

MINUTES
Warrenton Budget Committee
May 15, 2021 – 9:00 a.m.
Warrenton Community Center
170 SW 3rd Ave.
Warrenton, Or 97146

Mayor Balensifer called the meeting to order at 9:00 a.m.

Budget Committee Members Present: Tommy Smith, Flint Carlson, Angelo Schaueremann, Dan Jackson, Commissioner Mark Baldwin, Commissioner Tom Dyer, Commissioner Rick Newton, Commissioner Gerald Poe, and Mayor Henry Balensifer

Excused: David Burkhart

Staff Members Present: Budget Officer Linda Engbretson, Finance Director April Clark, Accountant Jessica Barrett, Library Director Kelly Knudsen, Building Official Van Wilfinger, Harbormaster Jane Sweet, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Fire Chief Brian Alsbury, Police Chief Mathew Workman, and City Recorder Dawne Shaw

Flint Carlson moved to nominate Mayor Henry Balensifer as Chair of the Budget Committee. There were no further nominations. Motion was seconded and passed unanimously.

Commissioner Baldwin nominated Gerald Poe moved to appoint as Vice Chair. The motion was seconded and passed unanimously.

CONSENT CALENDAR

A. May 16, 2020 Budget Committee Meeting Minutes

Commissioner Baldwin made the motion to approve the Budget Committee minutes of May 16, 2020. Motion was seconded and passed unanimously.

Chair Balensifer opened the public hearing on the possible use of State Revenue Sharing Funds in the City's 2021-2022 budget. Pursuant to ORS 221.770, Chair Balensifer opened the floor for public comment on the proposed use of State Revenue Sharing for Fiscal Year 2021-2022. There being no public comment, Chair Balensifer closed the public hearing.

Commissioner Baldwin made the motion to accept the State Revenue Sharing. Motion was seconded and passed unanimously.

PUBLIC COMMENT – None

BUDGET MESSAGE

Budget Officer Linda Engbretson presented her Budget Message for the proposed FY 2021/2022 budget. She highlighted a few points in the budget message. She stated the personnel services figures reflect the seven individuals that are eligible to retire this year, so we budgeted for that pay out and budget at the highest level for replacements. Ms. Engbretson stated the budget does not include the American Recovery money, as we do not have guidelines yet. She noted the Columbia Press stated that the Budget Committee sets the tax rate; which is not accurate – the rate is set by the state. The Budget Committee can lower it, but not raise it. She continued to review, noting that we budget by fund; each department has its own budget. We only get approximately \$1 million in tax revenue. Ms. Engbretson further explained the budget process for new committee members. Discussion continued on personnel. Ms. Engbretson thanked staff for all their hard work. Brief discussion followed on the money coming from the state.

BUSINESS

Page 73 – Water Fund – Public Works Director Collin Stelzig discussed increases in water usage over the past year; he noted grants and projects that are moving forward. Mr. Stelzig continued his review; noted upcoming projects/valve tests and replacements. Discussion continued on Vactor truck use. Mr. Stelzig highlighted other repairs and projects in the budget. Brief discussion followed on the roof repairs at the water treatment plant.

Page 74 – Water Fund Capitol Reserve Fund – Mr. Stelzig reviewed the equipment replacements and upcoming projects.

Page 75 – Water System Development Charges Fund – no discussion

Page 76 – Storm Sewer Fund – no changes; building maintenance for roof and columns; brief discussion followed on levee encroachment.

Page 77 – Storm Sewer System Development Charges Fund – no discussion

Page 78 – Sewer Fund – Mr. Stelzig discussed I&I; Chair Balensifer asked about the completion date; Mr. Stelzig clarified.

Page 79 – Sewer Fund Capitol Reserve Fund – Public Works Operations Manager Kyle Sharpsteen noted the projects moving forward. Discussion followed on SBR expansion at the WWTP.

