

Budget Committee Meeting Minutes

THURSDAY, MAY 29, 2025, 6:00PM
COLUMBIA CITY, CITY HALL COUNCIL CHAMBERS
CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

AGENDA ITEM 1 **CALL TO ORDER/ROLL CALL:**

CONVENED:

The meeting was called to order by Mayor Alex Reed at 6:00 p.m.

MEMBERS PRESENT:

Alex Reed
Gordon Thistle
Rob Forman
Connie Quick
Lyle Bluhm
Barbara Gordon
Rebecca Pickering
Kit Gardes
Jeff Caldwell
Logan Gilbert-Renner

MEMBERS ABSENT:

None.

ALSO PRESENT:

Kim Karber, City Administrator/Recorder

A quorum was present and due notice had been published.

AGENDA ITEM 2 **ELECTION OF OFFICERS:**

Mayor Reed opened the nominations for the position of Chair.

MOVED (THISTLE) AND SECONDED (FORMAN) TO NOMINATE BARBARA GORDON AS CHAIR.

There being no further nominations for the position of Chair, Mayor Reed closed the nominations and called for a vote. ALL VOTED IN FAVOR OF BARBARA GORDON SERVING AS CHAIR. Mayor Reed declared her duly elected.

Mayor Reed turned the meeting over to Chair Gordon.

Chair Gordon opened the nominations for the position of Vice-Chair.

MOVED (QUICK) AND SECONDED (REED) TO NOMINATE REBECCA PICKERING AS VICE-CHAIR.

There being no further nominations for the position of Vice-Chair, Chair Gordon closed the nominations and called for a vote. ALL VOTED IN FAVOR OF

REBECCA PICKERING SERVING AS VICE-CHAIR. Chair Gordon declared her duly elected.

Chair Gordon opened the nominations for the position of Secretary.

MOVED (GORDON) AND SECONDED (PICKERING) TO NOMINATE KIT GARDES AS SECRETARY.

There being no further nominations for the position of Secretary, Chair Gordon closed the nominations and called for a vote. ALL VOTED IN FAVOR OF KIT GARDES AS SERVING AS SECRETARY. Chair Gordon declared her duly elected.

AGENDA ITEM 3

BUDGET MESSAGE 2025/26:

Committee Members indicated they had read the budget message prior to the meeting. The Budget Committee reviewed the budget in detail with Kim and noted a minor correction to page 33. They requested that if the miscellaneous expense of any fund was greater than 5% of the materials and service then an explanation be provided. They also requested that a sample of the resolution that goes before council be provided.

AGENDA ITEM 4

PUBLIC HEARING: To receive comments from the public on the proposed budget for fiscal year 2025/26.

Public Hearing opened.

No comments were heard from the public.

Public Hearing closed.

AGENDA ITEM 5

PUBLIC HEARING: To receive comments from the public on the proposed use of revenue sharing funds for fiscal year 2025/26.

Public Hearing opened.

No comments were heard from the public.

Public Hearing closed.

AGENDA ITEM 6

REVIEW OF PROPOSED BUDGET FOR FISCAL YEAR 2025/26:

Barbara Gordon voiced her concern with the transfer of \$13,000 from the Parks Development Fund to pay towards the Parks Masterplan Update, in her research she does not believe we are authorized to use the funds that way. She is looking for a written statement from a legal type of entity that it is okay to use the Park Development Funds for it. Logan Gilbert-Renner verified that the development funds are separated from other funds and that they are tracked, which they are. Kim explained that Leahnette Rivers has used development funds for master plans in the past and with her 40 years City Administrator experience would not train Kim to spend restricted funds for costs not allowed. Kim also explained she did not find in her research where the ORS's prohibited the use of development funds to be used for masterplans and recommended leaving the transfer as is from the Park Development Fund to the Parks Fund to pay for the Park Masterplan update. Rob Forman also voiced his concerns and explained that in his research he could not confirm one way or the other in plain text on whether or not it can be used for masterplans. He does not want to be out of compliance by

mispending the funds which could lead to penalties for being out of compliance, so he would also like confirmation in writing.

AGENDA ITEM 7

APPROVAL OF BUDGET OR ANNOUNCEMENT OF NEXT MEETING DATE, TIME, AND LOCATION:

MOVED (FORMAN), SECONDED (GORDON) AND CARRIED UNANIMOUSLY TO APPROVE THE ADOPTION OF THE 2025/26 PROPOSED BUDGET WITH THE CONTINGENCY THAT AFFIRMATIVE CONSENT IS RECEIVED FROM A RECOGNIZED BODY STATING THAT SDC FUNDS CAN BE USED TO FUND THE PARKS MASTERPLAN, IF AFFIRMATIVE CONSENT IS NOT RECEIVED THEN THE FUNDS NEEDED FOR THE PARKS MASTERPLAN WILL BE SPENT FROM THE GENERAL FUND CONTINGENCY ACCOUNT.

