

**CITY OF COTTAGE GROVE
BUDGET COMMITTEE MEETING
MINUTES
May 7, 2019**

Mayor Gowing called the meeting to order at 6:00 p.m. in the Council Chambers at City Hall.

ROLL CALL

City Recorder Trudy Borrevik called the roll. The following were

Present:	Council:	Mayor Jeff Gowing, City Councilors Jake Boone, Mike Fleck, Candace Solesbee, Bob Ehler, Kenneth Michael Roberts and Greg Ervin
	Members:	Gary Manly, Mike Grover, Amanda Gilbert, Duane Taddei, Tom Munroe and Rhonda Worley
Absent:	Council:	None
	Members:	Donn Rust
Staff Present:		City Manager Richard Meyers, City Recorder Trudy Borrevik, Finance Director Bert Likens, Public Works & Development Director Faye Stewart, Police Chief Scott Shepherd and Police Captain Doug Skaggs
Media:		Cameron Reiten, KNND Radio (6:45) Damien Sherwood, The Sentinel (6:40)

ELECTION OF BUDGET COMMITTEE OFFICERS

Mayor Gowing said last year Duane Taddei was the Vice-Chair.

IT WAS MOVED BY MAYOR GOWING AND SECONDED BY COUNCILOR FLECK THAT DUANE TADDEI BE ELECTED CHAIR, COUNCILOR CANDACE SOLESBEE VICE-CHAIR AND RHONDA WORLEY SECRETARY.

Motion passed 13-0.

Mayor Gowing turned the meeting over to the Chair, Duane Taddei.

APPROVE MINUTES - May 8, 2018

IT WAS MOVED BY MAYOR GOWING AND SECONDED BY COUNCILOR FLECK TO APPROVE THE MINUTES OF MAY 8, 2018.

The motion passed 13-0.

BUDGET MESSAGE AND BUDGET PRESENTATION

City Manager, Richard Meyers, read the Budget Message for the 2019-20 Fiscal Year. (*Attached as Exhibit A*)

PUBLIC HEARING FOR PUBLIC INPUT ON POSSIBLE USES OF STATE REVENUE SHARING MONIES

Chair Taddei opened the public hearing.

No one requested to speak.

Chair Taddei closed the public hearing.

PUBLIC HEARING FOR PUBLIC COMMENT/REQUESTS FOR APPROPRIATIONS

Chair Taddei opened the public hearing.

Carrie McCasline thanked the City for the continued support of the pool. She said the pool was on track and the warm water pool was big. She said she had been meeting with Teresa Cowan on transferring the programs that were currently using the Community Center Therapy Pool.

Travis Palmer, Executive Director for the Chamber, said he had no new requests for funding but wanted to say the Chamber appreciated the support from the City.

Chair Taddei closed the public hearing.

Councilor Fleck said he worked for Community Sharing who received funding from the City. He said if there was any discussion regarding that distribution he would recuse himself.

Finance Director Robert Likens said Community Sharing also received and distributed the H2O Program funds.

Amanda Gilbert from the Coast Fork Willamette Watershed Council said they also received funding from the City.

Councilor Fleck suggested adding to the agenda an item for anyone on the Budget Committee to declare any conflicts of interest.

IT WAS MOVED BY MAYOR GOWING AND SECONDED BY MEMBER WORLEY TO MOVE FORWARD WITH THE WORKSESSION.

Motion passed 13-0.

IT WAS MOVED BY MAYOR GOWING AND SECONDED BY COUNCILOR FLECK TO SET A TIME LIMIT FOR THE WORKSESSION OF 9:00 PM.

Motion passed 13-0.

Richard went over the budget beginning with the General Fund which was supported by property taxes.

Member Worley asked why the NW Natural Gas Franchise Revenue was \$30,000 less than the current year.

Richard said it was because in the current year, they made up payments that hadn't been made in previous years.

Richard continued reviewing the budget.

In the City Council budget he said the education and registration and travel and subsistence line items had increased to allow more of the Council to attend training.

