

City of Kootenai

SPECIAL MEETING AND BUDGET WORKSHOP MINUTES

DATE: June 15, 2022

TIME: 6:00 p.m.

Mayor Lewis brought the meeting to order at 6:00 p.m.
City Clerk opened online attendance.

Roll Call: Councilman Sundquist – PRESENT by phone, Councilwoman Mjelde – HERE, Councilman Schock – HERE, and Councilman Rafferty – HERE.

Staff Present: City Planner, Clare Marley of Ruen Yeager, and City Engineer, Ryan Luttmann

Amendments to the Agenda –None were introduced.

Others Present: City Attorney Benjamin Allen and Britney Jacobs of Silver Valley Law.

Public Comment – None were made.

Announcements – None were given.

- 1. Employee Health Insurance Package** – The City’s Clerk, Ronda Whittaker advised that Council had had the opportunity to review several plan options. Council agreed that they would like to off its employees a lower deductible plan. Councilman Schock stated that he was happy with the III-A plan options. **Councilwoman Mjelde made a motion to offer the III-A Standard 70-ACA Medical and RX Plan to its employees, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

- 2. Code Violations** – Ronda advised that the City had several outstanding code violations that needed to be addressed and would like to have some direction from Council as to how to proceed as the City now has an Alternate Code Administrator to work with. Council agreed that the outstanding code violations need to be updated and advised that they would like to have updated pictures before moving forward with enforcement. Councilwoman Mjelde moved to have the City Alternate Code Administrator update outstanding code violations with current pictures before Council moves forward with enforcement, 2nd by Councilman Rafferty; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

Mayor Lewis adjourned the special meeting at 6:15 p.m.

Budget Workshop

Members Present: Mayor Lewis, Councilman Rafferty, Councilman Schock, Councilman Sundquist and Councilwoman Mjelde.

Staff Present: City Clerk/Treasurer, Ronda L. Whittaker, City Planner, Clare Marley, and City Engineer, Ryan Luttmann.

Others Present from the Sign-In Sheet: None

A. Budget Workshop

The mayor, council and staff went over and discussed Ronda's concerns and suggestions. Line items of special interest and discussion:

Street Fund Revenue/Expense

Ronda advised that there will be \$55,190 in carryover funds available to work with this year.

- **Expenses** – Ryan advised that there were several expenses that should be addressed and proposed the following expense adjustments:
- **Encroachment Utility** – Ryan suggested that the City set the line item at the same as last year at \$2,000. Council was in agreement with the suggested proposal.
- **Surveys ROW's** – Ryan suggested that this line be increased to \$5,000 from last years \$2,400 as there may be some cases where stormwater areas have been filled in or over vegetated and surveys may be needed. Council was in agreement with the suggested proposal.

General Revenue/Expense

Ronda stated that she had run some proposed figures for the upcoming FY Budget. She advised that she did this to give Council an idea of how the budget will look as they move forward with hiring a deputy clerk. Ronda advised that the City had received \$105,182 in State and Local Fiscal Recovery Funds (SLFRF) this year and would receive the final portion either this year or next. She advised that these funds had to be used for specifically approved projects. Attorney Allen advised that the City may need to open its 2022 budget to add these funds. Ronda concurred and advised that the City had not used the funds received yet and she had been working with the City's Engineer to see if we could use them on projected projects. She also advised that there would be a carry over into FY 2023 of \$116,973 to help with increased expenses.

The City's Planner, Clare Marley summarized planning projects anticipated in the upcoming fiscal year. She had no suggested changes to expenses related to future planning projects.

- **Expenses**– Council proposed the following expense adjustments:
- **Building Supplies** – Council suggested an increase from \$100 to \$600 to insure there are funds available to make adjustments to the building to house a deputy clerk station.
- **Building Repairs - Forgone** – Ronda advised that the City will not have forgone funds available this next year and that the previous forgone funds had been used to re-roof the City Hall. Councilman Sundquist suggested to change the line item to Architectural Services in order to explore a design on future use of City properties. Councilman Schock agreed that the City obtain proposals for future development. Council agreed on the line-item change and suggested \$10,000 to fund the services. Councilman Sundquist commended Council for this decision and it is a big step for the City.
- **Computer Hardware** – Council agreed raise the line item from \$300 to \$1,000 to make sure there are funds to house a deputy clerk station.
- **Employee Wages** – Ronda advised that the cost of living is increasing and that a 3% wage increase would be in order. Council agreed. She then advised that there would be an increase in employee wages as the City moves forward to hiring a deputy clerk. She advised \$30,720 to start. She suggested that this line item will increase the City's payroll liabilities, PERSI, and with the decision to add approved health insurance that the line item should begin at \$24,000. Council Agreed.

Meeting adjourned at 8:00 p.m.

Submitted by:

Ronda L. Whittaker

City Clerk/Treasurer