AGENDA ITEM 8

AUTHORIZE PERMANENT TAX RATE LEVY EQUAL TO \$1.1346 PER \$1,000 ASSESSED VALUE AND LOCAL OPTION LEVY EQUAL TO \$0.90 PER \$1,000 ASSESSED VALUE AS PROVIDED FOR IN THE PROPOSED 2025/26 BUDGET:

MOVED (CALDWELL), SECONDED (PICKERING) AND CARRIED UNANIMOUSLY TO LEVY A PERMANENT TAX RATE OF \$1.1346 PER \$1,000, AND TO LEVY A LOCAL OPTION TAX RATE OF \$0.90 PER \$1,000 AS PROVIDED IN THE 2024/25 PROPOSED BUDGET.

AGENDA ITEM 9

ADJOURNMENT:

The meeting adjourned at 9:07 p.m.

APPROVED:

Barbara Gordon
Budget Committee Chair

Kit Gardes
Budget Committee Secretary

ATTEST:

Kim Karber
City Administrator/Recorder
Budget Officer

June 2nd, 2025

ADMINISTRATIVE

MEMORANDUM TO: City Council of Columbia City
THRU: City Administrator Kim Karber
SUBJECT: Police Department Report (May 2025)

Please see the following regarding law enforcement operations during the noted reporting period

PERSONNEL

Reserve Officer Mansheim continues to provide information technology support and evidence custodian duties for the Department. He performed patrol duties, traffic enforcement, and community policing operations by providing 24 hours of service to the community. Sgt. Mansheim is continuing to work with Mark43 to maintain our report writing system. He also verifies our state and federally mandated information reports generated within our Mark43 system. He continues to oversee our evidence security and documentation.

Officer Goodwin continues to provide patrol operations, traffic enforcement, and follows up cases as assigned. She is continuing to learn and grow in her role as a Patrol Officer.

Reserve Officer Hasenkamp contributed 0 volunteer hours this month.

Reserve Officer Steven Bubar contributed 0 paid hours this month.

The police Department serviced the following calls for service during May 2025. 5 audible alarms, 6 animal complaints, 1 assist agency, 2 assist persons, 1 behavioral health, 1 camping, 1 civil complaint, 5 civil enforcement, 2 assist fire/AED calls, 1 criminal mischief, 1 DHS referral, 6 follow ups, 3 cold frauds, 1 hazard, 3 incomplete 911 calls, 1 motorist assist, 3 missing persons, 1 ordinance violation, 2 parking complaints, 47 premise checks, 3 suspicious persons, 1 suspicious vehicles, 1 suicide attempt, 1 sex crime juvenile, 2 non-injury traffic crashes, 1 unknown injury crash, 6 traffic complaints, 1 trespass, 22 traffic stops, 1 restraining order violation, 1 warrant service, In all the police department serviced 143 activities.

TRAINING

MEETINGS

Hazard Meeting

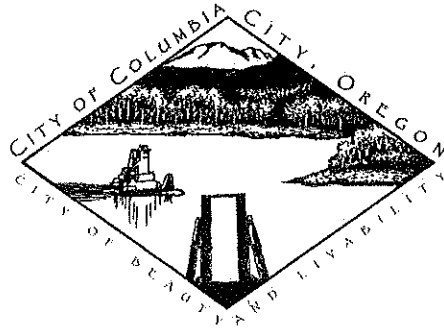
MISCELLANENOUS

Respectfully submitted,

Chief: Jerry Bartolomucci

The City of Columbia City

In Columbia County on the Columbia River



PARKS COMMITTEE MEETING MINUTES MAY 20, 2025 - 6:00 P.M. City Hall Council Chambers – 1840 Second Street

Present:

Lyle Bluhm, Committee Chair
Sally Ann Marson, Committee Member
Nell Harrison, Committee Member
Katrina Claridge, Committee Member
Mark Gordon, Committee Member
Jim Wills, Committee Member
Kim Karber, City Administrator
Micah Rogers, Public Works Superintendent

Lyle called the meeting to order at 6:00 p.m.

Steve with Conservation Technix will discuss Parks Masterplan Update

- Steve introduced himself and explained he has been doing park and open space planning for 19 years and all his staff are former public sector park planners. He did an overview of what the plan is, how it will benefit Columbia City in the future, the timeline (should take about 10 months), and the steps he will go through with us to develop the plan. The masterplan is intended to be a useful tool for the City and will provide a path forward and be a tool for pursuit of future grants. It will look at where we are, where we want to go and the improvements that are requested based on feedback from the community through surveys and a community open house. It will also look at how we can manage what we have with our tight budget, make improvements over time based on priorities, and look at funding options.
- The committee gave Steve input on his questions regarding what they value about what the city offers in the different parks we have, what could happen with the parks we have, and what we would like to see. Some suggestions:

Parks Committee Meeting
April 8, 2025

- Bathrooms
- New play equipment
- Benches/picnic tables
- Centralized park/place to sit and relax
- Parking
- Signage
- Walking trails – more/improve
- Steve went over the survey that will go out to our citizens for their input on the parks. It will be advertised in the newsletter, on water bills, Facebook, etc. A survey will be mailed to all households and there will also be the option to complete it online. There will be around a four-week window for people to get the survey turned in.

Steve stated the goal of the Parks Masterplan is to identify improvements to the park system over the next 20 years based on community feedback.

Memorial Day

Kim gave an update that all the events for Memorial Day are finalized, and we are good to go.

Other Business

- None

The next meeting was scheduled for Tuesday, June 10th, 2025, at 6:00 p.m.

The meeting was adjourned at 7:16 p.m.