



NORTH BONNEVILLE CITY COUNCIL

Mayor Brian Sabo
Councilmember Terry Norris
Councilmember Margie Lee

Councilmember Travis Randall
Councilmember Judie Whitcomb
Councilmember John Acton

North Bonneville Workshop Agenda November 13, 2018 6:30 p.m.

Council Workshop

Workshop Meeting Call to Order: 6:32pm

Roll Call: Present; Mayor B. Sabo, councilmembers J. Acton, T. Randall, T. Norris, M. Lee, J. Whitcomb

Unfinished Business:

- 2019 Budget Review- B. Sabo- Deanna, Tom, and I have been working on this budget for a couple months and I just wanted to go through it with you. The mayor's message was added to the Pioneer as the op ed. It includes the city organization chart, mayor's message, contact sheet, revenues and expenditures breakdowns, etc.. D. Adams- passed out instructions on getting council emails on your phone- must change password after the email migrations. B. Sabo- *briefly described our funds and where they come from as well as what they are dedicated to. The water/sewer funds are still not good according to the State Auditor's office, but we are certain that the fund will be healthy when managed correctly. The funds have been affected by mis-receipting and invoicing to and from incorrect sources, as well as salaries for public works OT all coming only out of the water/sewer fund per the previous administration. We are making it a point to direct funds to and from correct accounts to paint a more accurate picture of the budget to actual. Equipment fund is basically a rental fund for public works to use for parks/prop management/etc. D. Adams- I will put together something that shows how the equipment interfund transfer works for the next meeting. B. Sabo- Recently, this council redirected water/sewer hookup monies to the water/sewer reserve fund to be dedicated to capital improvement projects specifically for water/sewer projects. Tom's fund is going very well and we suspect it will continue. The deposit fund is just that- deposits on gazebo rental, water/sewer move-ins, etc.. go into this fund and stays there to return to customers when due. I've broken down our B&O and other taxes and fees so you are all able to see where exactly this money is coming from. We get sales tax, property tax, part of paid fines from the justice system, and others. The marijuana enforcement monies may decrease or go away due to the move of the Cannabis Corner. D. Adams- business license fees will decrease due to a new mandated ordinance to set a threshold of gross income of \$2000 or less to be exempt from business licensing fees. B. Sabo- Deanna has asked every group for a budget- Fire, Pub Works, Planning, Admin. We are wanting to allow those departments to manage their funds and always know where they stand. B. Sabo- the auxiliary had raised money to order new radios for the department because most of theirs were missing. The Sheriff's office contacted us recently to let us know we had things in their storage from our old police department, and they had 10 radios, 8 of which were the FD radios. We will be getting those back. We also discovered through a yearly bill, that we have a safe deposit box at Umpqua. We were hoping there would be something important in there, but we were just paying a fee to store an external hard drive and a thumb drive that could easily be stored under lock at City Hall. With regards to professional services, I had always wondered what 'professional services' entailed. We've included a breakdown of most of our regular professional services and what they are for. Public Works is in dire need of a bucket truck as well as a man lift for the sewer stations

that the guys have to get down into and need a way to get out. They also need new waders because theirs have holes and allow sewer sludge to get in, which is unhealthy and dangerous. A soccer club contacted us about adding irrigation to the soccer fields to allow for more community sports and visitors to NB. They are willing to contribute funds and discussion is in the works. We were also informed by Radcomp that we need some equipment overhaul in our IT system over the coming year. D. Adams- basically, our previous IT gear had been pieced together and it works but is outdated and not as secure as it could be. In light of the recent ransomware attack, it is highly recommended that we replace the machinery as needed. We want to attempt to go for some grants with the EDC and Skamania County over the next year or two, which we've been unable to even go for before because of the need for matching funds to obtain these grants.

New Business: n/a

Adjournment: 7:05pm

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**City Council Meeting Agenda
November 13, 2018
7:00 p.m.**

Meeting Call to Order: 7:07pm

Roll Call: Present; Mayor B. Sabo, Councilmembers J. Acton, T. Randall, T. Norris, M. Lee, J. Whitcomb

Pledge of Allegiance

Agenda Changes & Additions: n/a

Public Hearings:

- Consideration of an Ad Valorem tax increase- T. Jermann- the Ad Valorem Tax increase is one that takes place every year per the WAC. It's about 1% of 1%- for a house valued at 200k, it's about \$4 more per year. If the city doesn't vote to take it, the county will still pass and take it. We are hoping to pass this so that the monies can remain in our city for our needs in a low revenue budget. This is basically a cost of living increase. T. Norris- I think this is easy, if the county would take it anyway, we may as well take it. T. Randall- I'd rather support the city than the county.

