

MINUTES OF THE BUDGET COMMITTEE OF THE CITY OF REEDSPORT OCTOBER 18, 2010, 7:00 P.M. AT CITY HALL.

PRESENT: Mayor Keith Tymchuk, Councilors Diane Essig, Mike Macho, Bill Otis, and Ginger Anderson, and Bill Walker (Councilor Tonya Wahl was absent)

Committee Members Aeron Blackman, Jackie Potter, Jim Akre, Tammy Van Syoc, Lee Bridge, and Mark Bedard

City Manager Scott Somers

OTHERS PRESENT: Floyd Dollar, Deanna Schafer, Vera Koch, Mark Fandrey, Robin Dollar, Tom Anderson and Steve Miller

1. CALL TO ORDER

2. CITIZEN COMMENTS

*This time is reserved for citizens to comment. Maximum of five minutes per item, please.*

3. APPROVAL OF THE AGENDA

Councilor Diane Essig moved that the Budget Committee approve the Agenda.

Committee Member Tammy Van Syoc seconded the motion.

MOTION:

that the Budget Committee approve the Agenda.

VOTE:

A vote was taken on the motion with the following results:

AYES 12 NAYS 0

(Mayor Tymchuk, Councilors Otis, Anderson, Essig, Walker, Macho and Committee Members Bedard, Blackman, Akre, Van Syoc, Bridge and Potter voted in favor of the motion.)

Chair Mark Bedard declared the motion passed unanimously.

4. APPROVAL OF THE MINUTES

A. April 12, 2010 minutes.

Councilor Mike Macho moved that the Budget Committee approve the April 12, 2010 minutes

Committee Member Lee Bridge seconded the motion.

MOTION:

that the Budget Committee approve the April 12, 2010 minutes.

VOTE:

A vote was taken on the motion with the following results:

AYES 12 NAYS 0

(Mayor Tymchuk, Councilors Otis, Anderson, Essig, Walker, Macho and Committee Members Bedard, Blackman, Akre, Van Syoc, Bridge and Potter voted in favor of the motion.)

Chair Mark Bedard declared the motion passed unanimously.

B. April 19, 2010 minutes.

Committee Member Jacque Potter said that the fiscal year needs to be amended from 09/10 to 10/11 on page five of the draft Budget Committee minutes.

Councilor Mike Macho moved that the Budget Committee approve the April 19, 2010 minutes as amended.

Committee Tammy Van Syoc seconded the motion.

MOTION:

that the Budget Committee approve the April 19, 2010 minutes as amended.

VOTE:

A vote was taken on the motion with the following results:

AYES 12 NAYS 0

(Mayor Tymchuk, Councilors Otis, Anderson, Essig, Walker, Macho and Committee Members Bedard, Blackman, Akre, Van Syoc, Bridge and Potter voted in favor of the motion.)

Chair Mark Bedard declared the motion passed unanimously.

## 5. GENERAL BUSINESS

### A. FY 2010 / 0011 budget information

- Supplemental budget changes

Finance Officer Vera Koch presented the following summary report:

#### **General Fund (001) change explanations:**

- An intra fund change needs to be made in the Community Development budget. The 2010 / 2011 budget had provisions to hire a part time employee for the duties of planner. But in the July 12, 2010 Council meeting, Council approved a contract with Melissa Anderson as a Contracted Services. Several line items are reduced in the proposed budget and the total of those amounts equal the amount of the Contracted Planning Services line item of \$26,095. There is no increase or decrease in the Community Development budget total.
- In an effort to improve the policies of the Police Department, the recently hired Police Chief noted the need to update an outdated Police Policy Manual. A grant has been obtained from City County Insurance for \$2,500 and an additional \$2,500 is needed for the cost of the production of the policy manual. The \$2,500 will be moved from the Non Departmental Unit line item Bonds & Insurance to Police Departmental Unit line item Misc. Grant expenses. Total cost of the manual project is \$5,000. The Police Budget will be increased \$5,000; Non department budget will be decreased \$2,500 and Revenue in the General Fund will be increased \$2,500.

#### **Dunes NRA Fund (016) changes:**

At the time of budget adoption, the Dunes NRA maintenance roof was in process of bidding. The project was not started in the 2009 / 010 fiscal year however, so the beginning fund balance is being increased to reflect the actual amount carried forward and the capital outlay Building Improvements line item amount is being increased the same amount of \$21,700.

#### **General Capital Improvement Fund (025) changes:**

The beginning fund balance is being increased by \$20,000 to reflect the actual amount being carried forward. At the time of budget adoption, Council had given the approval to use some reserve funds for the painting of city buildings. \$10,500 is being budgeted in a newly added line item Contracted Services to pay the Cardinal employees whom the City is utilizing in the painting of the buildings. The capital outlay Building Improvements line item amount is being increased to \$134,430. Total expenditure increase to the fund is \$20,000.

B. Draft Budget Calendar for 2011.

Finance Officer Vera Koch presented the following draft dates for Budget Committee meetings for 2011.

January 31, 2011, April 11, 2011, April 18, 2011, April 25, 2011(Optional), October 17, 2011

C. Capital Projects:

Public Works Superintendant Floyd Dollar gave a brief overview of each of the following capital improvement projects.

a. City Building Painting Project

Three buildings were painted this year, the Frontage Road fire hall, the Umpqua Discovery Center and the Senior Center.

b. City Hall Siding Replacement Project

The notice to proceed has been issued to Americorp Inc. of Bandon Oregon to begin replacing siding on the final wall of the City Hall Building. This project was partially paid for by USDA grant funds in the amount of \$50,000.

c. Dunes NRA Office Building Roof Project

The Dunes NRA Office Building Roof will be replaced in this fiscal year.

d. Wastewater Treatment Plant progress report.

This project is almost complete. The diffuser installation will begin in November and will be the last phase of the treatment plant rehabilitation.

e. Downtown Storm Water Project

A grant/loan has been applied for from USDA Rural Development to complete a project in the downtown drainage basin that will elevate future flooding. This new system effectively splits the downtown in to two different basins. This project will protect to the 25 year flood which means the level of flooding that occurs once in 25 years.

Dollar also gave an overview of the Winchester Ave. Railroad Crossing Project that the City is working with Oregon Department of Transportation to complete. The road base will be leveled and concrete will replace the asphalt between the rails. There will be sidewalks on the North side Winchester Ave. and be built out so that in the future it will be fairly simple to add sidewalks to the opposite side of the road. This project is possible because of a maintenance exchange, a small city allotment grant, ODOT, and the City of Reedsport.

6. MISCELLANEOUS ITEMS

*(Budget Committee Members, City Staff,)*

Mayor Keith Tymchuk said that it has been brought to his attention that there is a lot of misinformation concerning wastewater treatment rates being passed around. He encourages members to pass the word on to contact the Reedsport City Hall and get the correct information from staff.

7. ADJOURN

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Mark Bedard, Chair

ATTEST:

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Deanna Schafer, City Recorder