



City of Seneca February 4th 2025 Work session
City Hall 106 A Ave @ 6pm

The February 4, 2025, work session focused on financial updates and operational improvements. Robin CPA, assisting with bookkeeping and audits, highlighted progress on correcting past journal entries and emphasized the importance of accurate bookkeeping. The council discussed transitioning Muni Billing to QuickBooks to streamline billing processes and reduce redundancy. They also considered scheduling a community cleanup day and addressing issues with cars parked on the street during plowing. The session concluded with plans to create a task schedule for city operations and appoint new budget committee members.

Outline

Swearing In and Meeting Introduction

- Andrea Officer calls the work session to order and swears in Chuck White, who affirms his support for the Constitution and laws.
- Andrea explains that work sessions are for discussing agenda items and not making decisions.
- Andrea invites public comment if anyone has questions or suggestions.

Updates from Professional Bookkeeper BA Robins

- Deborah Oatman introduces Robin, who has been helping with bookkeeping and auditing for the city.
- Robin explains her background in bookkeeping and her current role in training and consulting.
- Robin discusses the audit process and the issues with journal entries from previous years.
- Robin emphasizes the importance of proper bookkeeping and the progress being made in correcting past errors.

Discussion on Audit and Journal Entries

- Andrea and Robin discuss the challenges of correcting past journal entries and the importance of accurate bookkeeping.
- Robin explains the need for thorough review of journal entries to ensure accuracy.
- Andrea and Robin discuss the importance of documenting financial transactions for transparency.

MuniBilling and QuickBooks Integration

- Robin and Deborah discuss the current billing process and the inefficiencies of using MuniBilling.
- Robin suggests that Deborah take over the billing process to streamline it and reduce redundancy.



- Councilor Wenick and Councilor Northington discuss the history of using Muni Billing and the potential savings from switching to QuickBooks.

Budget Committee and Task Scheduling

- Andrea and the group discuss the need to appoint new members to the budget committee.
- Matt and Barb Northington explain the process of appointing budget committee members and the importance of having a quorum.
- Andrea suggests creating a task schedule to ensure all important tasks are completed on time.
- The group agrees to create a task schedule and discuss it in the next meeting.

Fire Line and Community Cleanup

- The group discusses the timing of fire line cutting and the potential need for multiple cuts throughout the year.
- Mayor Officer and Councilor Wenick suggest scheduling a community cleanup day to encourage residents to dispose of junk and reduce fire hazards.
- The group discusses the possibility of offering a free dump day to help residents dispose of large items.
- Mayor Officer and Councilor suggest involving volunteers to help with the cleanup and brush trimming.

Addressing Property Maintenance Issues

- Mayor Officer suggests sending letters to property owners to remind them of their responsibilities.
- Councilor Northington mentions the need to address hazard trees that could fall on the road.
- The group discusses the possibility of using eminent domain or liens to address long-term vacancies and unpaid bills.

Final Remarks and Next Steps

- The group agrees to create a task schedule and discuss it in the next meeting.
- Council discuss the importance of clear communication and collaboration among council members and city staff.
- The meeting concludes with a reminder to address the issue of cars parked on the street during plowing season.

Minutes Submitted by:
Deborah Oatman, CM

Andrea Officer
Attest: Mayor Andrea Officer