Page 80 – Sewer System Development Charges – no discussion

Page 81 – Sanitation Fund – Mr. Stelzig stated we have not raised rates since 2006. They will bring a commercial rate increase to the commission. Discussion followed on cardboard recycling.

Page 82 – Sanitation Fund Capitol Reserve – Brief discussion on a storage facility, the desire to put a new building at the soccer fields for garbage trucks, noting the need to look into security, etc.

Page 83 – State Tax Street Fund – Mr. Stelzig reviewed the grants for projects. Finance Director April Clark noted we need to appropriate the grant funds now to use them this coming fiscal year and put it in contingency. Discussion followed on SW 9th/S Main intersection.

Page 84 – Streets System Development Charges Fund – Discussion continued on the State Tax Street Fund grant funds.

Commissioner Baldwin made the motion to amend the Streets System Development Charges Fund to make the ending fund balance read zero, and the total Capital Outlays for the next FY to be \$1,246,900. Motion was seconded and passed unanimously.

Page 85 – Engineer Internal Service Fund – no discussion

Page 53 – Parks Department – no discussion

Page 56 – Parks System Development Charges Fund – it was noted a portion of this fund will be spent on the Forest Rim parklet.

Page 66 – Quincy Robinson Trust Fund – Mr. Stelzig reviewed projects. Chair Balensifer explained the QR trust fund.

At 10:32, Chair Balensifer recessed the meeting for 3 minutes; he reconvened at 10:36.

Page 68 - Library Fund – Chair Balensifer asked Library Director Kelly Knudsen about the library staff; Ms. Knudsen clarified. Discussion continued. discussion on the possibility of purchasing the building from the school district. Ms. Knudsen reviewed the library budget.

Page 67 – Building Division Fund – Chair Balensifer asked for clarification of the difference between the building fund and planning fund/budgets. Ms. Engbretson explained; significant building projects, that impacted the revenue. Building Official Van Wilfinger noted there are not many significant changes. Brief discussed on a new vehicle. Professional services numbers were reviewed; it was noted a portion of the deputy recorder’s salary goes for building department support. Discussion continued.

Page 69 – Warrenton Marina Fund – Harbormaster Jane Sweet reviewed the budget; discussion on staffing/ assistant harbor master vs foreman. Discussion continued.

Page 70 – Warrenton Marina Capitol Reserve Fund – Ms. Sweet gave updates on capital projects - will start work on the work pier; E dock piles; inner basin lighting redone.

Page 71 – Hammond Marina Fund – Ms. Sweet noted everything is basically the same. Brief discussion continued.

Page 72 – Hammond Marina Capitol Reserve Fund – Ms. Engbretson discussed the commission’s goals and TRT dollars as related to the Hammond marina (Page 62). It was noted that currently 6.8% goes to LCTC, 5.84% to the Visitor Center, and 19.44% to the Hammond Marina. Discussion continued. Chair Balensifer discussed his recommendation to create a tourism related fund and not just designate all the TRT dollars specifically to the marina. Ms. Engbretson stated her recommendation is to zero out LCTC fund and increase the Hammond Marina fund, as a way to direct more revenue to the Hammond marina. Discussion continued. Ms. Engbretson stated she does not recommend going forward with that change, without going through our auditors and legal to vet it; creating a new fund and TRT funds are very specific and would want to vet it very thoroughly. Commissioner Baldwin suggested moving it to the Hammond Marina for this year, with an earmark that we want to move towards a new fund. Discussion continued.

Page 62 – Transient Room Tax Fund – previously discussed.

Commissioner Baldwin made the motion to zero out the LCTC share and allocate that to the Hammond Marina share of Transient Room Tax funds. Motion was seconded and passed unanimously.

Page 60 – Community Center Fund – Ms. Clark noted a reduction in revenues due to pandemic. Ms. Engbretson noted the Senior group that reserve to building two days a week, yet only pay \$100/month. This creates problems to schedule/reserve for other events. Henry noted.... push board to consider what their wants and needs are. discussion continued – Head Start ownership, etc.

