

# Budget Committee Meeting Minutes

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THURSDAY, May 25, 2023, 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 Susan Ziglinski at 6:00 p.m.

### MEMBERS PRESENT:

Barbara Gordon  
Rebecca Pickering  
Gordon Thistle  
Sue Ziglinski  
Rob Forman

### MEMBERS ABSENT:

Jeff Reinan  
Katrina Claridge  
Chuck Ramsdell  
Lyle Bluhm

### ALSO PRESENT:

Michael McGlothlin, City Administrator/Recorder  
Gerald Bartolomucci, Police Operations Sergeant

A quorum was present and due notice had been published.

## AGENDA ITEM 2 ELECTION OF OFFICERS:

Chair Barbara Gordon opened the nominations for the position of Chair.

MOVED (PICKERING), SECONDED (THISTLE) TO NOMINATE BARBARA GORDON AS CHAIR

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

Chair Gordon then proceeded to lead the meeting, continuing with the election of officer's process. The nominations for the position of Vice-Chair were then opened.

MOVED (GORDON), SECONDED (PICKERING) TO NOMINATE ROB FORMAN 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 ROB FORMAN SERVING AS VICE-CHAIR. Chair Gordon then declared him duly elected.

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

MOVED (GORDON), SECONDED (THISTLE) 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 2023-24:**

Committee Members indicated they had read the budget message, as well as reviewed the 2023-24 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 \$5,258,789 and expenditures estimated at \$5,133,355. The City Administrator said that the city received the second tranche of revenue from the federal governments American Rescue Plan Act (ARPA) of 2021 disbursement of funds to states, counties and cities/towns during the last budget year. These funds are to be expended by December 31, 2024, and a prioritized projects list for the City was developed with several projects having been completed. Combined with what is left from the first tranche of funds, the city is estimating to have approximately \$267,192 worth of funding for the upcoming year specific to this source. Additionally, the City Administrator informed the members that the second 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, a 2% increase to water rates and a 3% increase to sewer rates will be required for the upcoming fiscal year.

The City Administrator said that personnel service levels are projected to remain similar as the current year. A 3% COLA adjustment for city employees is also projected within the budget.

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, until the arrival of tax revenues to sustain City operations for the remainder of the year.

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 2023-24 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 2023-24.

Public Hearing opened.

Kit Gardes, of 1830 Seventh Street and acting as a representative of the Friends of the Columbia City Community Library, both read and submitted a request letter to the Budget Committee. (A copy of the submitted letter is attached to these minutes.)

In summary, the letter requested that the Budget Committee authorize an expenditure of \$12,500.00 from the City's Park Development Fund in order to assist in funding 0.25 FTE of a library staff position. Chip Gardes, also of 1830 Seventh Street, voiced support for this request as did Wendy Wells, of 2010 9<sup>th</sup> Court, and Paulette Lichatowich, a non-city resident who resides on Miloris Way.

Discussion took place regarding this request where the City Administrator, after briefing everyone on the City's budget process, replied that the funds identified could not be used in this manner and that the City was not in the financial position to fund this request, unless the City Council wanted to make funding reductions to other services in order to make it happen, absent an identified funding stream.

It was suggested to the Friends of the Columbia City Community Library that they form a special district for fully funding the library's future given the amount of support that their recent survey had shown. The representatives present thanked the Budget Committee for listening to their request and for all of the budget process and financial information that was shared.

No other citizens provided comment.

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 2023-24.**

Public Hearing opened.

No comments were heard from the public.

Public Hearing closed.

**AGENDA ITEM 6**      **REVIEW OF PROPOSED BUDGET FOR FISCAL YEAR 2023-24:**

Members provided comment and feedback regarding the proposed budget document 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 2023-24 budget document as appropriate. 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 2023-24 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 (PICKERING), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE THE 2023-24 PROPOSED BUDGET WITH THE PROVISION THAT EDITS SUBMITTED TO THE CITY ADMINISTRATOR ARE COMPLETED FOR INCLUSION IN THE ADOPTED 2023-24 BUDGET BOOK.

**AGENDA ITEM 8**      **AUTHORIZE PERMANENT TAX RATE LEVY EQUAL TO \$1.1346 PER \$1,000**

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**ASSESSED VALUE AND LOCAL OPTION LEVY EQUAL TO \$0.90 PER  
\$1.000 ASSESSED VALUE AS PROVIDED FOR IN THE PROPOSED 2023-24  
BUDGET:**

MOVED (PICKERING), SECONDED (FORMAN) AND CARRIED BY UNANIMOUS VOTE 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 2023-24 PROPOSED BUDGET.

**AGENDA ITEM 9**

**ADJOURNMENT:**

There being no further business to come before the Committee, the meeting adjourned at 7:20 p.m.

APPROVED:

\_\_\_\_\_  
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