

MINUTES FOR THE NEWBERG FINANCE COMMITTEE

Monday, January 26, 1998

Newberg Public Library

Members Present: Chuck Cox Fred Howe
 Bert Pennock Robert Larson
 Rebecka Ratcliffe

Others Present: Donna Proctor, Mayor Duane Cole, City Manager
 Debbie Smith-Wagar, Asst. Finance Director
 Kathy Tri, Finance Director

Chair Cox called the committee to order at 7:00 p.m.

The meeting began with introductions of Robert Larson and Rebecka Ratcliffe.

MINUTES: The minutes of the October 27, 1997 and November 27, 1997 meetings were reviewed. Bob Larson asked about the software upgrade in the October 27 minutes. Kathy Tri explained that the accounting software needed to be brought into 2000 compliance and the staff was requesting an upgrade to the existing software. MOTION: Pennock/Howe moved to approve the minutes of October 27, 1997 and November 27, 1997. Approved by those present.

NEW BUSINESS:

Underground Tanks: Randy Naef, Utility Manager, explained that the City's underground tanks were decommissioned in 1991. The City did soil remediation and the report sat on DEQ's desk until late 1997. In November DEQ informed the City it needed to do more work on the tank sites. The staff put out an RFP for a consultant and received 5 responses. Community Development and Fire staff reviewed the proposals and both ranked one firm first because of price, qualifications, project approach and professional experience. Naef is preparing a Council resolution authorizing the City Manager to enter into an agreement and Tri is preparing a resolution transferring and re-appropriating \$34,000 to cover the current year contract's costs. Tri added that the City will be continually monitoring these two sites for years and the annual cost will be included in the Central Services budget.

MOTION: Cox/Howe moved to forward the request to the City Council for approval. Passed by those present.

Composter Pre-Design: Randy Naef explained that the composter has 13 years of operational problems. Now that the City has settled with the contractor, it is necessary to decide what modifications need to be made in order to mitigate the operations problems, mainly odor control. The City hired a team of engineers to do an odor study and he is proposing extending the contract in order to do pre-design of the process and odor control changes. The fee is estimated at \$17,250. He also emphasized the need to start the project as soon as possible. Bert Pennock asked about the length of the contract. Naef said that there was no specific length, but probably 3-5 months. Fred Howe asked if there were staff available to do the work. Naef said he was the most qualified and he did not have the time to do the necessary work within the time constraints.

Donna Proctor added that the Capital Projects Committee had approved the contract. Rebecka Radcliff asked if the \$17,250 would save money in the long run. Neaf stated that yes because it will take the City to the initial phase of development.

MOTION: Howe/Radcliff moved to forward the request to the City Council for approval. Passed by those present.

Budget Resolution: Kathy Tri explained that the City Police Department had received a law enforcement block grant of \$12,166. In accordance with State law, It needed to be recognized and appropriated. **MOTION:** Cox/Pennock moved to approved the resolution. Passed by those present.

1996-97 Audit: Kathy Tri began by presenting the introductory letter and discussed some of the notes. Debbie Smith-Wagar discussed the Balance Sheet, Combined Statement of Revenue and Expenditures. Rebecka Radcliff asked if there was a management letter. Smith-Wagar explained that the City had not received the letter as yet, and she would check on it.

1996-97 Retirement Report: Kathy Tri presented the actuary's report. She explained the plans to the Committee and some of the actions that have been taken to manage the plans. The Committee discussed possible remedies to the police/fire plan, such as combining the two plans and buying out the existing plan and rolling the employees into O-PERS. The Committee accepted the report.

Discussion on Committee Work Schedule: With new members on the committee, Kathy Tri asked for committee input on topics they would like to review. She suggested reviewing the investment policy which was adopted in 1991. Fred Howe suggested reviewing ordinances with financial impact or financial policies. Duane Cole suggested that staff develop a calendar for the committee to review. Fred Howe also suggested a better way to purchase small items that show up on the payables monthly.

Audit Contract: Kathy Tri explained that the City would be going out for a new audit contract. She asked who on the Finance Committee would like to participate on the selection committee. Rebecka Radcliff and Bob Larson volunteered.

Outstanding Lien List: Kathy Tri explained that this list has been filed with the County and she intended to write each property owner. Bob Larson suggested also calling the people on the list.

MONTHLY TRANSACTIONS: Fred Howe and Bob Larson asked questions about various transactions.

QUARTERLY REPORT: Bob Larson asked about the investment report, specifically about the Bank of Toyko and Toyota Motor.

ADJOURNMENT: The committee moved to adjourn at 8:30 p.m.