



**NORTH BONNEVILLE CITY COUNCIL**  
**Tuesday, October 12, 2010**  
**Minutes**

**Special Council Meeting – Finance Committee**

**Meeting Call to Order: 6:00 PM**

**Roll Call**

Present: Mayor Stevens, Councilors Tom Herzig, BreAnna Porter,  
Tim Dudley, Jim Runkles, Marvin Showalter

Absent: Jennifer Stratton-Pies (excused)

Staff Present: Clerk / Treasurer John Spencer, Attorney Teunis J. Wyers

**Review of Treasurer Checks and Unusual Transactions**

John Spencer discussed the Treasurer's transactions since June. The transactions are used for items needing payment prior to council passage due to time constraints and fund transfers.

Discussion included the Warrant system (as opposed to checks) and the related transactions, and bank fees.

**Review of Monthly Financials**

John explained that future meetings will regularly include the following reports:

- Over/Under Budget Report  
John presented a report as a sample. Discussion ensued regarding how the numbers added up and why they didn't seem correct. John will work on this.
- Operation of Cash  
Not available at this time.
- Vouchers  
Discussion explaining the order of the vouchers and a minor error.
- Payroll  
Discussion regarding accounting. The computer system double counts benefit checks in reporting.  
Discussion regarding individual benefit checks.

**Old Business**

- Cash Reconciliation  
John has hired a Teresa Johnson, CPA to handle this project. She has completed reconciliation of 2009 and is working on 2010. John apologized for hiring her without Council approval.

Discussion ensued regarding reconciliation items.

**New Business**

- Investments

John discussed options for obtaining better interest on the city's investments. Discussion ensued regarding the pros and cons of putting money in CDs, money market, and bank account. John will allocate \$250,000 to a First Interstate account and will not invest elsewhere for now.

- Closing bad debts

John discussed a bad debt and his intent to write it off. Discussion ensued and no action was deemed necessary.

**Unfinished Business**

None

**Adjournment: 7:00 PM**

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**Mayor**

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**Clerk**



**NORTH BONNEVILLE CITY COUNCIL**  
**Tuesday, October 12, 2010**  
**Minutes**

**Meeting Call to Order: 7:01 PM**

**Roll Call**

**Present:** Mayor Don Stevens, Councilors Tom Herzig, BreAnna Porter, Tim Dudley, Jim Runkles

**Absent:** Jennifer Stratton-Pies (Excused)

**Staff Present:** Clerk / Treasurer John Spencer, Attorney Teunis J. Wyers

**Guests Present**

Approximately 35 guests were present, including: Michael Hamilton, Sharon Runkles, Cheryl Jermann

**Consent Agenda**

The consent agenda consisted of the 9/28/10 council minutes, 9/28/10 finance committee minutes, October vouchers, and September payroll.

- **Councilor Porter moved to accept the consent agenda; 2nd by Councilor Herzig.**

**Yes: Councilors BreAnna Porter, Tom Herzig, Tim Dudley, Jim Runkles**

**No: None**

**Passed 4 – 0**

**Guest Presentations**

Brian Nichols – Skamania County EMS (Ambulance Service) spoke about the renewal of a special EMS levy they have on the November ballot.

**Public Comment**

Michael Hamilton – spoke regarding the negotiations between the union and the city, stating he feels any monetary settlement is inappropriate.

Cheryl Jermann – reminded the community of the Woodland Fairy Pumpkin Hunt and is requesting volunteer help. Also spoke against any monetary settlement with the union.

Sharon Runkles – stated golf carts are getting dangerous and asked for signage to remind people of them and right of way rules.

### **Council Member Comments**

Mayor Stevens – spoke regarding the union mediation and noted that while a tentative agreement has been reached, no documents have been signed. Once the union representatives have approved the settlement, it will be brought before the council.

Discussion ensued.

Tim Dudley spoke regarding public works on-call pay. The current ordinance allows for all four workers to receive on-call pay for each month. He recommended that the ordinance be changed to read that only two workers be on-call in any given month.

