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CITY OF CONDON
WORK SESSION AGENDA
BUDGET COMMITTEE 2019-20
Monday, April 22, 2019, 7:00 PM
CONDON CITY HALL

1. PRIOR YEAR CHAIRPERSON OR MAYOR CALL BUDGET MEETING TO ORDER

Mayor Jim Hassing called the Budget Committee meeting to order at 7 p.m.

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Jan Stinchfield, Michael Cronk, Donald Jamieson; Budget Committee Members Dan Schott, John Barnett, Stephanie Carter, Dennis Bruneau and Garnett Bettencourt (arrived at 7:18).

Absent: Councilors Tom Fatland, Dawn Park, Brian Barnett; Budget Committee Members Cheryl Baker, Jay La Rue.

Quorum was noted.

3. PUBLIC COMMENT ON 2019-20 CITY OF CONDON BUDGET & STATE REVENUE SHARING

3.1. The Budget Committee will hear comments from the public regarding the budget and possible uses of State Revenue Sharing Revenue. Comments are limited to five (5) minutes.

No public comment was received.

4. ELECTION OF BUDGET COMMITTEE OFFICERS

4.1. Elect a Budget Committee Chairperson

Motion by Bruneau to nominate Mayor Hassing as Budget Committee Chairperson. The motion was seconded by Councilor Jamieson and approved unanimously.

4.2. Elect a Budget Committee Secretary

A motion was made by Bruneau to appoint Councilor Stinchfield as Budget Committee Secretary. The motion was seconded by Schott and approved unanimously.

5. REVIEW & APPROVE MINUTES OF THE APRIL 23, 2018 BUDGET COMMITTEE MEETING

5.1. April 23, 2018 Budget Committee Minutes

A motion was made by Bruneau to approve the April 23, 2018 Budget Committee meeting minutes. The motion was seconded by Councilor Jamieson and approved unanimously.

6. RECEIVE THE BUDGET MESSAGE

6.1. Budget Message

CA Greiner asked to waive the reading of the budget message as every member had a copy.

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6.2. Receive Proposed 2019-20 City of Condon Budget

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7. DISCUSSION OF 2019-20 BUDGET

CA Greiner went through the budget starting with some of the changes in the General Fund. Councilor Fatland called in the question of the decrease in the revenue item of Misc., Dog Tags, etc and CA Greiner said that last year they received Columbia Basin Electric Cooperative credits and it may be low and can be changed. She also explained that the Outside Funding Source was a placeholder if a grant is applied and that OWSI Host Fees continue to rise. Schott asked what the about the Cell Tower revenue with CA Greiner stated that it is one tower that the lease is just over $1,700 a month. CA Greiner asked if the committee wanted to continue to distribute $8,000 of the Community Projects grant to Art & Music programs as they did last year with $5,000 going to Condon School District, $2,000 to Gilliam County Public Library and $1,000 that was not used in 2018 to the Condon Child Care. The entities have to submit a proposal of how they are going to use the funds, then when it is over they send in a report to be reimbursed the funds. School spent their funds on the Ethos music program and the library brought in Missoula Children's Theatre. Councilor Stinchfield stated that the program seemed to work well and liked that the entities had to apply and report on the grants. Consensus of the committee to continue with the the program of $8,000 toward Art & Music. Legal fees were noted to increase with CA Greiner stating that in the past all legal fees were split between administration, water and sewer funds when most costs were tied to administrative functions.

Police fund is considerably lower without an employee and a contract for police services with Gilliam County Sheriff's Office. CA Greiner stated that the contract amount in the budget is slightly higher as the contract was for one year and has not been reviewed. She does not anticipate it will go up at this time. Fire department expenditures are higher due to an anticipated request in higher funding from Gilliam County Fire Services contract. The contract has been $7,000 and board member Councilor Jamieson stated that they have talked about raising the contribution to $7,800.

Golf course expenditures are up considerably due to putting $100,000 in "golf course improvement" in anticipation of planning, demolishing and building a new clubhouse. Park and swimming pool expenditures remain the same with no new projects planned in the next fiscal year. Councilor Cronk asked that funds for tree trimming be included as there are some issues that the city crew may not have equipment to do. It was also noted that the grass and other yard debris collected off the golf course be hauled away instead of disposing over the fence.

Transfers have increased due to putting money into fund 005 - Development for housing project (Fairway Housing) and money to build an equipment storage shed at the City Shop near sewer lagoons. The transfer from fund 004 - State Revenue Sharing has decreased as this is where the fiber project is located and a majority of it should be concluded by July 1, 2019.

Memorial Hall (002) and Street (003) funds remain relatively the same as the prior year. State Revenue Sharing (004) has gone done with the anticipated completion of the fiber project. Included in this fund will be revenue from customers leasing the dark fiber and the expense is to pay the annual contract to the fiber company that is in the construction contract. Development fund is increased substantially due to transfer for development of the Fairway Housing project and hopes of obtaining state or federal grants to assist with this project.

Water (006) Fund shows little to no change in the operations and Sewer (007) fund shows an increase due to a higher cash carryover and the expense of having to do a "sludge" plan for the lagoons. The Public Works crew has two employees, but has budgeted in these two funds for a new hire if necessary. With the higher PERS rates and uncertainty of future needs, this position was put on hold. Councilor Jamieson noted that if the city invested in remote read meters more time for projects may be available with the current staff.

Reviewing Equipment Reserve (008) remains strong as no new equipment was purchased in the current year. Councilor Jamieson asked about the $200,000 goal of a fire truck and it was noted that may not be adequate and more needs be budgeted next fiscal year. Councilor Cronk asked if a roller was going to be purchased and where it would come from as it was not designated and CA Greiner stated that it can come out of the "public works equipment" line item. One new service pickup has been planned to be purchased in the next fiscal year.

Sewer Reserve (010) fund went up slightly due to adding the monthly $1 charge on all water services and no purchases. Water Trust (011) fund is not budgeted as it is the deposits of customers and the Transient Room Tax (014) fund has a decrease due to less cash carryover but anticipates the tax revenue increasing slightly.

Water System Improvement (020) and Wastewater System Improvement (030) funds increased slightly due to the transfer from the General fund to build an equipment storage shed at the City Shop. Set aside for that project out of both funds is $130,000.

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8. MOTION TO APPROVE THE BUDGET OR CONTINUANCE TO APRIL 29, 2019

A motion was made by Councilor Stinchfield that the City of Condon budget committee approve taxes for the 2019-2020 fiscal year at the rate of 7.282 per 1,000 of assessed value for operating purposes and in the amount of $26,000 for payment of bond principal and interest. The motion was seconded by Bruneau and approved unanimously.

8.1. Sample Motion to approve Budget

A motion was made by Councilor Stinchfield that the City of Condon budget committee approve the 2019-2020 proposed budget as presented. The motion was seconded by Councilor Jamieson and approved unanimously.

9. Adjourn

The budget committee adjourned their meeting at 7:35 p.m.