

THE COMMON COUNCIL OF THE CITY OF ECHO HELD A REGULAR MEETING ON THURSDAY, AUGUST 23, 2018 AT 4:00 P.M. AT THE OLD VFW HALL, 210 W. BRIDGE ST., ECHO, OREGON.

COUNCIL PRESENT: Jeanie Hampton, Janie Enright, Jerry Gaunt, Karl Jensen, Tammie Williams, Robert Harris, Gayle Yoder

ABSENT: none

STAFF/CITY CONTRACTORS PRESENT: Diane Berry, City Administrator-Recorder, Darin Tuil, Public Works Director, Peggy Haines, City Clerk, Ed Hibbard, Anderson Perry & Associates, Engineering..

OTHERS PRESENT: Alvin Umphres, Mel Wagner, Kent & Laura Madison, Girl Scout Troop 10298 (Jamie Wiseman, Leader, Katelyn & Megan Wiseman), Jeff & Toni Roach, Dick Yoder.

CALL TO ORDER: The Mayor led the Pledge of Allegiance and the meeting was called to order at 4:04 p.m. The sign-in sheet was passed around for those attending to sign-in.

APPROVAL OF MINUTES: Jerry Gaunt moved and Karl Jensen seconded a motion to adopt the council minutes from the June 21 & 25, 2018 meetins as corrected. Vote: all ayes.

Public Comments: Mel Wagner was concerned that the minutes had not been posted on the city's website since March. Councilman Robert Harris said that the city could email a copy to Wagner. He did not want them emailed. He said he was concerned that they be posted so all residents have access to them. Berry will check on this. She said the June minutes wouldn't have been posted, as they were just approved by the council tonight and the city doesn't post them until they are adopted or approved by the council. There wasn't a July meeting so there won't be July minutes.

NORTHGATE PROJECT: Kent Madison discussed the master plan for the proposed Northgate Subdivision and the zoning changes needed for the plan to be implemented. A draft annexation application has been submitted to the city. The plan includes a proposed area for a new city water reservoir. Berry will have the engineer, Brett Moore go through the annexation application to see what is needed as attachments. The Madison's have met with ODOT to discuss their requirements. Part of the annexed area would be designated for light industrial, part for commercial and some for housing. Department of Land Conversation and **Council** Development (DLCD) requires a 40 day notice before adoption and since a

comprehensive plan amendment is required, DLCD will have input on whether light industrial land can be changed to housing. The city may have to do a tradeoff and shift some Farm Residential Zoned Land, such as that owned by Agri-NW to another zone.

SYSTEM DEVELOPMENT CHARGES: Ed Hibbard, Anderson Perry, presented the draft System Development Charge (SDC) Study for the city to review. He said they had used a conservative approach to try to keep development cost reasonable. The SDC study calculates how much capacity is remaining in the water and sewer systems and how much per equivalent dwelling unit (edu) residents have already paid for. The cost of new development to increase capacity and cost of the existing system per edu is calculated and new developments and expansion of use for current users will be determined and they will be required to pay that amount upon development or expansion of existing development. There are two types of fees: Reimbursement and Capital Improvement.

POLICE REPORT: Reviewed.

GOLF COURSE: There have been problems with the rough mower. The golf course is now using the backup city mower. The question is whether to put more money into this mower or to buy a new one. The greensmower is also getting old and is costing to maintain and may need to be replaced. It will be hard to replace both in the same year as golf course equipment is expensive.

Public Works: The Thielsen Street sidewalk/bike path project is underway. The project was discussed. Karl Jensen said the striping on Halstead Street is working well. His neighbors are trying to stay on the right side of the street and now see how much they were cutting corners.

ADMINISTRATOR'S Report: The late audit report was discussed. The city and council members had received a notice regarding the report being late. The letters were sent to city hall, not council members addresses. The letter stated that 10% of state shared revenues would be withheld until the report was submitted. These funds will be sent to the city once the audit report is filed. Harris was concerned that the letters were opened. Berry said all mail addressed to the city, even if a council member, mayor or her name is on it, is opened by the clerk and stamped with the date received.

