

City Council Meeting Minutes

February 24, 2011

I. Study Session - 5:00 p.m.

1. Interlocal Agreement with Clark Fire Marshal's Office for International Fire Code Compliance Plan Review and Inspection Services – Richard Martin, Clark County Fire Marshal's Office, and Justin Clary, City Manager
2. Regional Sewer Business Plan Update – Steve Wall, Public Works Director, and Gaylynn Brien, Finance Division Director

**PRESENT:** Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose.

**ABSENT:** None.

**STAFF:** Finance Division Director Gaylynn Brien; City Manager Justin Clary; Building Official Jim Perry; City Attorney Chris Sundstrom; Public Works Director Steve Wall.

II. General Session

Call to Order 6:29:18 PM

1. Pledge of Allegiance
2. Roll Call

6:24:49 PM

**PRESENT:** Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose.

**ABSENT:** None.

**STAFF:** Finance Division Director Gaylynn Brien; City Manager Justin Clary; City Attorney Chris Sundstrom; Public Works Director Steve Wall; Administrative Coordinator Lindsay Warren; Carrie Greene, Police Chief

3. Late Additions or Changes to the Agenda - none

III. Public Comment

None

IV. Consent Agenda

1. Approval of Minutes from February 10, 2011
2. Approval of Claims/payroll

**MOTION:** Council member Don Stose moved to approve the consent agenda as provided

**SECOND:** Council member David Taylor.

6:31:15 PM

**Vote:**

5-0

**Yes:**

Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose

No: None  
Abstained: None  
Absent: None

Motion unanimously passed.

**V. Business 6:31:48 PM**

- 1. Ordinance No. 1077 – First Reading of Approval and Amended Applicable Date for Sewer System Development Charges – Justin Clary, City Manager – discussed postponing implementation date for one year due to economic downturn; potential increase to sewer rates; possible incremental fee increases; possible 9 month delay vs. one year**

**MOTION:** Council member Lee Wells moved to dispense with the second reading of Ordinance No 1077  
**SECOND:** Council member Don Stose.

Motion withdrawn

**MOTION:** Council member Lee Wells moved to suspend council's rules and consider adoption of Ordinance No. 1077 on first reading  
**SECOND:** Council member Don Stose.

6:57:17 PM

**Vote:** 5-0  
**Yes:** Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose  
**No:** None  
**Abstained:** None  
**Absent:** None

Motion unanimously passed.

**MOTION:** Council member Darren Wertz moved to amend Ordinance No. 1077 to state the time period for which the increase be advanced 9 months instead of 12 months, reflecting an effective date of January 1, 2012  
**SECOND:** Council member David Taylor.

6:56:02 PM 6:56:24 PM

**Vote:** 5-0  
**Yes:** Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose  
**No:** None  
**Abstained:** None  
**Absent:** None

Motion unanimously passed.

2. **Ordinance No. 1078 – First reading of Approval of an Amended Applicable Date for Traffic Impact Fees – Justin Clary, City Manager** discussed postponing implementation date for one year due to economic downturn

**7:05:18 PM Pat Jeffries, developer** – requested council waive first reading to assist with home pricing

**MOTION:** Council member David Taylor moved to suspend rules for a second reading and consider Ordinance No. 1078 on first reading

**SECOND:** Council member Don Stose.

**7:07:21 PM**

**Vote:**

5-0

**Yes:**

Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose

**No:**

None

**Abstained:**

None

**Absent:**

None

Motion unanimously passed.

**MOTION:** Council member David Taylor moved to approve and accept Ordinance No. 1078 as presented

**SECOND:** Council member Don Stose.

**7:08:51 PM**

**Vote:**

0-5

**Yes:**

None

**No:**

Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose

**Abstained:**

None

**Absent:**

None

Motion unanimously failed.

3. **Ordinance No. 1079 – First reading of Approval of an Amended Applicable Date for Park Impact Fees – Justin Clary, City Manager** discussed postponing implementation date for one year due to economic downturn

**MOTION:** Council member Lee Wells moved to suspend rules of council for second reading and consider Ordinance No. 1079 on first reading

**SECOND:** Council member Don Stose.

**7:12:16 PM**

**Vote:**

5-0

**Yes:**

Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose

**No:**

None

**Abstained:**

None

**Absent:**

None

Motion unanimously passed.

