

CITY OF WILLAMINA BUDGET COMMITTEE MEETING MINUTES OF May 11, 2016

Location of Meeting:

City of Willamina
411 NE "C" Street
Willamina, Oregon 97396

I. Flag Salute

The Pledge of Allegiance was recited.

Present:			
Governing Body		Budget Committee Members	
		Greg Kruchock	absent
Mayor Skyberg	present	Vern Holstad	present
Councilor Bob Burr	present	April Wooden	present
Councilor Heather Stritzke	present	Craig Johnson	present
Councilor Katie Vinson	present	Jackie Haworth	present
Councilor Rita Baller	present	Laurie Toney	present
Councilor Theresa McKnight	present	Robert Hollinger	present
Others Present: Budget Officer Ross Schultz			
City Recorder, Debbie Bernard			
Accountant, Marilyn Coates			
Public Works Director, Jeff Brown			

The regular meeting of the City of Willamina Budget Committee 2016-2017 was called to order at 6:00PM on May 11, 2016 at the City of Willamina by Chair Laurie Toney. The Chair led in the flag salute.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

2016 2017 Budget

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved with changes.

III. Consideration of Open Issues

1. Approval of Minutes

June 17, 2015 Minutes

Chair Laurie Toney

Councilor Heather Stritzke motion to approve the June 17, 2015 minutes. Motion seconded by Committee member Bob Hollinger.

Discussion:

Committee Member April Wooden asked that her comments on the museum be corrected. The date the museum was built, the type of stove it had, and days the museum were open; in addition to the spelling of lead paint. All of which were in a hand out she read from and therefore asked that the hand out be attached to the minutes for clarification.

Committee member Robert Hollinger withdrew his second.

Councilor Stritzke again moved to approve June 17, 2015, June 29, 2015 and May 5, 2016 minutes. Craig Johnson asked for correction to May 5, 2016 minutes that April Wooden nominated Laurie Toney. Ross then asked that one set of minutes be approved at a time.

Ross noted there was a motion on the table without a second and said it died.

MOTION: Councilor Heather Stritzke moved to approve the June 17, 2015 minutes with amendments as noted. Chair Toney seconded the motion. Motion carried unanimously, with Councilors Stritzke, Vinson, Burr, McKnight, and Baller voting aye. Committee members Wooden, Johnson, Haworth, Toney, and Hollinger voting aye. Committee member Kruchock was absent. All in favor

JUNE 29, 2015 MINUTES

Chair Laurie Toney

MOTION: Councilor Heather Stritzke moved to approve the June 29, 2015 minutes. Councilor Vinson seconded the motion. Motion carried unanimously, with Councilors Stritzke, Vinson, Burr, McKnight, and Baller voting aye. Committee members Wooden, Johnson, Haworth, Toney, and Hollinger voting aye, Committee member Kruchock was absent. All in favor

May 5, 2016 Minutes
Chair Laurie Toney

Councilor Heather Stritzke motion to approve the June 29, 2015 minutes with amendments as noted. Chair Toney seconded the motion.

Discussion: Mayor Skyberg requested a correction to page 7 mid way thru it says Mrs. Schultz should be Mr. Schultz, on page 8 should state Water Flow to the School. Committee Member Johnson had a comment that Jackie made comments during the meeting and he did not see any of her comments recorded in the minutes. City Recorder referred him to page 7 the middle of the page; the City Recorder also clarified the minutes are not verbatim. Ross noted there is a recording available should anyone request.

MOTION: Councilor Heather Stritzke moved to approve the May 5, 2016 minutes with amendments as noted. Committee member April Wooden seconded the motion. Motion carried unanimously, with Councilors Stritzke, Vinson, Burr, McKnight, and Baller voting aye. Committee members Wooden, Johnson, Haworth, Toney, and Hollinger voting aye, Committee member Kruchock was absent. All in favor

IV. Consideration of New Business

2. Budget Deliberations

Budget Officer Ross Schultz

Ross started the discussion and directed everyone to the agenda. He noted that the changes made by the budget committee are tracked specifically and referred to the removal of the Council Stipend. He then brought it to the committee's attention a sample motion at the bottom of the agenda; he asked if and when there is a motion to try to use the wording he set in the example.

