

City of Lafayette
Budget Committee Minutes
Monday, April 14, 2025, at 6:30 p.m.

1. **CALL TO ORDER:** Committee Secretary Joseph Carswell called the meeting to order at 6:31 p.m.
2. **ROLL CALL:** City Recorder Kennedee Richardson called the Roll:
Present: Hilary Malcomson, Lee Gilgan, Joseph Carswell, Kayla Paulsen, Russell Burrows, Jessica Kitt, Craig Maki (via Zoom), Christine Brungardt, Scott Adamson, Suzanne Harpell, Leah Harper (via Zoom), Micheal Schindele
Not Present: Shelly Wisdom, Shirley Burkett
City Staff Present: Branden Dross, City Administrator; Kennedee Richardson, City Recorder; Jamie Rhodes, Administrative Services Manager; Greg Robinson, Public Works Manager; Tim Jech, Fire Chief
3. **ELECT CHAIRPERSON AND SECRETARY:**
Scott Adamson volunteers as Chairperson. Council President Paulsen moves to appoint Scott Adamson as Budget Committee Chair, Councilor Carswell seconds. Motion passes 11-0 (Aye - Hilary Malcomson, Lee Gilgan, Joseph Carswell, Kayla Paulsen, Russell Burrows, Jessica Kitt, Craig Maki (via Zoom), Christine Brungardt, Scott Adamson, Suzanne Harpell, Micheal Schindele. Absent - Leah Harper (via Zoom), Shelly Wisdom, Shirley Burkett)
Council President Paulsen moves to nominate Councilor Carswell as Budget Committee Secretary, Councilor Gilgan seconds. Motion passes 11-0 (Aye - Hilary Malcomson, Lee Gilgan, Joseph Carswell, Kayla Paulsen, Russell Burrows, Jessica Kitt, Craig Maki (via Zoom), Christine Brungardt, Scott Adamson, Suzanne Harpell, Micheal Schindele. Absent - Leah Harper, Shelly Wisdom, Shirley Burkett)
4. **APPROVE FY 2025 BUDGET COMMITTEE MINUTES:**
 - a. *April 15, 2024*
Council President Paulsen moved to approve April 15, 2024, Budget Committee Minutes, Councilor Carswell seconds. Motion passes Motion passes 12-0 (Aye - Hilary Malcomson, Lee Gilgan, Joseph Carswell, Kayla Paulsen, Russell Burrows, Jessica Kitt, Craig Maki (via Zoom), Christine Brungardt, Scott Adamson, Suzanne Harpell, Micheal Schindele, Leah Harper (via Zoom). Absent - Shelly Wisdom, Shirley Burkett)
 - b. *April 22, 2024*
Council President Paulsen moved to approve April 22, 2024, Budget Committee Minutes, Councilor Carswell seconds. Motion passed unanimously. Motion passes Motion passes 12-0 (Aye - Hilary Malcomson, Lee Gilgan, Joseph Carswell, Kayla Paulsen, Russell Burrows, Jessica Kitt, Craig Maki (via Zoom), Christine Brungardt,

Scott Adamson, Suzanne Harpell, Micheal Schindele, Leah Harper (via Zoom).
Absent - Shelly Wisdom, Shirley Burkett)

**5. FY 2025-26 BUDGET MESSAGE AND PRESENTATION
BY BRANDEN DROSS, CITY ADMINISTRATOR:**

City Administrator Dross reads the Lafayette vision statement and goes over the budget message. Chair Adamson asks where the \$300,000 is coming from, City Administrator Dross states it was the remaining funds from what was budgeted for Bridge Street. The City Administrator goes over the budget documents provided in the packet. City Administrator Dross discusses the Capital Improvement Program items. Mayor Malcomson asks when an update on the grant for line item #8 will be, City Administrator Dross is hoping to hear more in May or June. City Administrator Dross briefly overviews the Capital and Reserve Funds. Council President Paulsen asked if they would be looking at used vehicles for the fire engines. City Administrator Dross states that used vehicles will be an option for replacement engines. Councilor Carswell asks if the 1999 fire engine is still fully functional. Chief Jech states it is. City Administrator Dross reviews the other budget program notes, highlighting the public works treatment plant equipment replacement needs. Chair Adamson asks if the traffic study is underway, City Administrator Dross shares where that plan is at in the process. Leah Harper asks if item #11 had gone in front of City Council, City Administrator Dross states that the approval to enter negotiations has, but that nothing has been finalized and explains the reason it is budgeted for.

City Administrator Dross goes over each fund of the budget. A discussion was held between the Committee and Staff regarding specific line-item questions. Mayor Malcomson asks about getting a breakdown of line item #12 on page 32 of the Fire Requirements. Administrative Services Manager Rhodes explains why that line item is not broken down like the law enforcement fund. Councilor Kitt-Hill asks how difficult it would be to get a breakdown of line item #12, Administrative Services Manager Rhodes states she can provide it at the April 28th meeting. Review and discussion of funds continue.

6. COMMENTS BY BUDGET COMMITTEE:

Suzanne Harpell asks about the city's comfort level with the budget cuts. City Administrator Dross confirms that Staff is comfortable. Mayor Malcomson comments on the 4% water rate increase stating that these yearly increases had been discussed previously. Council President Paulsen asks if the 1999 fire engine needs to be replaced. City Administrator Dross states the goal is to apply for the Assistance for Firefighters Grant (AFG) in 12-18 months. Fire Chief Jech states the engine still works and there have been no major issues with it. Councilor Carswell asks about the screens at the headworks. City Administrator Dross states they are between a rock and a hard place and shares his concerns about the 500K expenditure. Public Works Manager Robinson states they are hoping to make it work, Council President Paulsen asks how quickly a replacement can be delivered if it breaks down, and Robinson states the process to get the equipment. Mayor Malcomson asks if the maintenance surcharge would need to go in front of City Council, City Administrator Dross states he would make the discussion, but take into

consideration any concerns of the City Councils. Councilor Burrows asks about the sewer rate increase needed, City Administrator Dross reads an email from Business Oregon that states, *“Lafayette is not eligible for our Water Wastewater financing program because the City’s income exceeds the State median. City is not eligible for CDBG because, although the City meets the income requirements, sewer rates appear not to be high enough - sewer-only cost for a typical household using 1000cf of water/month would need to exceed 1.25% of the City’s median income, or \$97/month.*

Chair Adamson asks about the sewer lines' conditions, Robinson states they are good.

City Administrator Dross reminds the Committee of the Urban Renewal Agency budget discussion that will be held along with the second Budget Committee Meeting on April 28th.

7. ADJOURNMENT:

Mayor Malcomson moved to adjourn; Councilor Kitt-Hill seconded the motion, motion passed unanimously. No further discussion.

Minutes approved on the 28th day of April 2025.

CERTIFIED:

ATTESTED:



Scott Adamson, Chair


Kennedee Richardson, City Recorder