MOTION: Council member Lee Wells moved to adopt Ordinance No. 1079 as presented

SECOND: Council member Don Stose.

Motion withdrawn

7:15:18 PM

MOTION: Council member Darren Wertz moved to amend and adopt Ordinance No. 1079 with an effective date of January 1, 2012

SECOND: Council member David Taylor.

7:21:08 PM

Vote: 5-0  
Yes: Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose  
No: None  
Abstained: None  
Absent: None

Motion unanimously passed.

7:21:41 PM

Vote: 4-1  
Yes: Council member David Taylor, Lee Wells, Darren Wertz and Don Stose  
No: Mayor Ron Onslow  
Abstained: None  
Absent: None

Motion Passed.

MOTION: Council member David Taylor moved to remove Ordinance No. 1074 from the table

SECOND: Council member Darren Wertz.

7:22:32 PM

Vote: 5-0  
Yes: Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose  
No: None  
Abstained: None  
Absent: None

Motion unanimously passed.

4. **Ordinance No. 1074 – Third reading of Provisions for Adjustment to Utility Bill for a Broken Lateral Pipe – Steve Wall, Public Works Director – discussed adjustments to credit percentages**

MOTION: Council member David Taylor moved to adopt Ordinance No. 1074 as amended

SECOND: Council member Don Stose.

7:28:30 PM

Vote: 5-0  
Yes: Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose  
No: None  
Abstained: None  
Absent: None

Motion unanimously passed.

5. **Ordinance No. 1076 – Second reading of Budget Amendment 2011-01 – Gaylynn Brien, Finance Division Director** – discussed items added since first reading - park land purchase of 20 acres; interlocal agreement with Port; update of Capital Facilities Plan

7:34:39 PM

MOTION: Council member Don Stose moved to adopt Ordinance No. 1076 as presented

SECOND: Council member David Taylor.

7:35:38 PM

Vote: 4-0  
Yes: Mayor Ron Onslow; Council member David Taylor, Darren Wertz and Don Stose  
No: None  
Abstained: Council member Lee Wells  
Absent: None

Motion unanimously passed.

Council member Wells abstained due to a potential perceived conflict of interest

6. **Resolution No. 397 – Designation of Official Newspaper – Justin Clary, City Manager**

MOTION: Council member Lee Wells moved to approve Resolution No. 397 awarding The Reflector as the official newspaper for the City of Ridgefield

SECOND: Council member Darren Wertz.

7:38:14 PM

Vote: 5-0  
Yes: Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose  
No: None  
Abstained: None  
Absent: None

Motion unanimously passed.

7. **Motion – Approval of an Interlocal Agreement between the City of Ridgefield and Port of Ridgefield for Soil Hauling – Justin Clary, City Manager** – discussed 25% administrative fee

MOTION: Council member David Taylor moved to authorize the City Manager to execute an Interlocal Agreement between the City of Ridgefield and Port of Ridgefield for Soil Hauling

SECOND: Council member Don Stose. 7:48:01 PM

MOTION: Council member Lee Wells moved to amend the motion and request staff to request a copy of Port's administrative costs before issuing check

SECOND: None.

Motion failed for lack of a second.

7:50:11 PM

Vote: 3-2  
Yes: Council member David Taylor, Darren Wertz and Don Stose  
No: Council member Lee Wells; Mayor Ron Onslow  
Abstained: None  
Absent: None

Motion Passed.

**VI. Public Comment**

None

**VII. Council/Presiding Officer/Staff Reports**

**1. Council**

**Council member Stose** - Legislative Action Conference; school board meeting

**Council member Taylor** – Planning Commission Meeting; Gee Creek Committee Meeting; Community Garden Meeting; Pipeline Safety Commission

**Council member Wells** – Washington DC with Farm Bureau; State of Clark County address; Ridgefield Junction Neighborhood Assoc Meeting; Ridgefield Business Association; Port Meeting

**Council member Wertz** – State of Clark County address

**2. Mayor Onslow** – Community Block Grant Program; Peace Health Reception; Legislative Action Conference; State of Clark County address; Blue Ribbon Parks Committee; Mayor's Meeting with Jamie Herrera and US Representatives Micah and Schultz

**a. Appointment of Therese Beaudry, Parks Board, position No. 5 –**

MOTION: Council member David Taylor moved to confirm Mayor's appointment of Therese Beaudry to Position No. 5 of the Ridgefield Parks Board

SECOND: Council member Don Stose.