Councilor Bob Burr questioned the decimal point noted in the motion of \$4.2039 and asked if that is correct. Ross responded and said it is a millage rate. The City Recorder stated it was correct. Ross noted it is based on assessed value. Ross suggested that when the motion is stated to say "as reflected in the 2016 2017 budget."

April shared the background on the Library. She said she has family history of the library and read aloud.

April said the library was founded by her Grandmother in 1930. Her Grandmother gathered her friends in town and they called themselves a board and brought books from their home bookcases. They shared space at the location that is now the Senior Center with two other businessmen. The members of the board were also the volunteers who kept the library open. April said her Grandmother remained on the board until 1938 when she became pregnant with her last child. April's Mother also volunteered as a school girl. When she was child her Mother was on the board. At that point in time they were paid \$1 for their day at the library. That money was brought in from fines on overdue books. They had a policy of buying new books and then placing the book on a rental shelf. The books were rented for .10 cents a week. In 1971 Charlene started story time.

April served two allowed terms on the Board and recommended Melissa to be hired in 1989 for 25 hours a week. She said that the first paid librarian was in 1974. So, the library ran for 44 years with volunteers. In 1971 is when the CCRLS began. In 1974 the CCRLS drop box was added to the library.

She summarized and said she knows how the library began and knows what it has become and said that recovery is mandatory for the City and hopefully there will come a time the library will have fulltime paid staff again. Next she moved to approve the 2016-17 Budget as amended:

MOTION: Committee Member Wooden moved to approve the 2016-17 Budget. Councilor Baller seconded the motion. Chair Toney asked for all in favor.

Ross interrupted and said we have a motion and second that are still on the floor and you may open for discussion.

Councilor Stritzke explained she had information that she wanted to share before any votes were taken.

Chair Toney then said we have a motion and second and asked for a discussion. She said "go ahead Heather".

Councilor Stritzke said she talked to John Goodyear from CCRLS and said the City may lose CCRLS money if the changes to the Library do not meet CCRLS standards. She said in her conversation with John Goodyear he would not say the City would or would not meet CCRLS standards. The reason is our proposal is not firm enough.

She proposed that we budget money for .4 staff at the library and get a proposal together to keep CCRLS happy and keep it at a non-specified person. Councilor Stritzke said we need to make sure there is money set aside for a person at the library and not a specific person. It had been presented as the current Code Enforcement Officer.

Heather went on to explain her conversation with John Goodyear and said John would not say the changes would be acceptable and we would be walking very close to the line. She was asked if she brought his response in writing to the meeting. She did not have his email to share with the committee.

Ross then restated what he heard Heather to say. He said we would put in the budget .4 FTE of a position in the library or (general fund) and if we were we to decide to keep the code enforcement officer in that position that we can. Ross also added that the .4 position would be subject to union conversations.

Chair Toney said to satisfy union it cannot be opened up because it is the same position the current librarians are doing. Heather responded we do not know for sure that we would meet the CCRLS requirements by setting aside .4 staff position; it will be a position that deals with volunteers.

Ross again restated for clarification. We are going thru the cut of both library positions and adding the .4 position which will be defined.

Councilor Vinson then said she hoped that we could go further to define the position so it could be expanded to be a ½ time position that could oversee the library. Katie said then the position would open. Heather responded that she feels the .5 would be reasonable.

Ross said that means the contingency of \$143,000 would then be reduced by 10,000 due to benefits. Heather noted that benefits would be prorated for the FTE position.

Katie said if we do the .5 we would acknowledge the citizens' concerns. She said that Code Enforcement is very busy and she felt her workload may be affected.

Committee Member Jackie Haworth said she wanted to know who the City of Willamina is if it is not the citizens. She said we are fixated on the library. The library is something that benefits the whole community. The library is not just 2 women but those 2 women have given everything they have. She doesn't know the code enforcement officer but we seem fixated on the library. Citizens have given ideas to save money. Why aren't we looking at what they say? Why are we not looking at cutting people in the front office? She added that she told Debbie that the Newsletter she is putting in the bills is very good as it is getting to everyone. She added that there are people at the library that need a job as much as the people in the office. She feels that we need to look deeper for other cuts. She suggested cutting street lights. She also suggested closing one day a week. She asked why people are informed they are being laid off. She said things are out of order.

