. Superintendent Emerson
- h. Fund 560 Sewer Improvements Debt Service Fund - City Manager Shepard
- i. Fund 590 Sewer System Development Charge Fund – P.W. Superintendent Emerson

Weissenfluh advocated for building reserves whenever possible. Hayes and Chilton inquired about extending sewer lines in Nedonna. Emerson noted that it was outside of city limits. McNeilly briefly explained the annexation process, and discussion ensued regarding past votes on annexation, system requirements and the development process.

Weissenfluh expressed concerns that funds reserved for future expenditures were significantly less than the previous year for Funds 500 and 520.

Shepard noted the City submitted a funding request from congressionally directed spending for a sewer by-pass project to accommodate development.

At the request of McGinnis, Shepard indicated future water and sewer fund expenses anticipated in the next 2-5 years included the Nedonna Beach water project, projects stemming from the upcoming System Development Charge (SDC) analysis, and sewer system by-pass piping to accommodate development on the north end of town.

Chilton commented on the Jetty Creek Watershed. McNeilly suggested that Chilton attend the Sourcewater Protection Plan Development Advisory Committee (SPPDAC) meeting to share concerns.

## **6. ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS FOR FISCAL YEAR 2024-2025**

Start time: [05:50:38 PM \(00:50:41\)](#)

McGinnis moved, seconded by Franken, to elect to receive State Revenue Sharing funds for Fiscal year 2024-2025.

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

[Position #1 - Mary McGinnis: Motion](#)  
[Position #4 - Alesia Franken: 2nd](#)  
[Mayor - Charles McNeilly: Approve](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #2 - Stephanie Winchester: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #4 - Dave May: Approve](#)  
[Position #2 - Tom Martine: Approve](#)  
[Position #1 - David Elkins: Approve](#)  
[Position#9 - Michael Weissenfluh: Approve](#)  
[Position#8 - Susan Hennessy Schaeftbauer: Approve](#)  
[Position #5 - Penny Chilton: Approve](#)

## **7. APPROVAL OF PROPERTY TAX RATE**

Start time: [05:52:00 PM \(00:52:03\)](#)

Cheek moved, seconded by Martine, to retain the current property tax rate of \$0.998 per \$1,000 of assessed value.

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

[Position #5 - Penelope Cheek: Motion](#)  
[Position #2 - Tom Martine: 2nd](#)  
[Mayor - Charles McNeilly: Approve](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #2 - Stephanie Winchester: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #4 - Dave May: Approve](#)  
[Position #2 - Tom Martine: Approve](#)  
[Position #1 - David Elkins: Approve](#)  
[Position#9 - Michael Weissenfluh: Approve](#)  
[Position#8 - Susan Hennessy Schaeftbauer: Approve](#)  
[Position #5 - Penny Chilton: Approve](#)

## **8. APPROVAL OF 2024-2025 FISCAL YEAR BUDGET**

Start time: [05:53:11 PM \(00:53:14\)](#)

May spoke in opposition to purchasing the Jetty Creek watershed. Since the concern was not budget related, McNeilly suggested that May attend the SPPDAC meeting to share concerns.

Schaeftbauer inquired about changing her May 2, 2024 vote on bike racks, until the City is prepared with bike lanes. Thompson explained a new motion would be required. Schaeftbauer determined she was the only person opposed.

Johnson and Shepard explained that Franken had noted a line item for the SDC Rate Study in Fund 420 that needed to be corrected.

Franken made a **motion**, seconded by Hayes, in Fund 420 to change line 15 from \$23,000 to zero.

[Position #4 - Alesia Franken: Motion](#)  
[Position #3 - Kristine Hayes: 2nd](#)  
[Mayor - Charles McNeilly: Approve](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #2 - Stephanie Winchester: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #4 - Dave May: Approve](#)  
[Position #2 - Tom Martine: Approve](#)  
[Position #1 - David Elkins: Approve](#)

[Position#9 - Michael Weissenfluh: Approve](#)  
[Position#8 - Susan Hennessy Schaeftbauer: Approve](#)  
[Position #5 - Penny Chilton: Approve](#)

Hayes thanked Johnson for her work on the budget.

Franken noted typographical errors in the line item number labeling in Fund 420. Johnson confirmed that they would be corrected.

Weissenfluh made a **motion**, seconded by McGinnis, that the Budget Committee approve the Budget for Fiscal Year 2024-2025 and recommend it to the City Council for adoption.

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

[Position#9 - Michael Weissenfluh: Motion](#)  
[Position #1 - Mary McGinnis: 2nd](#)  
[Mayor - Charles McNeilly: Approve](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #2 - Stephanie Winchester: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #4 - Dave May: Approve](#)  
[Position #2 - Tom Martine: Approve](#)  
[Position #1 - David Elkins: Approve](#)  
[Position#9 - Michael Weissenfluh: Approve](#)  
[Position#8 - Susan Hennessy Schaeftbauer: Approve](#)  
[Position #5 - Penny Chilton: Approve](#)

## 9. ADJOURNMENT

Start time: [06:01:24 PM \(01:01:27\)](#)

McNeilly thanked the committee for their service.

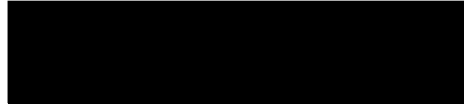
Martine made a **motion**, seconded by Cheek, to adjourn the meeting at 6:01 p.m.

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

[Position #2 - Tom Martine: Motion](#)  
[Position #5 - Penelope Cheek: 2nd](#)  
[Mayor - Charles McNeilly: Approve](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #2 - Stephanie Winchester: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)

Position #5 - Penelope Cheek: Approve  
Position #5 – Penny Chilton: Approve  
Position #4 - Dave May: Approve  
Position #2 - Tom Martine: Approve  
Position #1 - David Elkins: Approve  
Position#9 - Michael Weissenfluh: Approve  
Position#8 - Susan Hennessy Schaeftbauer: Approve

MINUTES APPROVED THE  
16<sup>TH</sup> DAY OF APRIL 2025



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder