

MINUTES

COUNCIL MEETING JANUARY 08, 2025



Date: January 08, 2025

Time: 6:00 pm

Meeting called to order by: Mayor Anderson at 6:01 p.m.

IN ATTENDANCE

Mayor Anderson, Councilor Campbell, Councilor Cannon, Councilor Wright, Councilor Estes, New Councilor Koerner, New Councilor Lindemeyer

Staff – City Manager Rogers, City Attorney Westmeyer, Finance Director Morris, Special Projects Coordinator, Coleman, Past Councilor Berry, Judge Seymour

AGENDA ADDITIONS: None

APPROVAL OF Dec 18, 2024, MINUTES: Councilor Wright noted a correction in item 12: “other Council member’s echoed Witt’s sentiments. “

MOTION: Councilor Cannon moved to approve minutes as corrected. Councilor Campbell seconded. All in favor.

OPEN MEETING

- 1) **Public Comment –**
 - None
- 2) **New Councilor Swearing in Ceremony:** - Swearing-in ceremony of five new council members and the appointment of a council president. The council members were sworn in by Judge Seymour.
MOTION: Councilor Estes nominated Brenna Campbell as the council president. Brenna Campbell accepted the nomination Councilor Wright seconded. All in favor
- 3) Witt and Monica request a change in order of the agenda, noting that accounts payable and internal controls should be discussed prior to appointing check signers. Council agreed.
- 4) Monica presented a financial report for the current fiscal year, highlighting a significant discrepancy in the general fund's revenue and expenses. She attributed this to inaccurate accounting transactions and incomplete records from prior years. Monica and Andrea will work on budget adjustments and recommendations to bring the general fund into alignment. The report also showed significant spending on the Rock Creek Park project and the Hub work.
- 5) **Financials:** Monica discussed the current financial situation of the sewer operations, which includes a wastewater treatment plant. She noted that the plant has been more expensive than

anticipated this year but expects costs to mellow out going forward. Monica also mentioned the Stormwater project, the USDA project, and the EV charging project. She highlighted that the water operations have not been on budget due to the absence of a water operator but expects costs to increase once Hood River is on board.

- 6) Monica also discussed the revenue from Hood River and the transportation utility fee. Witt expressed concern about the negative balance in the general fund materials and services and asked for assurance that there is a path forward to achieve solvency. Monica confirmed that there is a path forward and emphasized the need for clear identification of costs and funding sources for future projects.
- 7) **Internal Controls:** Monica explains that internal control processes are being developed to ensure proper handling of accounts payable and spending taxpayer dollars efficiently while meeting all requirements. The city is also working to secure a new water system operator after the previous provider backed out. Key points: the city needs to improve grant management to maximize reimbursements, new internal control processes are being put in place for accounts payable, and the city is actively seeking a new water system operator.
- 8) **Invoice Approval and Payment Process:** Monica explained the process of invoice approval and payment in the City of Mosier. She emphasized the importance of approvers verifying the budget and coding before approving an invoice. The process involves scanning approved invoices into QuickBooks, entering them into the system, and then reviewing them for accuracy and budgeting. Once approved, the invoices are sent to the bookkeeper for payment. The bookkeeper then prints checks and a check register, which are signed and dated by the check signer. These documents serve as proof of internal controls for auditors. Monica also clarified that certain invoices, such as debt payments, do not require routine approval but still need to go through the process of being acknowledged and entered into QuickBooks. Witt raised questions about the responsibility of approvers to verify budgets and the need for project managers to estimate budget breakdowns in the budget.
- 9) **Need for Authorized Check Signers.** Discussion of the process of fine-tuning the City's financial operations, including the need for authorized check signers continued. Witt suggested that the current check signers, Acasia and Brenna, would need to be replaced and that the new signers should also be responsible for ensuring the consistency of the register, report, and checks. Monica agreed, noting that in an ideal situation, risks would be separated among different staff members. However, due to the limited number of staff, it might not be possible to separate an invoice approver from a check signer. Witt proposed having three check signers, including Brenna, Ron, and another council member. Monica agreed, adding that they would need to add more staff in the future to minimize risks. Witt also offered to assist with grouping invoices, given his experience with large projects.
- 10) Witt and Monica discussed the process of approving invoices and the role of project managers in questioning excessive time spent on tasks. They also discussed the need for internal controls within the banking system, with Monica confirming that signers would have access to online banking but not necessarily to the positive pay process. The team also discussed the need for a formal appointment of three counselors as check signers. Lastly, they touched on the topic of credit card usage, with Monica suggesting that it should go through the same process as other expenditures and should be the next process flow to be established. **Motion to appoint these 3 Councilors as check signers:** Charlie moves to appoint Noah, Brenna and Ron as check signers moving forward, Gary seconds. All in favor.

- 11) **Budget Process and Goal Setting:** Andrea initiated a discussion about the upcoming budget process, emphasizing the need for a goal-setting session to determine the city's priorities and resource allocation. She suggested scheduling a work planning session in February to align with the budget meetings set for March. She also highlighted the importance of having a diverse Budget Committee, comprising all council members and at least three community members. Monica agreed to discuss the budget schedule with Andrea in their next meeting.
- 12) **Training, Hybrid Meetings and Updates:** Andrea discussed the training schedule for the League of Oregon Cities, highlighting a \$59 fee on-demand training and an essential elective training. Colleen proposed a plan to catch up on minutes using AI summaries, which was approved by the council. The council also decided to continue with hybrid meetings for better interaction. Monica shared that she would be out for at least a week due to a family emergency. The next meeting was scheduled for the 20th, with potential discussion on the after-effects of the separation with Jayme and a presentation from the Main Street, Bossier State Park Committee. Jane Elton's letter expressing concerns about the skate park location was also mentioned.
- 13) **Meeting Adjourned 7:52pm**