Discussion ensued

Tim Dudley spoke about the budget and stated his concern about raising utility rates any higher than we need to. He feels the city should eliminate a position to minimize the amount rates will be raised.

Discussion ensued.

BreAnna recommended that we reconsider the health insurance costs.

Don and Tom noted that this would be a union negotiation issue.

Jim asked how much could be saved.

BreAnna asked how the person cut would be selected.

Jim asked when we hired the last additional employee. Tim noted it happened in 2006, during the construction boom.

Jim agreed that the most likely scenario among the Council's options is to cut staff.

BreAnna agreed that the Council has no choice.

Mayor Don Stevens noted that we could look at other options such as reducing everyone's hours.

John noted some other options and figures.

BreAnna expressed her feeling that we need to properly allocate overhead costs

Don expressed caution against moving too quickly to a decision.

Tim stated he wants to make a decision on this at the 10/26 meeting.

Jim Runkles discussed the rules regarding use of golf carts on city paths.

BreAnna suggested that the city needs a civil code enforcement officer.

Tim asked whether the city has the authority to allow golf carts on public roads.

Discussion ensued.

### **Clerk/Treasurer's Report**

John noted that he has implemented direct billing for utility payments and in interest of shortening the meeting directed the council and audience to the printed report.

### **Attorney Report**

None.

### **Unfinished Business**

#### Domestic Violence

The ordinance is not yet ready, but will be ready for the next council meeting.

### Church Directional Signs

Tom Jermann reported that the planning commission does not feel that their role is to create directional signs and suggests that the council make decisions on this matter. Discussion ensued.

### **New Business**

#### Library Gate

Chris Hughey brought forward a proposal to install a gate across the city hall foyer to allow the library to stay open past city hall hours. The library board has approved the purchase (about \$2,800) using their own funds. ADA and security issues remain unresolved.

She noted that the library has moved a book shelf to the lobby for people to pick up books on hold.

- **Councilor Dudley moved to allow the library to install a gate partition to allow for extended hours; 2nd by Councilor Herzig.**

Councilor Dudley noted the security concerns need to be addressed.

**Yes: Councilors BreAnna Porter, Tom Herzig, Tim Dudley, Jim Runkles**

**No: None**

**Passed 4 – 0**

### Hotel/Motel Tax Committee

John brought forward the recommended slate of committee members:

Jim Runkles volunteered to serve on the committee as a representative of council.

- **Councilor Dudley moved to approve the candidates as presented, with the addition of Councilor Runkles; 2nd by Councilor Herzig.**

**Yes: Councilors BreAnna Porter, Tom Herzig, Tim Dudley**

**Abstain: Councilor Runkles**

**No: None**

**Passed 3 – 0, 1 abstention**

### Finance System RFB

Don provided an overview of the Request For Bid (RFB) process and results (bids from Vision and Bias), and stated staff's desire to award the contract to Vision.

Discussion ensued.

- **Councilor Dudley moved to approve purchase of the Vision software as well as a server to support it.**

Councilor Porter stated she could not support the purchase of a server given the discussion regarding cutting staff.

- **Councilor Dudley moved to approve purchase of the Vision software; 2<sup>nd</sup> by Councilor Runkles**

**Yes: Councilors BreAnna Porter, Tom Herzig, Tim Dudley, Jim Runkles**

**No: None**

**Passed 4 – 0**

### **Closing Comments**

Cheryl Jermann – Noted that the office staff has already taken a cut and feels that it would be proper to cut public works staff.

Sharon Runkles – thanked the council for donating their time to the city

Michael Hamilton – stated his concern that the mayor seems to be running the meeting rather than acting simply as an arbiter and tie-breaker.

Tom asked for a specific example. Michael discussed the mayor's input during the discussion about staffing cuts.

Discussion ensued.

### **Adjournment**

- **Councilor Herzig moved to Adjourn; 2<sup>nd</sup> by Councilor Porter.**

**Yes: Councilors BreAnna Porter, Tim Dudley, Jim Runkles, Tom Herzig**

**No: None**

**Adjourned 9:01 PM**

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**Mayor**

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**Clerk**