8:10:42 PM

Vote: 5-0  
Yes: Mayor Ron Onslow; Council member David Taylor, Lee Wells, Darren Wertz and Don Stose  
No: None  
Abstained: None

Absent: None

Motion unanimously passed.

Therese Beaudry thanked Mayor for nomination and commended the park board members

3. **Executive and Community Development – Justin Clary, City Manager** - Joint City Council/Port meeting for March 3<sup>rd</sup> has been postponed; Overlook park – staff met w/design consultant; Shoreline Master Program Update is almost drafted; provided an update on State Legislative activities
4. **Finance and Administration – Gaylynn Brien, Finance Division Director** – discussed January revenues and expenditures; street fund; utility tax increase
5. **Public Works – Steve Wall, Public Works Director** – discussed water utility coordinating council meetings and placement of boundaries; water rights acquisition; well 7 operation; Parks Board activity; Clark County Development and Engineering Advisory Board update; Countywide Stormwater Grant Partnership; truck donation
6. **Public Safety – Carrie Greene, Police Chief** – Officer Doriot on FMLA; 86 Court Filings; Chair for American Legion noted Officer Morgan and Ferris received Officer of the Year, Officer Morgan won statewide award; bi-monthly training sessions

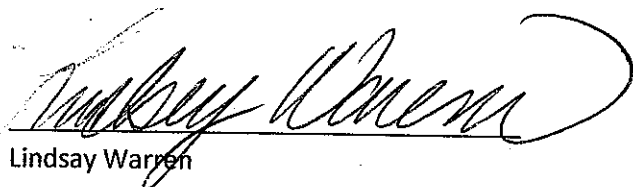
**VIII. From the Council -**

**Council member Wertz** – read draft of core beliefs of council (copy in file) 8:43:32 PM

**Council member Wells** – Port is 90% design complete on overpass

**Mayor Onslow** – discussed ordinances against derelict cars in yards and driveways; bids for foundation for community garden shed

**IX. Adjourn 8:46:44 PM**



Lindsay Warren  
Senior Administrative Assistant  
Deputy City Clerk



Ron Onslow  
Mayor

(1)

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept for a minimum of five years. This is a legal requirement in many jurisdictions and helps in the event of an audit or a dispute.

The second part of the document outlines the procedures for handling discrepancies. It states that any difference between the recorded amount and the actual amount should be investigated immediately. The reasons for the discrepancy should be identified and documented.

In conclusion, the document stresses that diligent record-keeping is essential for the smooth operation of any business. It provides a clear framework for how to manage financial data effectively.

(2)

The third part of the document details the process of reconciling accounts. It explains that this process involves comparing the internal records with the bank statements to ensure they match. Any variances should be explained and corrected.

It is also mentioned that regular reconciliations, such as monthly, are crucial for catching errors early. This prevents small mistakes from becoming larger problems over time.

The fourth part of the document discusses the use of technology in accounting. It highlights how software solutions can streamline the recording and reporting process, reducing the risk of human error and saving time.

Finally, the document provides some advice on how to organize the accounting files. It suggests using a consistent naming convention and keeping digital backups of all records to ensure they are always accessible.

(3)

The fifth part of the document covers the preparation of financial statements. It describes how the accumulated data from the records is used to generate the Income Statement, Balance Sheet, and Cash Flow Statement.

It is noted that these statements provide a comprehensive overview of the company's financial health. They are essential for management decision-making and for reporting to stakeholders.

The document also touches upon the importance of reviewing these statements regularly. This allows the business owner to identify trends, such as increasing expenses or declining revenues, and take corrective action.

In summary, the document provides a thorough guide to the accounting process, from initial recording to the final reporting stage. It aims to help businesses maintain accurate and reliable financial information.