In the City Manager Department personnel services had increased with the addition of the new Assistant City Manager/HR Director position. He said Contractual Services had also increased for legal services.

In the Finance Department a new part-time Finance Clerk had been added for 25 hours a week.

He said the Community Services Department took care of the Community Center. He said one project they were working on was a community resource guide that Diane Missar used to publish that the City had been given permission to re-publish.

He said Community Promotions provided funding for the Chamber of Commerce from room tax which had been increasing. He said the Arbor Week/Earth Day Activities line item were being moved into the Public Works & Development. He said it also contained contributions for several non-profit organizations and the community pool support.

Richard said Police Operations was the major expenditure for the General Fund. He said last year it was increased with an additional officer and this year the Community Service Officers hours were increased 8 hours per week. He said the City's Insurance Agent of Record said the City's liability insurance for having a jail was going to increase 15% for FY19/20. He said CIS would prefer that City's not have a jail.

Richard said in the Municipal Court Department, the Court Clerk's salary was incorrect.

Member Munroe asked if the Police Department was planning to add 4 Wheel Drive vehicles to their fleet.

Chief Shepherd said in the proposed budget, they had budgeted for a Ford Explorer AWD.

Richard went over the Municipal Court Support Services Department which included the Prosecuting Attorney services, credit card processing, court appointed attorney fees and interpreter fees. He said the request for interpreters had increased considerably.

Richard said there wasn't a lot of change in the Peer Court. He said the challenge was getting the Department of Youth Services to let the Peer Court handle cases.

Member Grover asked if it had improved.

Chief Shepherd said the last report he received from the Peer Court Coordinator was that she had seen significant improvement. He said they were looking for a new Peer Court Judge.

Richard went over the Public Works & Development Maintenance and said two full-time employees were added in April and long-time employee Russ Kaleese was retiring June 1, 2019.

Richard talked about the Engineering Department and said they had budgeted for a new part-time Engineering Aide. He talked about the projects they were working on.

Richard said in the Broadband Services, the Contractual Services had increased due to more IT support.

Richard said the Public Works & Development Department budget increased considerably due to several large grants which included a preservation grant in the amount of \$194,000 for Len Blackstone's building. He said the Planning Tech position was being eliminated and moved to an Assistant City Planner position.

Library Services was discussed next and Richard said it had basically stayed the same with no big changes. He said a new sign had been installed at the Community Center/Library building.

Councilor Fleck asked about the public computers and said the Friends of the Library had come to Council several times inquiring about increasing the number.

Richard said the budget included funds for new computers and LCOG was providing refurbished computers.

Richard said the Non-Departmental included items that didn't fit into other departments such as insurance and bonds, labor negotiations and advertising. He said it also included the 9-1-1, debt service and general reserve.

Richard went over the Special Revenue Funds and said they were funds that were designated by either the constitution or some legislative act that required them to be counted for separately from everything else. He said there would be a lot of projects from the Street Fund such as Safe Routes to Schools and the Swinging Bridge.

Councilor Ervin asked about moving marijuana tax into the Street Fund.

Richard said funds could be moved from the General Fund into the Street Fund but you couldn't move them the other direction. He said there were some cities who supported their Street Fund with property taxes but they didn't have police departments.

Richard talked about the Paved Street Conditions Map included the budget which showed the conditions of all the streets in Cottage Grove.

Richard talked about the Debt Service Fund and said the auditor would prefer the City not have that fund, however it allowed the City to make one transfer that went into the debt service. He said the fund had a list of all the debts and what they were which made it much easier than putting them in the individual funds.

Richard said the Assessment Fund was for special assessments and local improvement districts and there was \$1.1+ million budgeted for loan proceeds for the creation of a special assessment or LID.

Discussion was held on the Safe Routes to School, sidewalks and ADA crosswalks.

Richard went over the Police Communications Fund, Support Services, 911 Services and Non-Departmental.

Discussion was held on 9-1-1.