Tammie Williams reported she had contacted the Secretary of State's Audit Division and talked to Amy Dale, a CPA in the division. Dale sent Williams an email [*note: the email will not be attached to online minutes, but will be attached to the hard copy of the minutes kept in the safe at city hall and can be reviewed upon*

request.] Williams was concerned about the council being personally liable in some instances.

Williams mentioned the lack of segregation of duties. The city receives an audit note about this each year, but the note does state that it is hard for small public entities to have the funding necessary to hire a third person which would allow for segregation of duties under generally accepted accounting principles. The city then sends a letter to the Secretary of State's office stating that finances do not allow for hiring additional staff to further segregate duties. Dale admitted to Williams that such a deficiency is common with small government entities who lack the funds to hire additional staff. Williams said Dale said the city has not had problems in decades and Dale didn't know how one person was able to do the administration and accounting. Williams said Dale told her the council is responsible. Berry provided the council a memo regarding her decision to begin the retirement process. The mayor told the council they will need to consider how to restructure her job. Berry doesn't think the city will find anyone to do what is basically two or more jobs. She is city administrator-recorder/library director.

Williams indicated she would like to see cross training of staff such as the clerk or librarian to do some of the duties. Clerk Peggy Haines said she is planning to retire in a couple of years so is not interested in taking on any administrative duties.

Williams said Dale recommended having the council members co-sign checks [Berry said, as indicated in audits, all checking accounts, but recorder's trust do require two signatures and always have] and review reconciliations. Dale was concerned that the council did not get the letters in a more timely manner. The letters arrived while Berry was not released to return to work after surgery. According to Williams, Dale said the two most important things are accountability and transparency to the tax paying community. Williams also talked to our auditor Rebecca Price. The main hold up in getting the audit completed is finding a bookkeeping error where there is \$10,000 more in the investment accounts than posted in the general ledger. So in other words our accounts are \$10,000 long and which fund this belongs to has to be traced.

Berry was out in the spring and again in July for over three months due to foot amputations and infections. She said she has worked for the city for 39 years and 35 years as city administrator-recorder. This is the first time the audit has been late other than a couple of times where it was a week or so late due to the auditor having scheduling problems or last year when the auditor went into premature labor and her baby ended up in the hospital. Williams was complimentary on how much Berry has done and said Dale was also.

NNO: Berry said that National Night Out was great and those who attended really appreciated and enjoyed it.

Late Notices: The mayor brought up that the city clerk has to make out about 30 reminders every month for customers who do not pay water bills by the date listed on the shut-off notice that is mailed with the utility bill. Public works staff then have to deliver the reminders to the door. These give the customer until the next day to pay at least the past due amount or have their water disconnected. Stanfield no longer delivers such door hanger reminders, but goes straight to shutting off water of those who do not pay by the date on the shut-off notice that they enclose with their utility bills.

The council discussed how staff should not have to "babysit" customers. Berry said Haines has asked her before why the city doesn't follow Stanfield's policy of no reminder notices. However Berry feels there are advantages to doing this so we do not have to incur all the problems and bad public relations associated with shutting off people's water. She doesn't feel the benefit of eliminating this step outweighs the problems.

Jeff Roach said the City of Pendleton charges a fee every time a staff person has to deliver a notice to a customer's door. Imposing such a fee was discussed. Karl Jensen said he would be willing to volunteer to hang the notices on doors some months. The council suggested letting customers know they can pay on line through their banks. Haines says she has 30-40 customers each month who pay this way. The council will discuss this further at the next meeting.

ADJOURNMENT: There being no further business before the council Jensen moved and Gayle Yoder seconded the motion to adjourn. The meeting was adjourned at 5:23 pm.

Respectfully submitted,

Eujeana Hampton/Mayor

Attest:

Diane Berry/City Administrator-Rec.