

MINUTES
Warrenton Budget Committee
May 16, 2023 – 3:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main Ave.
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 3:00 p.m.

Budget Committee Members Present: Angelo Schauermaun, Tommy Smith, Flint Carlson, David Burkhart, William Kerr, Commissioner Mark Baldwin, Commissioner Paul Mitchell, Commissioner Gerald Poe, Commissioner Tom Dyer (arrived at 5:25), and Mayor Henry Balensifer

Staff Members Present: Budget Officer Esther Moberg, Finance Director April Clark, Accountant Jessica Barrett, Library Director Joshua Saranpaa, Building Official Van Wilfinger, Planning Director Jay Blake, Harbormaster Jane Sweet, Public Works Director Greg Shafer, Public Works Operations Manager Jim McCarthy, Fire Chief Brian Alsbury, Police Chief Mathew Workman, and City Recorder Dawne Shaw

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

Baldwin – aye; Carlson – aye; Smith – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Mitchell – aye; Schauermaun - aye

Flint Carlson nominated Commissioner Baldwin as Vice Chair. Motion was seconded and passed.

Baldwin – nay; Carlson – aye; Smith – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Mitchell – aye; Schauermaun - aye

CONSENT CALENDAR

A. May 14, 2022, Budget Committee Meeting Minutes

Tommy Smith made the motion to accept the Budget Committee minutes of May 14, 2022. Motion was seconded and passed.

Baldwin – aye; Carlson – aye; Smith – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Mitchell – abstained; Schauermaun - aye

Chair Balensifer opened the public hearing on the possible use of State Revenue Sharing Funds in the City's 2023-2024 budget. Finance Director April Clark reviewed the revenue sharing funds. Pursuant to ORS 221.770, Chair Balensifer opened the floor for public comment on the

proposed use of State Revenue Sharing for Fiscal Year 2023-2024; there were no public comments. There was no further discussion; Chair Balensifer closed the public hearing.

PUBLIC COMMENT – Pursuant to State requirements, the Warrenton Budget Committee will receive public comment on the City of Warrenton Proposed Budget for Fiscal Year 2023-2024. There were no public comments.

BUDGET MESSAGE

Budget Officer Esther Moberg presented her Budget Message for the proposed FY 2023/2024 budget. She highlighted the completed projects over the past fiscal year, and also noted the upcoming projects for the next fiscal year. The overall spending authority for the FY 2023/2024 Budget is \$47,677,770.

BUSINESS

Commissioner Mitchell made the request for committee introductions; introductions ensued.

Page 45 – General Fund Revenues – Finance Director April Clark reviewed/highlighted the changes. Brief discussion followed on proceeds from city property sales and overhead.

Page 49 – Administration/Commission/Finance – Ms. Clark explained the expenditures. Chair Balensifer asked if we could increase the commission training fund for boards training; Ms. Clark replied. Discussion continued.

Page 54 – Transfers – Ms. Clark reviewed.

Page 55 – Contingency – Ms. Moberg reviewed, and noted the contingency for building is for the potential purchase of a library building.

Page 50 – Planning Department – Planning Director Jay Blake reviewed his budget modifications. He noted the increase of \$60,000 in professional services for a code audit and further explained the purpose of the audit. Review continued.

Page 48 – Municipal Court – Police Chief Workman noted the changes/increases in this fund. Discussion followed on prisoner expenses.

Page 51 – Police Department – Chief Workman noted no major changes and gave a brief review of the budget. Brief discussion followed.

Page 57 – Police Vehicle Replacement Fund – Chief Workman noted a new Tahoe will be delivered soon, and two more are ordered. He noted all agencies are looking at switching records management programs which will require laptops instead of iPads.

Page 59 – Grants Fund – Chief Workman noted his recurring grants; Ms. Clark noted this fund also includes various admin related grants; Fire Chief Alsbury briefly explained the diesel removal grant.

Page 52 – Fire Department – Chief Alsbury reviewed the fire department budget, and noted the increase in personnel services is to incentivize volunteer recruitment; brief discussion continued.

Page 58 – Fire Apparatus & Equipment Replacement – Chief Alsbury reviewed; brief discussion continued on the age and condition of the Engine and replacement; and further discussion followed on the boat.

Page 67 – Building Division Fund – Building Official Van Wilfinger reviewed the building dept budget. Discussion followed on the e-permitting process.

Page 68 - Library Fund – Library Director Josh Saranpaa reviewed the Library budget.

