



## COUNCIL WORK SESSION

City Hall Council Chambers, 10501 SE Main Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](http://www.milwaukieoregon.gov))

## MINUTES

APRIL 2, 2024

**Council Present:** Councilors Shane Abma, Adam Khosroabadi, Rebecca Stavenjord, and Council President Robert Massey, and Mayor Lisa Batey

**Staff Present:**

Joseph Briglio, Community Development Director	Michael Osborne, Finance Director
Justin Gericke, City Attorney	Peter Passarelli, Public Works Director
Brent Husher, Library Director	Emma Sagor, Assistant City Manager
Brandi Leos, Human Resources Director	Scott Stauffer, City Recorder
Ann Ober, City Manager	

**Mayor Batey** called the meeting to order at 4:05 p.m.

### 1. Consolidated Fee Schedule Updates – Discussion

**Sagor** noted that budget documents had been put on the city's website to inform the public on the city's budget process.

**Sagor** explained that staff were looking for Council feedback to inform, refine, and develop the 2025-2026 biennium budget (BN 25-26), provided an overview of what the consolidated fee schedule is, and presented the proposed changes to the fee schedule.

The group discussed the proposed changes to the building fees. **Passarelli** explained why erosion control fees were increasing within the engineering fees. The group clarified the changes to the planning fees and the difference between fees and fines. The group discussed the 3% increase for the administrative charge for Bancroft Financing for commercial system development charges (SDCs) and the effect of offering this as a service on staff's time and the feasibility of continuing to offer the service.

**Passarelli** reviewed the proposed utility rate adjustments. **Council President Massey** and **Passarelli** commented on the fluctuations in previous year's rates and predictions for future rates. The group commented on the proposed BN 25-26 utility rates.

**Sagor** provided an update on research conducted for payment credit card charges. **Mayor Batey, Sagor,** and **Council President Massey** commented on how payments were processed through the state's electronic permit site, Accela. **Sagor** presented next steps for processing credit card payments which did not at that time include adding a fee.

**Sagor** explained that solid waste rates were being analyzed by a contractor and there would be no proposed changes until the analysis was finished. The group discussed previous conversations around equitable rates for waste management, how rates were determined, and some history of waste haulers in the city.

**Mayor Batey, Sagor,** and **Osborne** commented on the proposal to not change business registration fees and **Batey** expressed interest in having a business registration fee analysis completed.

**Sagor** explained the key points that were kept in mind while compiling the BN 25-26, the outside factors affecting costs and revenue, and reviewed the five-year forecast. **Councilor Stavenjord** and **Sagor** clarified what was in the projected forecast and discussed where cuts would be made if new revenues were not established.

The group discussed the five-year forecast. **Sagor** shared staff recommendations to increase right-of-way (ROW) fees for energy providers to limit cuts to city services in the next biennium. **Sagor** reviewed how the increase in ROW fees would affect the five-year forecast and what the projected impacts could be to the average residential consumer. The group clarified how goal related positions would be affected by the proposed revenue changes.

**Sagor** noted the next steps for the budget process.

## **2. Adjourn**

**Mayor Batey** announced that after the meeting Council would meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660 (2 a) to consider the employment of a public officer, employee, staff member, or individual agent.

**Mayor Batey** adjourned the meeting at 5:23 p.m.

Respectfully submitted,

  
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Nicole Madigan, Deputy City Recorder