



48 **4. BUDGET CALENDAR REVIEW**

49 Start Time: 6:54 p.m.

50 Discussion:

- 51 • Calendar reviewed again.  
52 • Potential May 10 meeting noted.

53

54 **5. NEXT MEETING**

55 Start Time: 6:56 p.m.

56 Discussion:

- 57 • Expectations previously reviewed in presentation.  
58 • Public record status of budget notes reviewed.

59

60 **6. ADJOURNMENT**

61 Meeting adjourned at 7:02 p.m.

62

63 SIGNED:

64 Van Hunsaker, 2023-2024 Chair

Ruth Post, MMC, City Recorder

1 **PHILOMATH BUDGET COMMITTEE**  
2 **MINUTES**  
3 **Philomath City Hall Council Chambers**  
4 **April 19, 2023**

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

6 Meeting called to order at 5:30 p.m. by Chair Van Hunsaker.

7  
8 **Present:**

9 Chas Jones, Teresa Nielson, Ruth Causey, Candy Koetz, Spencer Irwin, Mark Koepp, Van  
10 Hunsaker, Jeff Schiminsky, Brent Kaseman, David Low, Jessica Andrade and Christopher  
11 McMorran

12 **Staff Present:**

13 Chris Workman, City Manager; Mike Murzynsky, Finance Director; Ruth Post, City Recorder;

14  
15 **Absent:**

16 Diane Crocker and Matt Lehman.

17  
18 **2. APPROVAL OF MINUTES**

19 **2.1 May 25, 2022**

20 **2.2 April 5, 2023**

21  
22 Action: Approve minutes of May 25, 2022 and April 5, 2023.

23 Motion/Second: Jones/Koetz

- 24  
25
  - Scriveners correction noted on May 25, 2022 minutes, Page 1, Line 49, correct to

26 read \$200,000.

27  
28 Vote: Minutes APPROVED 12-0 (Yes: Chas Jones, Teresa Nielson, Ruth  
29 Causey, Candy Koetz, Spencer Irwin, Mark Koepp, Van Hunsaker, Jeff  
30 Schiminsky, Brent Kaseman, David Low, Jessica Andrade and  
31 Christopher McMorran. No: None).

32  
33 **3. RECEIVE CITY BUDGET MESSAGE**

34 Start Time: 5:41 p.m.

35 Presentation:

- 36
  - City Manager Workman delivered the budget message.

37 
  - Pay equity study results summarized.

38  
39 **4. PUBLIC HEARING ON POSSIBLE USES OF STATE SHARED REVENUE**

40 Start Time: 5:50 p.m.

41 Discussion:

- 42
  - Chair Hunsaker opened the public hearing at 5:50 p.m.

43 
  - Seeing no public testimony, the public hearing was closed at 5:51 p.m.

44 
  - Finance Director Murzynsky reviewed the Oregon Shared Revenues (Supplemental

45 Agenda Item #4).

46  
47 **5. REVIEW BUDGET DOCUMENTS AND DISCUSS RELEVANT CHANGES**

48 Start Time: 5:54 p.m.

49 Discussion:

- 1 • Recommendation to tie the percentage change to the revised budget instead of the
- 2 original adopted budget.
- 3 • Addition of revised 2022-2023 budget column noted.
- 4 • Investment revenue sources reviewed.
- 5 • General Fund revenues reviewed.
- 6 • Additional detail on Miscellaneous and Court revenues requested.
- 7 • Distribution of Non-Departmental expenses to other departments noted.
- 8 • Detail report requested on 10-03535 Defense Attorney Reimbursement.
- 9 • Detail report on Zoning Compliance requested.
- 10 • Details about DLCD Grant requested.
- 11 • Murzynsky to review Administrative Overhead to see if any figures are transposed
- 12 • Update of narrative on Building & Electrical Permits suggested.
- 13 • Compensation study results and union negotiation update anticipated for City
- 14 Council.
- 15 • Addition of previously classified Non-Departmental expenses noted.
- 16 • Detail requested for IT Consultant expense.
- 17 • Detail for Planning expense requested.
- 18 • Suggestion to note unique information in narrative changes such as increase to
- 19 Contracted Planner hours.
- 20 • Rates for credit and debit card expenses in Building Department discussed.
- 21 • Additions to Finance Department expenses from Non-Departmental noted.
- 22 • Finance Department staffing changes reviewed.
- 23 • Detail report on Finance Miscellaneous line item requested.
- 24 • Municipal Court Department budget reviewed.
- 25 • Judge Contract and Finance Assistant original 2022-2023 budget numbers are
- 26 switched.
- 27 • Finance Staff increase based on Compensation Study and a move from 0.8 FTE to
- 28 1.0 FTE. Additional detail on narrative suggested.
- 29 • Changes to Police salaries and certification pay noted.
- 30 • Code Enforcement reduction detail requested.
- 31 • Detail for WVOPS Consortium increase requested.
- 32 • Youth Services detail requested.
- 33 • Narrative typo on all social security line items to be corrected.
- 34 • Allocation of Public Works staff salaries across the different departments reviewed.
- 35 • Building Repair and Maintenance narrative update noted to delete City Hall remodel
- 36 reference.
- 37 • Buildings & Grounds Supplies expense and AED replacement schedule to be
- 38 reviewed.
- 39 • Request for detail on reduction in Parks Grounds Maintenance.
- 40 • Non-Departmental expenses moved to City Council noted.
- 41 • Allocation of Music in the Park to City Council Department as a discretionary
- 42 program noted.
- 43 • Hiatus of Flower Baskets during construction noted.
- 44 • ARPA Projects line item and Downtown Holiday Décor discussed.
- 45 • LOC People of Color dues in Dues – LOC verified.
- 46 • Community funding requests Council discussion requested by McMorran.
- 47 • Transfers, contingencies and unappropriated reserves for General Fund.

