

City of Kootenai
BUDGET WORKSHOP MINUTES
DATE: June 13, 2023
TIME: 6:30 p.m.

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

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

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

Others Present from the Sign-In Sheet: None

A. Budget Workshop

Street Fund Revenue/Expense

Ronda advised that there will be \$39,199.12 in carryover funds available to work with this year. Additionally the City has not used the funds awarded for the 2nd St Widening Project of \$250,000.

- **Revenues** – Ryan proposed that the culvert encroachment revenues will be higher as there seems to be more culvert expansion permits coming in. Council agreed that there were no adjustments to revenues other than Ryan’s recommendation.
- **Expenditures** – Council discussed adding small amounts to a few expenditures such as Alley Clean-up and Ditches as the services to maintain these areas are rising. Ryan suggested adding additional expense to the Capital Improvement Project for the completion of Helena St. and the City parking lot project. He also readvised that the 2nd Street Widening Project will likely go over the \$250,000 mark when adding engineering and design expenses and recommended adding funds to support this project. Council Agreed. Council also discussed adding additional donation funds to SPOT as the service is greatly used and is an asset to the community. Ryan and Council agreed that there were several expenses that could be lowered such as Street Material/Mapping, Miscellaneous Streep projects as Ryan explained that he is now working on a new capital improvement plan that may not begin until next year. Council agreed.

General Revenue/Expense

Ronda advised that the FY 2022 carryover would about to \$325,660 this year as the City has not used the ARPA funds of \$210, 363.98 that were received, she advised that some of these ARPA funds could be used to support the upcoming 2nd Avenue Widening project.

- **Revenues** – Ronda advised that the City will see less franchise revenues coming in from Northland Cable TV/Vyve due to residents changing over to internet. She went on to explain that the City will receive a little more revenues coming from their Waste Management and Avista as the City is growing in population. She also advised that interest rates were rising and the City will see a little more interest coming from their checking and money market accounts. Ronda advised Council that their Deputy Clerk, Mandy was managing the business license tasks. Mandy reported that the City now has 52 businesses which will result in additional revenue. Ronda advised that the City now only had one mixed liquor and one beer and wine liquor license so the City will see decreased revenues coming from those sources. She also advised that the State liquor funds look like they will be decreasing this next year, but that the State revenue sharing is very strong, and Council should consider adding potential revenues for this fund. Council agreed to the suggested adjustment to the City’s revenues.

- **Expenses** – Ronda and Council discussed specific expense funds. Ronda explained that due to the federal funds that the City received in 2022, that auditing was a little more extensive. She also advised that all service expenses are increasing and recommended that Council consider adding to this expenditure. Council discussed snow removal expenses. Ronda stated that the expense was getting high because the roof snow falls right onto the sidewalk and it impossible to remove by shovel. Council agreed that they would not like for staff to be shoveling and ask them to look into purchasing a snow blower and agreed that this expense will be higher.
- **Law Enforcement Contract** – Mayor advised Council that the City of Sandpoint was going to lose its funding for a School Resource officer due to the School Districts cut in budget. She stated that due to that cut, the City may lose its law enforcement contract. Council expressed their disappointment but advised that the City should keep this line item open and do whatever it takes to keep the contract open.
- **Park Maintenance** – Council discussed the need for additional expenses for park maintenance as the City has now added an additional pocket park and is working on developing the 2nd Street park area.
- **Ordinances/Com Plan** – Council agreed that codification services are costing more and agreed to add additional funds for this expenditure.
- **Special Use Permits** – Ronda advised that due to the amended regulations for ADUs the City will see an additional expense but then will even out as applicants pay an initial fee to support the costs and will be billed if the initial fee does not carry the costs. Council agreed to add additional funds to this expenditure just to be safe.
- **City Planner** – Council agreed to add an additional funds to this expenditure as they understand that the City is getting more populated and the want to make sure that the Planner has what she needs.
- **Subdivision Costs** – Ronda advised that there is not too much dirt left in the City so the City is not seeing much of a cost related to this expense. She stated that this item is almost a wash as the applicant is billed for additional costs related to a subdivision project. Council agreed to reduce the expense for this expenditure.
- **Meals related to Training** – Ronda stated that it is much more expensive to eat out when away at training, Council agreed to raise this expenditure.
- **Utilities** – Ronda advised that all utility services are rising, and Council should consider adding additional funds to support these services. Council agreed.
- **Wages** – Ronda advised that the inflation rates were now over 5% and asked Council to consider a COLA raise. Council agreed to increase wages by 5%. Councilman Schock averaged the expense at 5.01% for Clerk/Treasure and 5.143% for Deputy Clerk.
- **Payroll taxes** – Ronda advised that the City now has two employees and this expense will increase. Council agreed to funds to support this expenditure.

Meeting adjourned at 8:00 p.m.

Submitted by:

Ronda L. Whittaker

City Clerk/Treasurer