Page 61 – Community Center Capitol Reserve Fund – no discussion

Page 63 – Facilities Maintenance Fund – Ms. Clark reviewed – no discussion.

Page 64 – Tansy Point Dock Capitol Reserve Fund – Ms. Clark stated 10% lease revenue from Tansy Point goes into this fund. Money building up to replace anodes.

At 11:50 a.m. Chair Balensifer recessed the meeting for 10 minutes; he reconvened the meeting at 12:12 p.m.

Page 48 – Municipal Court – Police Chief Workman noted no changes with the exception of hiring the new municipal judge. Ms. Engbretson expanded on the municipal judge/prosecutor process – resulting in increase in professional services.

Page 51 – Police Department – Chief Workman noted no big changes – brief discussion on personnel levels and changes. He noted dispatch costs went down.

Page 57 – Police Vehicle Replacement Fund – Chief Workman stated there is enough for 2 vehicles; one is already ordered. Discussion followed on state contracting for vehicles vs buying local.

Page 59 – Grants Fund – Chief Workman stated nothing has changed; this is just the basic grants that he applies for each year – DUII and Seat Belt grants and noted other miscellaneous grants that he applies for. He noted he will need to order new vests. The Fire Marshall position grant is in here too. Discussion continued; Ms. Engbretson noted the K9 is not included in the new budget.

Page 52 – Fire Department – Fire Chief Alsbury reviewed; discussion on personnel service – includes volunteers pay.

Page 58 – Fire Apparatus Replacement – Chief Alsbury noted he would like to replace the utility vehicle and the other vehicle is grant contingent. He noted the need to replace SCBA bottles.

Page 65 – Wastewater Treatment Facility GO Bond Fund – Ms. Clark noted this is the fund where we collect property taxes; the taxes come in and the debt service goes out.

Page 45 – General Fund Revenues – Ms. Clark noted a higher beginning fund balance than last year; TRT were reduced last year – kept them reduced. Brief discussion ensued on Shilo. Flint Carlson asked about garbage/sewer/water - Ms. Engbretson explained the shut off process has been reinstated.

Page 49 – Administration/Commission/Finance – Ms. Clark stated this is basically overhead; this is fully funded by the other funds.

Page 50 – Planning Department – Ms. Engbretson stated we are currently recruiting for a new planning director; we bumped up professional services quite a bit to contract out larger projects, since development is so busy. Discussion continued.

Page 54 – Transfers – Ms. Clark stated this is transfers out of the general fund, noting this was really reduced last year; brought them back up this year.

Page 55 – Contingency – no discussion

Page 86 – WBL – Ms. Engbretson noted this fund name changed a few years ago when the WBA went away.

Commissioner Newton made the motion to approve the 21/22 budget as amended. Motion was seconded and passed unanimously.

Chair Balensifer read the budget committee action statement into the record.

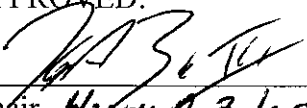
Therefore, the Warrenton Budget Committee has approved and authorized the City to levy the permanent rate of \$1.6701 per thousand of assessed value for the General Fund: to levy \$0.28 per thousand of assessed value for the Police Local Option Levy: to levy \$0.33 for the Library Local Option Levy: to levy the amount of \$559,079 for bonded debt for the

wastewater treatment facility.


After completing all obligations required under Oregon Budget Law, the Warrenton Budget Committee hereby approves the FY 2021-2022 Proposed Budget, as amended, comprised of revenues and expenditures for all City funds and departments and submits the Approved FY 2021-2022 Budget to the City Commission for further consideration and recommended adoption.

There being no further business, Chair Balensifer adjourned the meeting at 1:08 p.m.

APPROVED:


Chair, *Henry A. Balensifer, III*

ATTEST:


Dawne Shaw, CMC, City Recorder