- 1 • Lack of narrative for City Council Department discussed.
- 2 • Utility rate adjustments reviewed with copy to be provided to Committee.
- 3 • Detail on System Supplies & Maintenance requested and addition to narrative.
- 4 • Detail on Tree/Landscape Maintenance requested.
- 5 • Update requested for narrative on Chip and Crack Seal.
- 6 • Estimated shortfall in 2022-2023 Metered Water Sales revenue reviewed.
- 7 • Allocation of Telephone and Tires expenses across Public Works departmental
- 8 budgets questioned.
- 9 • Proprietary nature of Water Fund revenue and expenses described.
- 10 • Contributions to Fixed Assets in Water Fund revenues discussed.
- 11 • Detail requested for DEQ Discharge Permit.
- 12 • Detail requested for Landscape Maintenance in Water Fund.
- 13 • Late Fees and Shutoff Fees increase in Water Fund and reduction in Sewer Fund
- 14 questioned.
- 15 • Sale of Equipment discussed.
- 16 • Increase to Sewer Fund contingency as a percentage of expenditures discussed.
- 17 • DEQ Discharge Permit in Sewer, Water and Storm Drain Funds discussed.
- 18 • Development Review Fund purpose explained.

19  
20 Recess from 7:29 p.m. to 7:37 p.m.

- 21
- 22 • Land, Building & Equipment revenues reviewed.
- 23 • Detail reports requested for grant projects listed in Capital Projects revenues.
- 24 • Capital Outlays reviewed.
- 25 • South 16th Street Project reviewed.
- 26 • City Hall remodel project reviewed.
- 27 • Utility Rate Study discussed.
- 28 • Discussion about contingency and unappropriated reserves in Land, Building &
- 29 Equipment.
- 30 • Governmental and Proprietary System Development Charge Funds reviewed.
- 31 • Community Development Fund described.
- 32 • Economic Development Fund OECDD loan reviewed.

33  
34 **6. RESPOND TO QUESTIONS FROM THE BUDGET COMMITTEE**

35 Start Time: 8:00 p.m.  
36 Discussion:  
37 • None.

38  
39 **7. VISITORS COMMENTS**

40 Start Time: 8:01 p.m.  
41 1. None.

42  
43 **8. ADJOURNMENT**

44 Next meeting May 3, 2023 at 5:30 p.m. Meeting adjourned at 8:03 p.m.

45  
46  
47 \_\_\_\_\_  
Van Hunsaker, 2023-2024 Chair

\_\_\_\_\_   
Ruth Post, MMC, City Recorder

**PHILOMATH BUDGET COMMITTEE  
MINUTES  
Philomath City Hall Council Chambers  
May 3, 2023**

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

Meeting called to order at 5:30 p.m. by Chair Van Hunsaker.

**Present:**

Teresa Nielson  
Ruth Causey  
Candy Koetz  
Spencer Irwin  
Mark Koeppe  
Van Hunsaker  
Jeff Schiminsky  
Brent Kaseman  
David Low (departed at 6:15 p.m.)  
Jessica Andrade (arrived at 5:31 p.m.)  
Christopher McMorran (arrived at 5:41 p.m. and departed at 6:15 p.m.)  
Matt Lehman (arrived at 6:51 p.m.)