Craig Johnson read from a report he prepared.

He said that people go to libraries that do not have a home computer for their personal use and business. Those who do not drive use the library. He said when he goes to the library in McMinnville the computers are full. He said cutting our current staff and having our Code Enforcement run the library is not in the interest of those who use the library. He said her job is enforcing the code of the City. He said our code enforcement officer is hired to go out and look for other situations and may assist our officers to find someone. He said that the Code Enforcement Officer needs to be out there for example for neighborhood watch. He said he feels we need to look at way to maintain our current staff and keep

the current services going. He asked if other cities have a City Recorder and a City Manager; why do we need both?

Councilor Baller responded that she agrees that we have a lot to consider. After the many years that we did not have solid numbers; now we do. She said we finally have a plan and she is so proud of the fact that we have someone like Mr. Shultz who has 35 years' experience who has proposed a solid plan and she supports it.

April asked if we hired another person at .5 can we afford the cost of the benefits. Ross responded that we are combining an existing .6 FTE who is already receiving a prorated share of benefits and hiring a .4 FTE that would not be eligible for benefits. If we hire at .5 that would include benefits and that would reduce the contingency from \$143,000 to \$137,000.

Chair is asked if we are ready to make a motion.

to move to amend the motion on the floor and it would require a second and a vote; and then you would drop back out and vote on the amended resolution.

MOTION: Councilor Bob Burr move to amend the .4 FTE and open it up as new position. New position has to be qualified for .4 FTE and would include returning Sara to .6. April Wooden seconded.

Katie wanted a clarification on the \$12,000 increase and how it was calculated and asked if that amount reflected Sara moving over to the Library. Ross responded he would propose a rate of \$15.00 an hour for the new .5 FTE.

Ross asked for point a order. He said there is a motion on the table and you have given your discussion.

You have to cancel your motion or amend the motion that amends the motion. Then with that Ross asked what you have to say.

Ross said you could say "I call the question". The City Recorder asked for the motion restated.

Ross restated that we would reduce code compliance to .6 and create a new volunteer library type position to be included in the budget at .4fte at \$14.00 an hour.

Ross asked for a count and the count was 6 out of 12, which is basically tied which means the motion failed.

Ross next said "Now the amendment to the motion did not make it. So you can move to amend again."

Motion: Councilor Stritzke moved to amend the original motion and second amendment to reduce the code enforcement to .6 position and create a new position at .5 that includes benefits and at a rate of \$13.50 and not more than \$15.00. Vern seconded the motion. Chair asked for discussion; hearing none; Chair then called the question.

Governing Body		Budget Committee Members	
		Greg Kruchock	absent
Mayor Skyberg	nay	Vern Holstad	aye
Councilor Bob Burr	aye	April Wooden	nay
Councilor Heather Stritzke	aye	Craig Johnson	aye
Councilor Katie Vinson	aye	Jackie Haworth	aye
Councilor Rita Baller	nay	Laurie Toney	nay
Councilor Theresa McKnight	nay	Abstained-Robert Hollinger	abstained

The City Recorder stated 5 nay and 6 ayes. Ross restated the motion carried. This is the second amendment. (The first one is to removal of the council stipend).

Now you have the budget with the amendment as amended. This will be our second amendment to put add .5 FTE and put code back to .6.

The Chair asked for discussion.

Ross stated there is a motion on the floor. Bob asked what the motion on the floor is. Ross rephrased it is a motion to approve the 2016-17 budget with a rate of 4.2039 per thousand of assessed value as amended.

The Chair asked for further discussion and called the question.

Ross said you already have a motion on the floor to approve the budget as proposed then it went thru an amendment so it needs to be restated. April moved to approve the 201617 budget as amended. Katie seconded. Motion Carried.

Motion: April Wooden moved to approve 2016-17 Budget as amended with a rate of 4.2039 per thousand assessed value. Councilor Vinson seconded the motion. Chair asked for discussion; hearing none; motion passed.

Meeting was adjourned at 8:15.

V. Agenda and Time of Next Meeting

The next meeting will be held at on at:

City Of Willamina
411 NE "C" Street
Willamina, Oregon 97396

Minutes submitted by: City Recorder, Debbie Bernard

Minutes approved by: Chair Laurie Toney