- 2019 City Budget- B. Sabo- I explained things in our new budget that I had always had questions about in previous years on the council. We have a very good program for developing reports and tracking the budget in as much detail as needed with BARS codes. Once the budget is completed, we will have this report sheet available for anyone who is interested. Once we got used to the Vision program, it is a goldmine of information and organization. We are able to customize some codes to our situation- for example, when the fire department received donations this year, there was not a place to adequately track just donations. We created a code specifically for FD donations within their fund for better tracking moving forward. D. Adams- Vision is amazing as long as you are using the features correctly. The biggest mistake previously had been a matter of incorrect receipting and invoicing within the Vision system. It takes attention to detail to make sure that costs or revenues are allotted to and from the correct BARS codes, which is something Brian and I are paying close attention to so that we may have a better idea of true fund balances. B. Sabo- we don't have a lot of money, but I think we will make a world of difference by just better managing the individual funds and paying attention to detail. Tom Flanigan of NB- When I was on council, I was told that the Vision system didn't work. From what I'm seeing, this system provides an audit trail that is dire to the running of any business. I suggest to council that you make this a mandatory system to use. D. Adams- We use the Vision system already for all aspects of our financials at this point- utility billing, receipting, invoicing, payroll, and reporting. T. Norris- what happens when vision 2 comes out? Tom Flanigan- as long as it's the same system, it wouldn't matter- or something like it should be required to be used. D. Adams- we've come to like the system, it's just a matter of knowing how to use it. B. Sabo- I want to invite the public to come see us and ask at any point where we are on finances or ask for a report, etc. Tom Jermann- after being here so many years, I've never seen such a clean budget that makes so much sense. Dana Hall of NB- is one person going to be working on all of the monies? D. Adams- we're actually not allowed to do that. Our auditor informed us that even though we are small, there still has to be a segregation of duties for

accountability. I do the receipting and Brian does the invoices, but because there's only two of us, we have to essentially audit each other. B. Sabo- Council is welcome to and recommended to help with this at any time. We have over 200k in the LGIP which is for the tourist facility fund. It cannot be spent unless it is on tourism. We have about 45k in our money market account. It was put there for the road repairs, but we were able to complete without touching it. We are sitting on about 160k when all is said and done, which is a little low, but higher than last year. Ken W- that is quite low, and you should always have a cushion for emergencies. B. Sabo-yes, it's required. D. Adams- we should always have enough to run the city for at least three months. Greg Johnson- surprises come, such as needing tires on the trucks, etc. These things happen, and it's good to see the money being managed. As for boom trucks, you want to ensure that the bearing is good- that is a high cost to replace and practically not worth it. B. Sabo- our public works guys are hard-working men. Bryan H. knows the city inside and out. We were able to make it so these guys get a decent raise without spending much more money due to Deanna working hard to bring some insurance costs down. It was estimated that we would need 250k to take care of the storm damaged trees. Because of the grant Deanna got from WCIA and giving the guys the freedom to take care of nearly 80% of the damage remaining. These guys deserve appreciation and the equipment they need.

Consent Agenda:

- Approval of October 23, 2018 meeting minutes. Approval November 2018 1st half Vouchers. Motion by T. Randall, second by T. Norris. Passed 5-0

Guest Presentations: n/a

Public Comment: Tom Flanigan- to council. Looking at the salary table of the budget, with regards to the Mayor. A year ago, the council had voted to change the whole detail of what the Mayor's duties and time put in. The median income in Skamania County is around 57k, and this is much more than the mayor makes. The impact of having the Mayor in the capacity he serves is apparent in 10 short months. I think the council needs to reconsider the wage in relation to what he does and for what is morally correct. I also think you really need to consider making the vision program or something like it, as a mandatory use.

Councilmember Comments: T. Norris- Good to see people here. We all have a vision of what we want for the city. Thank you for being here to support. The mayor and Deanna work together so well, I'm excited to see how it goes next year. T. Randall- nice to see a bigger than normal turnout. We as the council appreciate your support and input with regards to financials. I was hoping for more comment from you, but maybe next time. We are here to support you the people. Tom Flanigan, myself, John Acton, and Mr. Sabo have all sat on the other side wanting to understand what was going on in our city. This year's budget makes sense, it's easy to understand, if we have a question, we can clearly see the answer. I'd like to thank the Mayor and Deanna both for their hard work and caring about the city. I agree that the Mayor's salary as well as everyone else in the city are low for what they do. Tom Flanigan- I also want to mention that the Mayor does not get benefits either. T. Randall- hopefully with better management, we can put money away and start taking care of things and giving people what they deserve. We need to take care of the city to take care of the people. I heard so much negativity about staffing and the treatment of people through the last few years, and I have not heard one bad thing since you both took over. As a community, bring things up if you want to talk about it! This budget is clearly laid out and makes sense. Thank you to Brian and Deanna for better management, caring, and doing your due diligence. I've lived here for four years and I've seen more done in 10 months than I ever had before. It warms my heart that the people behind the desk care about the people in this room and community. J. Acton- I had to wait to be up here until I lived here a year. I was always confused about the budget and why we were paying for someone to do the budget from the outside when we already were paying an administrator who should have done it. I like the transparency here and our ability to work together even with different opinions, that's what democracy is all about.