**Absent:**

Diane Crocker  
Chas Jones

**Staff Present:**

Chris Workman, City Manager  
Mike Murzynsky, Finance Director  
Chelsea Starner, Assistant City Manager  
Kevin Fear, Public Works Director  
Garry Black, Public Works Supervisor  
Ruth Post, City Recorder

**2. APPROVAL OF MINUTES**

**2.1 April 19, 2023**

Action: Approve minutes of April 19, 2023.

Motion/Second: Causey/Low

Vote: Minutes APPROVED 10-0 (Yes: Teresa Nielson, Ruth Causey, Candy Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky, Brent Kaseman, David Low, and Jessica Andrade. No: None).

**3. REVIEW/RESPOND TO QUESTIONS FROM FIRST MEETING**

Start Time: 5:33 p.m.

Discussion:

- Finance Director Murzynsky distributed the FY2022-2023 third quarter budget report (Supplemental Agenda Item #3A).
- Utility rate fee schedule summarized.
- FD Murzynsky reviewed the budget responses listed on the Finance memorandum.
- Question #4 Defense Attorney Reimbursement recommended to use the three-year average of \$1,693.

Action: To roll back the defense attorney reimbursement from \$\$4,886 to \$1,693.

Motion/Second: Causey/Low

1 Vote: Action APPROVED 10-0 (Yes: Teresa Nielson, Ruth Causey, Candy  
2 Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky,  
3 Brent Kaseman, David Low, and Jessica Andrade. No: None).  
4

- 5 • Question #6 Zoning Compliance revenue noted as a scrivener error.  
6

7 Action: To correct revenue for Zoning Compliance from \$32,000 to \$3,000.

8 Motion/Second: Irwin/Koetz

9 Vote: Action APPROVED 10-0 (Yes: Teresa Nielson, Ruth Causey, Candy  
10 Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky,  
11 Brent Kaseman, David Low, and Jessica Andrade. No: None).  
12

- 13 • Christopher McMorran arrived at 5:41 p.m.
- 14 • Question #12 Planning Expense recommended by Public Works Director to reduce  
15 to \$4,000.  
16

17 Action: To change Planning Expense from \$9,000 to \$4,000.

18 Motion/Second: Irwin/Koetz

19 Vote: Action APPROVED 11-0 (Yes: Teresa Nielson, Ruth Causey, Candy  
20 Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky,  
21 Brent Kaseman, David Low, Jessica Andrade and Christopher McMorran.  
22 No: None).  
23

- 24 • Question #13 Finance miscellaneous expense recommended to reduce to \$2,500.  
25

26 Action: To change Finance miscellaneous expense from \$10,265 to \$2,500.

27 Motion/Second: Irwin/Koetz

28 Vote: Action APPROVED 11-0 (Yes: Teresa Nielson, Ruth Causey, Candy  
29 Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky,  
30 Brent Kaseman, David Low, Jessica Andrade and Christopher McMorran.  
31 No: None).  
32

- 33 • Question #14 corrected as a Scriveners' error.
- 34 • Questions #20 and #21 Buildings & Grounds maintenance narrative updated to  
35 remove AED reference and recommendation to reduce budget to \$4,000  
36

37 Action: To change Buildings & Grounds from \$15,000 for AEDs to \$4,000.

38 Motion/Second: Irwin/McMorran

39 Vote: Action APPROVED 11-0 (Yes: Teresa Nielson, Ruth Causey, Candy  
40 Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky,  
41 Brent Kaseman, David Low, Jessica Andrade and Christopher McMorran.  
42 No: None).  
43

- 44 • Question #34 correction of new accounts, shutoff and late fees in Water and  
45 Wastewater Funds.  
46

47 Action: To correct the Water and Wastewater Funds to new accounts \$2,100;  
48 shutoff \$2,000; and late fees \$2,000 in each fund.

49 Motion/Second: Irwin/Causey

1 Vote: Action APPROVED 11-0 (Yes: Teresa Nielson, Ruth Causey, Candy  
2 Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky,  
3 Brent Kaseman, David Low, Jessica Andrade and Christopher McMorran.  
4 No: None).

- 5
- 6 • Question #36 Sale of equipment in Sewer Fund to be reduced to \$0.
- 7

8 Action: To change Sewer Fund sale of equipment to \$0.

9 Motion/Second: McMorran/Causey

10 Vote: Action APPROVED 11-0 (Yes: Teresa Nielson, Ruth Causey, Candy  
11 Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky,  
12 Brent Kaseman, David Low, Jessica Andrade and Christopher McMorran.  
13 No: None).