Page 86 – Warrenton Business License Fund – Ms. Moberg reviewed the changes/increases. Discussion followed on the vehicles stored at the Hammond marina and abating nuisance RVs.

Page 65 – Wastewater Treatment Facility GO Bond Fund – Ms. Clark noted this is just the debt service for the WWTP.

Page 60 – Community Center Fund – Ms. Clark briefly reviewed; brief discussion continued.

Page 61 – Community Center Capital Reserve Fund – Ms. Clark reviewed; brief discussion followed on chair replacement.

Page 62 – Transient Room Tax Fund – This is the tourism portion of TRT only; discussion followed. Chamber Director David Reid spoke briefly in regard to the LCTC, and the promotion of tourism. Brief discussion continued.

Page 63 – Facilities Maintenance Fund – Ms. Clark explained the fund/transfers; noted ARPA funds for some capital projects, and repairs and maintenance (R&M); Commissioner Baldwin noted his thoughts on the planning and building department redesign; discussion followed.

Page 64 – Tansy Point Dock Capital Reserve Fund – Ms. Clark noted this is a required transfer for the anodes; a new anode inspection was requested.

Page 69 – Warrenton Marina Fund – Harbormaster Jane Sweet reviewed the budget. Discussion followed on the R&M figures. Ms. Sweet clarified how the last \$100,000 (R&M) was spent and noted the \$100,000 for the next fiscal year's projects. Discussion followed on the docks and piles maintenance. Clarification and discussion ensued on the planned capital projects, and the marina master plan. Further discussion followed on dock maintenance.

Page 70 – Warrenton Marina Capital Reserve Fund – no further discussion

Page 71 – Hammond Marina Fund – brief discussion on launch fees, dock conditions and the reduction in R&M.

Page 72 – Hammond Marina Capital Reserve Fund – no discussion

At 5:26 pm, Chair Balensifer recessed the meeting for 10 minutes; the meeting was reconvened at 5:39 pm.

Page 53 – Parks Department – Public Works Director Greg Shafer made some introductory remarks. Review of the Parks budget began, starting with the Food Cart Pod operations. Chair Balensifer asked about the Hammond planting strip; he asked if we could move some Warrenton Business License (WBL) funds to Parks for the planting strip, since WBL has an ending fund balance; there were no objections.

Commissioner Baldwin made the motion to move \$10,000 out of the WBL fund to Parks for the Hammond Planting Strip upgrade. Motion was seconded and passed unanimously.

Baldwin – aye; Carlson – aye; Smith – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Mitchell – aye; Schauermaun – aye; Dyer - aye

There was unanimous consent to put the \$10,000 in R&M.

Page 56 – Parks System Development Charges Fund – no discussion

Page 66 – Quincy Robinson Trust Fund – Ms. Clark gave a brief explanation on the trust.

Page 73 – Water Fund – no discussion

Page 74 – Water Fund Capital Reserve Fund – brief discussion on the Hammond waterline project cost increases and phases.

Page 75 – Water System Development Charges Fund – no discussion

Page 76 – Storm Sewer Fund – Chair Balensifer discussed burrowing animals, the levees, and culverts, and asked if we are contracting with a trapper for moles. Discussion followed on ditch/culvert maintenance.

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

Page 78 – Sewer Fund – no discussion

Page 79 – Sewer Fund Capital Reserve Fund – there was brief discussion on the hoist truck; SBR equipment & the WWTP options, including a biodigester.

Page 80 – Sewer System Development Charges – no discussion

Page 81 – Sanitation Fund – no discussion

Page 82 – Sanitation Fund Capital Reserve – brief discussion continued on the hoist truck

Page 83 – State Tax Street Fund – brief discussion on wayfinding signs for the trail system

Page 84 – Streets System Development Charges Fund – no discussion

Page 85 – Engineer Internal Service Fund – Ms. Clark and Ms. Moberg explained this is our internal capital project fund, and noted the new position of project coordinator. Brief discussion continued.

Commissioner Paul Mitchell made the motion to approve the FY 23/24 budget as amended. Motion was seconded and passed unanimously.

Baldwin – aye; Carlson – aye; Smith – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Mitchell – aye; Schauermann – aye; Dyer - aye

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 \$558,380 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 2023-2024 Proposed Budget, as amended, comprised of revenues and expenditures for all City funds and departments and submits the Approved FY 2023-2024 Budget to the City Commission for further consideration and recommended adoption.

There being no further business, Chair Balensifer adjourned the meeting at 6:37 p.m.

APPROVED:


Chair,

ATTEST:


Dawne Shaw, CMC, City Recorder