

# CITY OF SILVERTON

## BUDGET COMMITTEE MINUTES

Silverton Community Center – Council Chambers – 421 South Water St.

THURSDAY, April 30, 2015 6:00 PM

### I. OPENING CEREMONIES: Call to Order & Pledge of Allegiance

Chairman Kyle Palmer called the Meeting to order at 6:03 p.m.

Present	Absent	
X		Kyle Palmer
X		Ken Hector
X		Kara Bachand
	Excused	Aaron Koch
X		Richard Bittner
X		Jennie Messmer
X		Jim Sears
X		Dana Smith
	Excused	Laurie A. Carter
X		Chris Childs
X		Jeff DeSantis
X		Steve Kaser
X		Jason Freilinger
X		Rick Lewis

### Staff Present:

City Manager, Bob Willoughby; Chief of Police, Jeff Fossholm; Community Development Director, Jason Gottgetreu; Public Works Director, Paul Eckley; Finance Director, Kathleen Zaragoza; Administrative Services Director, Dianne Hunt Maintenance Division Supervisor, Travis Sperle; Water Quality Supervisor, Steve Starnier; and Administrative Assistant/City Clerk, Lisa Figueroa

### II. APPROVAL OF THE MINUTES FROM THE MEETING HELD ON APRIL 23, 2015

Member Bittner noted corrections on pages 2 and 4, and requested that page numbers be included with motions for clarification purposes.

Member DeSantis moved to approve the Minutes from the Meeting held on April 23, 2015 as amended. Member Bachand seconded the motion and it carried as follows:

	Aye	Nay	Abstain	Absent
Steve Kaser	X			
Jim Sears	X			
Jeff DeSantis	X			
Kyle Palmer	X			
Richard Bittner	X			
Jason Freilinger	X			
Jennie Messmer				X
Laurie Carter				X
Aaron Koch				X

Dana Smith	X			
Ken Hector			X	
Chris Childs	X			
Dana Smith	X			
Kara Bachand	X			
Rick Lewis	X			

\*Member Messmer was absent from the vote, but arrived shortly after the vote was taken at 6:09 p.m.

### III. PUBLIC COMMENT

There were no comments.

### IV. REVIEW/DISCUSSION OF BUDGET, CONTINUING WITH PAGE 42 – DEPARTMENT

Chairman Palmer directed the Committee to page 42. The Committee asked clarification questions of Staff. The Committee continued through the budget to page 55.

Member Kaser referenced account #61059 in the narrative on page 54. He said that the Chamber of Commerce received an increase last year to \$35,000 and requested the Chamber submit an updated budget report to the Committee.

Chairman Palmer directed the Committee to page 57. Public Works Director Paul Eckley said that the sidewalk construction/repair fund supports 50/50 sidewalk repair program and requested that the Committee increase the line item by \$10,000.

Member Messmer moved to increase line item 020-020-81031, Sidewalk Construction/Repair on page 58 by \$10,000 and decrease the Contingency by \$10,000. Member Childs seconded the motion and it carried as follows:

	Aye	Nay	Abstain	Absent
Steve Kaser	X			
Jim Sears	X			
Jeff DeSantis	X			
Kyle Palmer	X			
Richard Bittner	X			
Jason Freilinger	X			
Jennie Messmer	X			
Laurie Carter				X
Aaron Koch				X
Dana Smith	X			
Ken Hector	x			
Chris Childs	X			
Dana Smith	X			
Kara Bachand	X			
Rick Lewis	X			

Public Works Director Eckley indicated that the Council has approved some rate increases and indicated that the Public Works has an aggressive schedule. He requested an increase to the administrative assistant position in the maintenance division from 30 to 35 hours a week.

Member Messmer moved to increase the Administrative Assistant from .75 to .875 with the condition that Staff brings back figures representing the dollar impact to the Committee. Member DeSantis seconded the motion.

The Committee discussed how increasing the hours would benefit the department.

Following discussion, the motion carried as follows:

	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Steve Kaser	X			
Jim Sears	X			
Jeff DeSantis	X			
Kyle Palmer	X			
Richard Bittner	X			
Jason Freilinger	X			
Jennie Messmer	X			
Laurie Carter				X
Aaron Koch				X
Dana Smith	X			
Ken Hector	x			
Chris Childs	X			
Dana Smith	X			
Kara Bachand	X			
Rick Lewis	X			

The Committee continued to page 57. The Committee requested including more narrative details and to earmark an increase/decrease between funds transfers. The Committee continued through the budget.

Finance Department Director Zaragoza noted on page 68 that the Street Light Improvement Fund is a new fund and was established when the streetlights were sold to Portland General Electric. She said the money will be specifically designated for streetlight purchases and maintenance in the future.

The Committee continued to page 70. Member DeSantis asked how the streets for the street overlay project were selected. City Manager Willoughby explained the process on how the streets were selected. The Committee discussed how the projects were selected in the past and suggested that Staff forecast projects a couple of years in advance to take advantage of low bid prices.

The Committee continued to page 73 and Staff answered clarification questions.

As the Committee proceeded through the budget, Member Childs asked about 030-030-62554, sludge disposal on page 77. Water Quality Supervisor Starner indicated that the storage ponds cannot store all the bio solids and the City has to haul some of the bio solids to Salem.

Member Kaser asked about sewer lines. Public Works Director Eckley indicated that there is a sewer system near Schlador, Third, and James Streets that was built in the 1940s that is listed as a capital improvement project.

Member Kaser moved to adjourn the Meeting early and continue next week. The motion died due to the lack of a second.

The Committee discussed the Contingency Fund and ensuring that there is enough funded in case of an emergency.

Chairman Palmer directed the Committee to pages 90 and 91. Member Hector moved to decrease line item 040-045-61049, Water System Maintenance on page 91 by \$10,000 and transfer it into the Water Contingency Fund.

Member Messmer seconded the motion and it carried as follows:

	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Steve Kaser	X			
Jim Sears	X			
Jeff DeSantis	X			
Kyle Palmer	X			
Richard Bittner	X			
Jason Freilinger	X			
Jennie Messmer	X			
Laurie Carter				X
Aaron Koch				X
Dana Smith	X			
Ken Hector	x			
Chris Childs	X			
Dana Smith	X			
Kara Bachand	X			
Rick Lewis	X			

The Committee continued through the budget to page 104. Staff answered clarification inquiries from the Committee.

The Committee moved to page 106. Member Kaser asked for information regarding the sale of the Pettit Property. City Manager Willoughby updated the Committee about the 2.28 acres that was sold to Pettit Lake, LLC, with 9.8 acres transferred to the General Fund, and the remaining property may be leased through the Oregon Garden Foundation. Member Freilinger asked where the \$300,000 revenue from the sale reflected in the budget. Finance Director Kathleen Zaragoza said the City already received it this year and the beginning fund balance for the Sewer Reimbursement System Development Charges fund will increase.

**V. ADJOURNMENT**

The Meeting adjourned at 7:58 p.m.

Respectfully Submitted By:

/s/Lisa Figueroa, Administrative Assistant/City Clerk