Richard went over the Narcotics Forfeiture Fund which was used for drug enforcement activities and other drug related law enforcement programs.

Richard said the Bicycle and Footpath Fund revenue was from at least 1% of the State gasoline tax received by the City. He said funds in the Street Fund had to be spent within three years, but the Bicycle/Footpath Fund had to be spent within ten years.

Richard talked about the Building Inspections Program and said it was doing great. He said there was a \$130,000 carryover which the City hadn't had for a while. He pointed out there were two line items for Building Inspection Fees revenue. The first line of \$250,000 was the City's inspection fees and the \$175,500 was for Creswell and Veneta's inspection fees.

Richard said the Housing Rehabilitation Fund was for housing rehabilitation loans and said there might be one loan outstanding.

Richard went over the Enterprise Funds: Water Fund; Wastewater Fund; Storm Drain Utility Fund and Industrial Park Operation Fund. He said these funds were like a business and they raised revenue which covered the costs.

Councilor Fleck asked where the funds for new reservoirs was located.

Faye said it was included in the Water SDC Fund. He talked about the expansion for the Water Treatment Plant.

Richard talked about the Wastewater Fund and referred to a picture on Page 173 of the budget that showed a man hole that the Public Works sealed to prevent water from entering the storm drain system.

Faye said Public Works Utility identified leaks into the storm system and would be making corrections during the year.

Richard said Middlefield Golf Course was included in the Wastewater Fund and explained why the golf course was included in that fund.

Faye talked about the effluent project time line and explained where the line would go from the wastewater treatment plant to Bohemia Park.

Richard next went over the Storm Drain Utility and pointed out a picture in the budget document that showed a storm drain filter which the City would be required to do with reaching a 10,000 population.

Faye outlined storm drain projects included the budget.

Councilor Fleck said in the budget document it stated there were 600 catch basins and asked if there were about 170 catch basins that drained into one of the rivers. He said years ago it was discussed that the City would need to put oil separators in those when the population reached 10,000. He asked were the City was on that.

Richard said the projects were listed on the map provided in the budget document.

Richard talked about the Industrial Park Operations and said there was sufficient funds to pay the debt for several years. He talked about the property that was purchased and proposed projects.

Member Worley asked about the credit card processing line item in the Wastewater Collection. Richard said it was the fee the City was charged to allow credit card payments. He said it was included in Water Collection as well.

Richard went over the System Development Charge Funds and explained where the revenue came from and what the funds were used for.

Richard talked about the Reserve Funds and said the money was reserved for future projects. He talked about some of the proposed projects in the different reserve funds.

Richard talked about the Debt Service Fund and Special Trusts Fund.

Discussion was held on the H2O Program.

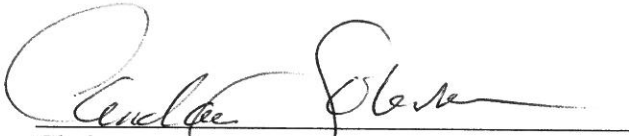
Richard said the Bohemia Park Amphitheater was attracting national attention. He said the City received a call several months ago from an Officer in the U.S. Air Force about the Air Force Band playing in the amphitheater in June, 2020.

Richard said for the Armory Trust Fund, the City had received a grant from the Ford Foundation for exterior work which was also supported by the Mayor's Ball proceeds. He talked about the Mayor's Ball speaker for this year's ball, Major MJ Hegar, a woman pilot who flew four tours in Afghanistan and wrote the book, *Shoot Like a Girl*.

IT WAS MOVED BY COUNCILOR ERVIN AND SECONDED BY COUNCILOR BOONE TO ADOPT RESOLUTION NO. BC5 APPROVING THE BUDGET FOR FISCAL YEAR 2019-20, AUTHORIZING THE CITY'S PERMANENT TAX RATE AND RECOMMENDING ADOPTION TO THE CITY COUNCIL.

Motion passed 13-0.

Chair Taddei adjourned the meeting at 7:47 pm.


Chair


City Recorder