



City of Kootenai
**COUNCIL SPECIAL MEETING AND
BUDGET WORKSHOP MINUTES**

DATE: June 17, 2020

TIME: 6:00 p.m.

Mayor Lewis brought the meeting to order at **6:02 p.m.**

Roll Call: Councilman Sundquist – AYE, Councilwoman Mjelde - AYE, Councilman Schock, AYE, and Councilwoman Bauer; via phone attendance – AYE.

Staff Present: City Clerk, Ronda L. Whittaker

Others Present: None were present

Amendments to the Agenda – None were proposed.

Public Comment – None was given.

Announcements – None were given.

- 1. Building Repairs** – Ronda advised Council that Durfee Construction, the contractor that the City has used in the past for building repairs and who is familiar with the site, had come to her with a proposal to put new metal roofing on the City Hall as he had over purchased for another project and could give the City a good price on materials. She stated that Mr. Durfee had submitted a proposal for the project. Council discussed the proposal and agreed that it would be in the City's best interest to move forward with the project as it was a project on the list of issues that needed attention. Councilwoman Bauer questioned the need to bid the job out. Ronda stated that if the project was less than \$50,000 it was not necessary to solicit bids. She also advised that the project was not really something that needed immediate attention but would be an issue later if it was not taken care of now when the materials were available, and the proposal was reasonable. Council agreed. **Councilwoman Mjelde made a motion to accept the proposal only after the City's Clerk confirms the state statute in regard to bidding restrictions and process, 2nd by Councilman Schock; roll call vote:**

**Councilman Sundquist – AYE
Councilwoman Bauer – AYE**

**Councilwoman Mjelde – AYE
Councilman Schock – AYE**

- 2. Resolution – Standards for Solid Waste Collection Franchise** – Ronda advised that Council missed adopting the Resolution when they adopted the Ordinance at the regular June meeting. Therefore, she has brought it to Council at this time. **Councilman Sundquist made a motion to adopt the Resolution regarding Standards for Solid Waste Collection Franchise, 2nd by Councilwoman Mjelde; roll call vote:**

**Councilman Sundquist – AYE
Councilwoman Bauer – NAY**

**Councilwoman Mjelde – AYE
Councilman Schock – AYE**

3. Adjournment: Mayor Lewis adjourned the special meeting at 6:24 p.m. and opened the Budget Workshop.

A. Budget Workshop

The Mayor, Council and City Clerk/Treasurer went over and discussed the budget line by line. Line items of special interest and discussion:

Street Fund Revenue/Expense

- **Revenue** – Ronda advised that the City Street Fund was in good shape as there were funds that could be carried over into this coming year. She advised that the Pandemic and new formulas that legislature was working on could affect the State Highway Users Fund in a negative way and suggested they decrease revenues from that source by 20%. Council agreed.
- **Expenses** – Council discussed the expenses would need to also be decreased by at least 20%. They agreed that since the City's Engineer had mentioned that there would be no need for chipping or asphalt within the City this coming year, that line item could be reduced. Along with the mobility/bike/ pedestrian as the City was working on getting a grant to help with bike and pedestrian projects. Street Material/Mapping was also reduced, as well as the budget for trees. The Selkirks-Pend d'Oreille Transit (SPOT) donations was discussed. Councilwoman Bauer expressed her concern that the City's residents have not really showed an appreciation for the service. Mayor stated that the city of Kootenai had one of the most prevalent ridership. Councilman Schock reminded Council that the City had received a bus shelter this last year. Council recommended that the City's donation to Selkirks-Pend d'Oreille Transit (SPOT) be increased as a bus shelter has been put within the City and the ridership is prevalent.

General Revenue/Expense

- **Revenue** – Ronda advised that the City's General Fund was in good shape as there were funds that could be carried over into this coming year.
- **Building Permits** – Ronda reminded Council that the City had gone through a building boom in the last two years, but that now there was not much land to develop within the City and advised that the income from building permits be decreased. Council discussed this issue along with the expected funding from subdivisions and property tax. It was recommended that all funding involving building within the City be decreased.
- **Liquor Licenses** – Ronda advised that the City has lost one of their liquor vendors, so the revenues had decreased.
- **State Liquor Fund** – Ronda reminded Council that the State Liquor Fund would continue to decrease until 2025. Council recommended lowering the State Liquor Fund expectation to match 2018 fiscal year.
- **Expense:**
- **Accounting and Audit** – Ronda advised that the City is now required to have an annual audit, so it was not necessary for the City to budget for a combined year audit. Council recommended decreasing the budget for auditing to cover a yearly audit instead of a two-year audit.
- **Building Repairs – Forgone** - Ronda advised Council that they had used a portion of the forgone fund for repairs which left a balance that would be used to fix the roof. Council agreed to keep a fund going for future improvements. Ronda advised that the security system that the City had for the City Hall was not working correctly and advised that they upgrade the system as she had been experiencing some weird activities in the area and was concerned. Council agreed.

- **Law Enforcement** – Mayor advised that she had asked the City Administrator for the city of Sandpoint to provide Council with a proposed share law enforcement contract for the coming year.
 - **Park Maintenance** – Councilman Schock suggested Council add funds to park materials and maintenance as the water fountain is outdated. He stated that he has investigated different options to fix the current fountain but was not sure one would work. Council discussed also trying to put an ADA porta potty at the park again. They also discussed the potential for putting a pad and walkway in for the ADA swing that needed to be placed. Council advised that the proposals that came in for the project were way too high and it was advisable to look at different options for a walkway. Councilman Sundquist advised that the City of Ponderay had put a pressed asphalt/gravel pathway to their swing and suggested the Clerk reach out to them to see if the project was ADA compliant.
 - **Employee Health Insurance** – Councilwoman Bauer asked if the City’s health insurance had increased. Ronda stated that it had increased by 4%, She reminded Council that she was required to pay 20% of the health insurance expense. Council discussed wage increase and an insurance plan that would include dental and sight. Councilwoman Bauer suggested the Clerk get some information to Council and that Council hold an executive meeting at next regular meeting to discuss the issue. Council agreed.
- 4. Mayor Lewis adjourned the Budget Workshop at 8:45 p.m. and opened the Regular Meeting to adjourn at 8:45 p.m.**

Submitted by:
Ronda L. Whittaker
City Clerk