



CITY OF PHILOMATH BUDGET COMMITTEE

Mission Statement

To promote ethical and responsive municipal government which provides its citizenry with high quality municipal services in an efficient and cost effective manner.

AGENDA

May 1, 2024

5:30 PM

City Hall Council Chambers

1. **Roll Call**
2. **Election of Chair & Vice Chair**
3. **Approval of Minutes**
 - 2.1 May 17, 2023
4. **Receive City Budget Message**
5. **Public Hearing on Possible Uses of State Shared Revenue**
6. **Review Budget Documents and Discuss Relevant Changes**
7. **Respond to Questions from the Budget Committee**
8. **Visitors Comments** (See Meeting Participation Instructions on Page 2)

This time is intended for individuals to speak and the Committee to listen. Members of the Committee will not discuss topics or make decisions during this time, but may take comments or requests under advisement or request staff to take action. Comments about a topic scheduled for a public hearing should be given during the hearing, not during visitors and comments. Testimony time is limited to 3-minutes per speaker; a 30-second warning will be provided. Speakers should provide their name and city of residence. Providing the Committee with written copy of your comments prior to or during the meeting is greatly appreciated. Those who attend public meetings are required to adhere to the Council's rules of proceedings and observe the same standards of decorum as members of the Committee. Further, at the discretion of the presiding officer, members of the public who fail to observe these rules of procedure will be asked to discontinue speaking and will not be allowed to speak again for the remainder of the meeting.
9. **Next Meetings**
 - 9.1 May 15, 2024 at 5:30 PM
 - 9.2 May 22, 2024 at 6:00 PM
10. **Adjournment**

MEETING PARTICIPATION INSTRUCTIONS

This meeting is being held in-person at the City Hall Council Chambers unless otherwise noted, and the public is invited to attend. Public comments and testimonies will still be available via electronic participation. As of April 1, all City meetings will be live-streamed on the City's YouTube channel at: [City of Philomath - YouTube](#). This is a public page; no account or user fee is required.

Given two business days' notice, an interpreter can be provided for the hearing impaired or those with limited proficiency in English. Contact the City Manager's Office to make interpreter arrangements.

Opportunities to Comment

Methods:

1. Sign up to speak by contacting City Hall
2. Email written comments to City Hall
3. Drop written comments at City Hall
4. Mail written comments to City Hall

Must be received by:

- 4:00 p.m. the day of the meeting
- 12:00 p.m. the day of the meeting
- 12:00 p.m. the day of the meeting
- 12:00 p.m. the day of the meeting

City Manager's Office: 541-929-6148; cityhall@philomathoregon.gov; PO Box 400, Philomath, OR 97370

1 **PHILOMATH BUDGET COMMITTEE**
2 **MINUTES**
3 **Philomath City Hall Council Chambers**
4 **May 17, 2023**

5 **1. CALL TO ORDER - ROLL CALL**

6 Meeting called to order at 6:06 p.m. by Chair Van Hunsaker.

7
8 **Present:**

9 Candy Koetz

10 Spencer Irwin

11 Mark Koeppe

12 Van Hunsaker

13 Jeff Schiminsky

14 Brent Kaseman

15 David Low

16 Teresa Nielson

17 Matt Lehman

18 Ruth Causey

19 Jessica Andrade

20 Chas Jones

21 Christopher McMorran (arrived at 6:15 p.m.)

8 **Absent:**

9 Diane Crocker

22
23 **Staff Present:**

24 Chris Workman, City Manager

Ruth Post, City Recorder

25 Mike Murzynsky, Finance Director

26
27 **2. APPROVAL OF MINUTES**

28 **2.1 May 3, 2023**

29 Action: Approve minutes of May 3, 2023.

30 Motion/Second: Causey/Low

31 Vote: Minutes APPROVED 12-0 (Yes: Chas Jones, Matt Lehman, Teresa
32 Nielson, Ruth Causey, Candy Koetz, Spencer Irwin, Mark Koeppe, Van
33 Hunsaker, Jeff Schiminsky, Brent Kaseman, David Low, and Jessica
34 Andrade. No: None).

35
36 **3. VISITORS COMMENTS**

37 Start Time: 6:07 p.m.

38 No visitors.

39
40 **4. REVIEW/RESPOND TO QUESTIONS FROM SECOND MEETING**

41 Start Time: 6:07 p.m.

- 42 . Police Chief Rueben's memorandum was presented.
- 43 . Public Works Director Fear's memorandum was presented.

44
45 **5. BUDGET COMMITTEE APPROVAL OF THE BUDGET DOCUMENT**

46 Start Time: 6:10 p.m.

47 Discussion:

- 48 . Finance Director Murzynsky introduced topic and motions. He summarized the
49 changes that were made at the May 3rd meeting.

- Scrivener error on page 2 of summary report. Fund 21 should say “Total Street...” instead of “Total Room Tax...”. Fund 32 should say “Total Economic Development...” instead of “Total Line Undergrounding...”. And so on, all funds need verifying.
- Christopher McMorran arrived at 6:15 p.m.

Action: To approve the 2023-24 Budget to the City Council for their adoption with the foregoing scrivener revisions.

Motion/Second: Irwin/Koetz

Vote: Action APPROVED 13-0 (Yes: Chas Jones, Christopher McMorran, Matt Lehman, Teresa Nielson, Ruth Causey, Candy Koetz, Spencer Irwin, Mark Koepp, Van Hunsaker, Jeff Schiminsky, Brent Kaseman, David Low, and Jessica Andrade. No: None).

6. APPROVAL OF AD VALOREM PROPERTY TAX RATE

Start Time: 6:18 p.m.

Action: To approve the property tax rate.

Motion/Second: Irwin/Koetz

Vote: Action APPROVED 13-0 (Yes: Chas Jones, Matt Lehman, Teresa Nielson, Ruth Causey, Candy Koetz, Spencer Irwin, Mark Koepp, Van Hunsaker, Jeff Schiminsky, Brent Kaseman, David Low, and Jessica Andrade. No: None).

- Finance Director Murzynsky asked for feedback to improve next year’s discussion.
- City Manager Workman discussed duties of committee during the year.

6. ADJOURNMENT

Meeting adjourned at 6:22 p.m.

Van Hunsaker, 2023-2024 Chair

Ruth Post, MMC, City Recorder

Minutes prepared by: Leilani Wills