- 14
- 15 • Police Chief Rueben's memorandum was presented.
- 16 • Question #17 lack of Philomath Fire District listed as part of WVOPS questioned.
- 17 • Question #17 additional information about whether the FY21-22 estimated rate  
18 should be FY22-23.
- 19 • Public Works Director Fear's memorandum reviewed.
- 20 • Question #27 Street Fund Supplies & Maintenance recommended to reduce to \$0.
- 21

22 Action: To change Street Fund Supplies & Maintenance from \$4,500 to \$0.

23 Motion/Second: Irwin/Low

24 Vote: Action APPROVED 11-0 (Yes: Teresa Nielson, Ruth Causey, Candy  
25 Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky,  
26 Brent Kaseman, David Low, Jessica Andrade and Christopher McMorran.  
27 No: None).

- 28
- 29 • Question #30 Chip & Crack Seal street project opportunities to partner with the  
30 County occasionally on projects discussed.

31 Christopher McMorran and David Low departed at 6:15 p.m. Quorum maintained with 9 out  
32 of 14 committee members still present.

- 33 • Assistant City Manager's memorandum reviewed.
- 34 • Question #39 Assistant City Manager salary increase addressed with memorandum  
35 distributed by City Manager Workman (Supplemental Agenda Item #3B), noting  
36 upcoming City Council review of salary schedules.
- 37 • Discussion about gap between consultant recommendation and staff  
38 recommendation for Assistant City Manager and City Manager salary placements.
- 39 • Questions #8 and #9 reviewed in additional detail.
- 40 • City Manager Workman's memorandum reviewed.
- 41 • Question #23 ARPA Funds projects reviewed, including allocation for fourth project  
42 yet to be determined.
- 43 • Question #25 discussion about funding for community events.
- 44 • Discussion about transient lodging tax funds received from County and from City tax.

45 Matt Lehman arrived at 6:51 p.m.

46

47 Action: To add \$5,000 from Contingency to support community events.

48 Motion/Second: Irwin/Nielson



1 Vote: Action APPROVED 9-1 (Yes: Teresa Nielson, Ruth Causey, Candy  
2 Koetz, Spencer Irwin, Mark Koeppe, Van Hunsaker, Jeff Schiminsky,  
3 Jessica Andrade and Matt Lehman. No: Brent Kaseman).  
4

- 5 • Question #37 Land, Building & Equipment projects reviewed.  
6

#### 7 **4. BUDGET COMMITTEE DISCUSSIONS & DELIBERATIONS**

8 Start Time:7:07 p.m.

9 Discussion:

- 10 • Brief discussion about the quarterly budget report.
- 11 • Discussion about updating of pages and provision of a summary update sheet for the  
12 next meeting.
- 13 • May 10 tentative meeting cancelled.  
14

#### 15 **5. VISITORS COMMENTS**

16 Start Time:7:12 p.m.

- 17 1. None.  
18

#### 19 **6. ADJOURNMENT**

20 Next meeting May 17, 2023 at 6:00 p.m. Meeting adjourned at 7:12 p.m.  
21

22 \_\_\_\_\_  
23 Van Hunsaker, 2023-2024 Chair

\_\_\_\_\_   
Ruth Post, MMC, City Recorder

**PHILOMATH BUDGET COMMITTEE  
MINUTES  
Philomath City Hall Council Chambers  
May 17, 2023**

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

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

**Present:**

Candy Koetz

Spencer Irwin

Mark Koeppe

Van Hunsaker

Jeff Schiminsky

Brent Kaseman

David Low

Teresa Nielson

Matt Lehman

Ruth Causey

Jessica Andrade

Chas Jones

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

**Absent:**

Diane Crocker

**Staff Present:**

Chris Workman, City Manager

Mike Murzynsky, Finance Director

Ruth Post, City Recorder

**2. APPROVAL OF MINUTES**

**2.1 May 3, 2023**

Action: Approve minutes of May 3, 2023.

Motion/Second: Causey/Low

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

**3. VISITORS COMMENTS**

Start Time: 6:07 p.m.

No visitors.

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

Start Time: 6:07 p.m.

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

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

Start Time: 6:10 p.m.

Discussion:

- Finance Director Murzynsky introduced topic and motions. He summarized the changes that were made at the May 3<sup>rd</sup> 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.

SIGNED:

Van Hunsaker, 2023-2024 Chair

Minutes prepared by: Leilani Wills

ATTEST:

Ruth Post, MMC, City Recorder