

# Budget Committee Meeting Minutes

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THURSDAY, May 26, 2022, AT 6:00 PM  
COLUMBIA CITY COMMUNITY HALL  
1850 SECOND STREET  
CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

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

**CONVENED:**

The meeting was called to order by Mayor Casey Wheeler at 6:00 p.m.

**MEMBERS PRESENT:**

Lyle Bluhm  
Katrina Claridge  
Barbara Gordon  
Rebecca Pickering  
Charles Ramsdell  
Gordon Thistle  
Casey Wheeler  
Sue Ziglinski

**MEMBERS ABSENT:**

Jeff Reinan  
Gina Wilson

**ALSO PRESENT:**

Michael McGlothlin, City Administrator/Recorder

A quorum was present and due notice had been published.

**AGENDA ITEM 2**      **ELECTION OF OFFICERS:**

Mayor Wheeler opened the nominations for the position of Chair.

MOVED (THISTLE) TO NOMINATE BARBARA GORDON AS CHAIR AND  
MOVED (CLARIDGE) TO NOMINATE LYLE BLOOM AS CHAIR.

There being no further nominations for the position of Chair, Mayor Wheeler closed the nominations and called for a vote. THE MAJORITY VOTED IN FAVOR OF BARBARA GORDON SERVING AS CHAIR. Chair Gordon was then declared duly elected.

Chair Gordon then assumed the lead for the meeting and began the completion of the election of officer's process. The nominations for the position of Vice-Chair were then opened.

MOVED (BLUHM) TO NOMINATE KATRINA CLARIDGE 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

KATRINA CLARIDGE SERVING AS VICE-CHAIR. Chair Gordon then declared her duly elected.

Chair Gordon then opened the nominations for the position of Secretary.

MOVED (WHEELER) TO NOMINATE REBECCA PICKERING 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 REBECCA PICKERING SERVING AS SECRETARY. Chair Gordon then declared her duly elected.

### **AGENDA ITEM 3**

#### **BUDGET MESSAGE 2022-23:**

Committee Members indicated they had read the budget message, as well as reviewed the 2022-23 budget document, prior to the meeting. The City Administrator gave a brief overview of the budget message, after first thanking City Staff; the Parks, Streets, Water & Sewer, Audit and Budget Committees, as well as City Council for their work and support in preparing the proposed budget for review.

The City Administrator said that, as required, the proposed budget is balanced and provides for the basic needs of the city, with revenues estimated at \$4,725,583 and expenditures estimated at \$4,720,994. The City Administrator then said that the city is expecting its second tranche of revenue from the federal governments American Rescue Plan Act (ARPA) of 2021 disbursement of funds to states, counties and cities/towns around the time of the new budget years beginning. These funds are to be expended by December 31, 2024, and a prioritized projects list for the City has been developed. Combined with what is left from the first tranche of funds, the city is estimating to have approximately \$310,000 worth of funding for the upcoming year specific to this source. Additionally, the City Administrator informed the members that the first series of mandatory financial reports has already been completed and submitted to the United States Department of the Treasury to document the expenditure of funds to date.

In keeping with the City's 2013 Water and Sewer Rate Study, no rates increases are planned to either water or sewer rates for the upcoming fiscal year.

The City Administrator said that personnel service levels are projected to remain similar as the current year. A 4% COLA adjustment for city employees is also projected within the budget due to budgetary recovery from the COVID-19 pandemic and the overall financial condition of the city.

In conclusion, the City Administrator informed the Budget Committee that fund balances are in line to support beyond three (3) months of operating expenses, which is in accordance with the city's financial policies and the arrival of tax revenues to sustain City operations for the remainder of the year. Rebecca Pickering asked if these limits should be, or could be, larger to better provide for city services in the times of emergencies. The City Administrator replied that they could be enlarged with the approval of City Council to amend the city's financial policies but that the amount set was driven by "best practices" and "industry standards" for municipal budgeting. Mayor Wheeler also provided the same feedback to the members of the Budget Committee and City Council.

The City Administrator extended additional thanks to the members of the Budget Committee and City Council who had provided comments, edits, and clarification questions in their review of the 2022-23 proposed budget. He said that these

items will be double-checked and corrected as needed prior to completion of the adopted budget document.

**AGENDA ITEM 4**      **PUBLIC HEARING: To receive comments from the public on the proposed budget for fiscal year 2022-23.**

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 2022-23.**

Public Hearing opened.

No comments were heard from the public.

Public Hearing closed.

**AGENDA ITEM 6**      **REVIEW OF PROPOSED BUDGET FOR FISCAL YEAR 2022-23:**

Members provided comment and feedback regarding the new budgetary software system and noted typographical and formatting errors for correction to the City Administrator. The City Administrator advised that these corrections would be made and posted to the adopted 2022-23 budget document as appropriate. Any additional edits for the adopted budget book need to be submitted by members to the City Administrator by close of business on Friday June 3, 2022. The City Administrator also provided a more in-depth review of the annual budget covering fund balance amounts moving forward into the new fiscal year, contingency funding for the 2022-23 budget year, and capital projects upcoming for the next fiscal year.

**AGENDA ITEM 7**      **APPROVAL OF BUDGET OR ANNOUNCEMENT OF NEXT MEETING DATE, TIME, AND LOCATION:**

MOVED (ZIGLINSKI), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE THE 2022-23 PROPOSED BUDGET with Item 6 amendments in place including THE PROVISION THAT COMMITTEE MEMBERS ARE TO HAVE ANY FINAL EDITS SUBMITTED TO THE CITY ADMINISTRATOR BY CLOSE OF BUSINESS ON FRIDAY JUNE 3, 2022, FOR INCLUSION IN THE ADOPTED 2022-23 FISCAL YEARS BUDGET BOOK AS APPROPRIATE.

**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 2022-23 BUDGET:**

MOVED (WHEELER), SECONDED (ZIGLINSKI) AND CARRIED BY MAJORITY VOTE (6-AYES, 2-NO'S) TO LEVY A PERMANENT TAX RATE OF \$1.1346 PER THOUSAND OF ASSESSED VALUE, AND TO LEVY A LOCAL OPTION TAX RATE OF \$0.90 PER THOUSAND OF ASSESSED VALUE AS PROVIDED IN THE 2022-23 PROPOSED BUDGET.

**AGENDA ITEM 9**      **ADJOURNMENT:**

There being no further business to come before the Committee, the meeting adjourned at 6:25 p.m.

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APPROVED:

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Barbara Gordon  
Budget Committee Chair

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Rebecca Pickering  
Budget Committee Secretary

ATTEST:

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Michael S. McGlothlin  
City Administrator/Recorder  
Budget Officer