Mayor's Comments: To Tom Flanigan- I appreciate that, but I didn't get into this for the money, I got into it for the people. We have been here 25 years, and back then there was a good sense of community. We've seen many kids grow up here and want to give that to them. I'd rather give back to the community than take it for myself. Julie and I have been blessed and are doing fine.

City Clerk Report: hear recording

City Attorney's Report: I've been a city attorney for 27 years. The foundation of a city is having transparent and clear financials. I worked with a city who was in the same boat- accountant who didn't understand the software, dirty audits, etc. Within a couple years of bringing in someone who knew financials and used better practices, they had squeaky clean audits and turned it all around. The ability to clearly report and understand the finances and communicate that to council and the public. I say you guys are next in line for the turn around. *audience claps*

Unfinished Business: n/a

New Business:

- **North Bonneville Police Surplus-** The sheriff came by and informed us that we have items stored in a police locker. The most important is that we found the missing radios from the FD. They have 10 of our radios. Most of the rest of the items on the list are outdated or not working. There are ticket printers, radar gun, Remington shotguns, tazers. They can trade in the tazers and shotguns for credit on new equipment. The sheriff's department provides their employees with their weapons. We've been asked what we want to do with this stuff and they said it's our call, and really it's up to you. There were also two badges, one belonging to sheriff Rogan who has recently passed away. His daughter Meridith had asked if we had anything of his from his days as our officer and I would really like to get his badge to her. We can surplus the items. Ken W- if you use it within the city, it doesn't need to be surplussed. For the other items, you need to write up a surplus resolution or you can do whatever you can to gain highest market value. You could also do an intergovernmental transfer. The most simple would likely be to turn over the guns and tazers to the sheriff's department and let them handle it. B. Sabo- do the councilors want to think about it. M. Lee- do the resolution. T. Norris- lets take care of business and do it. T. Randall- what about the earpieces? Do those work with the radios? B. Sabo- I'm not sure, but we will keep all of the radio stuff. This stuff was purchased in 2006. The radios and chargers should still be useable. Ken W- do they work with the current dispatch? B. Sabo- he said they're all on the the correct frequencies. J. Whitcomb- I would like a taser for whomever keeps dumping cat litter and pumpkins off the trail! *laughter* B. Sabo- Tom is great at putting together resolutions, so we'll have him put one together for the surplus items and we will keep the radios.

- **B. Sabo-** just a reminder that we will have an exit interview with our auditors on the 27th. We didn't do well for 2017 as we already knew. We learned a lot throughout though and are planning on better results next year.

Closing Public Comment: Greg Johnson of NB- FD has been working on hazmat. I just wanted to remind everyone of the danger of carbon monoxide poisoning. The problem is that you can't see, taste, or smell it and once it takes hold, even fresh air won't reverse it. Some heaters, charcoal grills, running a car in the garage, even regular heaters if your ventilation is poor. I'd like to work with Deanna on putting together a public awareness meeting or something to ensure people are being safe. If you don't have a carbon monoxide alarm in your house, you should have one.

Jennifer Kackley- As a business owner, I think allowing your departments to manage their portion is a great idea for accountability.

Dana Hall- I really appreciate the attention being paid to the finances. I've worked where poor money management allowed the manager to embezzle money unnoticed. When I first came here last July and would ask questions, it had a completely different feel, not welcoming, and chaotic. Now, it's light and encouraging, and especially nice that the Mayor is full time. It's also wonderful that there's so much care and appreciation from you for our community, it shows.

B. Sabo- We have something awesome coming up from the trails foundation, too!

Brooke Lyddon- This is definitely different than I've ever seen in my whole life here in NB. We've never been able to just come ask questions and come look at things if we're curious. I'm wondering because we are such a tight knit community, our street has a monthly bbq kind of thing and we were all thinking maybe we could build a firepit in the middle greenspace? Ken W.- if the city puts it in. Brooke- we would contribute supplies and build it. We would like it done by early spring by the time Darlene comes back.

B. Sabo- great idea!

Closing Council Comments: T. Randall- thank you all for coming! I want to thank the community for coming in and thank the public works department for making it look better than it has in a long time. B. Sabo- one of these days, we want to bring them in here to thank them personally. T. Norris- don't forget Turkey Bingo. Diane says it will be the best one ever, lots of raffle prizes.

Adjournment: 8:30pm