Rathdrum

City Council Special Minutes

May 04, 2016

6:00 pm

Location: City Council Chamber
8047 W. Main Street
Rathdrum, ID 83858
(208) 687-0261

WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

1. **CALL THE MEETING TO ORDER**
   Meeting called to order at 6:00 p.m.

2) **ROLL CALL**

PRESENT:	Councilor Holmes, Councilor Meckel, Councilor Worthen, Councilor Laws and Mayor Holmes & Guest Leon Duce.
ABSENT:	None
STAFF:	Finance Director/Treasurer Taylor and City Attorney Cafferty.

3) **DISCUSSION OF BUDGET PRIORITIES, STRATEGIC PLANNING & REVENUE FLOW**

Finance Director Taylor gave an overview of what would be discussed.

- Review 2016-2017 Budget Schedule
- Review last year's priorities and accomplishments
- Review this years' Department Head/Mayor Budget Meeting Requests (large items)
- General Direction for Budget Preparation—Tax, Wages, Street Lights & Future City Hall
- General Direction Goals for upcoming year—Strategic Plan--Priorities and Visioning

The first item in your packet is a tentative budget schedule. Please look over the dates and see if you each have availability, we can always add additional dates if needed.

Finance Director Taylor stated that last year's priorities and accomplishments are listed in your packet. These are things that are above and beyond the "normal" projects such as street rehabilitation and pathway improvements. You as a governing board should be proud of the Cities accomplishments.

The next topic was giving a brief summary of the Department Head Budget meeting last week with the Mayor and myself. The paperwork in your packet is a summary of the details of each department wants and needs. This includes staffing, wages, equipment, facilities and projects. She encouraged the Council to look it over and ask questions.

Taxes/Wages/Street Lights & Future City Hall

Taxes- Council discussed looking at projects and what is needed then deciding what amount if any to take in property tax.

Street Lights- Street Lights are a hot topic, there have been law suits and we do not want to get sued. Finance Director stated that many cities including Post Falls are paying the street light fee from the General Fund.

Future City Hall- All City Departments are pretty cramped in our current facilities with no potential to handle growth. As we continue growing in two years we could add approximately 2,000 more people. All of the lots in town are sold and 450 more lots are being developed as we speak. Last year we grew 4.7%. 2,000 more people means 10 more acres of park land, sports equipment, staff, storage needs and duties. For the police department they are out of storage as well as City Hall, all of the cabinets are full. It would be nice to have everyone together, we are paying utilities & building maintenance for all of these different locations.

Council discussed the 320 acres that we lease through 2019 to TNT Farms. We could sell that eventually and use those funds to help pay for a new city hall. Mayor Holmes gave a brief overview of the history of the land and why the City of Rathdrum has been holding it for future land application. The Mayor thinks that The City of Post Falls should buy our 320 acres or cut us loose. This topic is going to be covered as John negotiated our Intergovernmental Agreement with Post Falls.

Wages- Council asked about the re-alignment and staffing in Parks & Recreation. Finance Director stated that Eric realigned the seasonal help to (2) 5 month positions in the Cemetery, (1) 10 month seasonal (Shane Maland) and (1) 3 month position in Parks. Eric would like to hire an Events Coordinator for approximately 20 hours per week. The Mayor stated that he is putting quite a bit of pressure on Recreation to start some adult programs. Council asked about the Deputy City Clerk position and moving it to Full Time. Finance Director Taylor stated that Heather is doing well and wants to move to full time. She stated that we are waiting to finish the Cleanup of the interior of City Hall to get everyone housed properly.

Council asked if Public Works Director/Engineer Jump wanted to hire a draftsman to help him out. Finance Director Taylor stated that Public Works Director/Engineer Jump likes to

run lean and likes to do his own drafting. He had stated that he will let us know if he becomes overwhelmed and needs help.

Overview of Department Needs

Admin Department-
Office Security
2 New IPad/Windows Surface (like a laptop)
Move Deputy to FT
Training for Finance (GFAO & APT)

Parks & Recreation-
PT Events Coordinator
Need to look at Admin Position (Red Flag)
New 72" Mower Deck
Possible Pole Barn for Storage

Public Works-
Possibly another Building Inspector
Possible promotion of the Equipment Operator to a Street Supervisor
Look at Mechanic's Position (Red Flag)
Would like a new Street Sweeper & Pumper (ours is 36 yrs. Old)
Would like a 1/2 Dump/Work Truck

Police-
Replace 3 cars (SUV's) 2 from Police Budget & 1 from Capital Projects Money
Continue Paid Holidays for Patrol Officers (currently doing) keep Comp time down.
Need more storage

Council Vision/Projects

Councilor Meckel-
- Continue City Beautification
- Art Piece in town
- Possibly add Mayor & Council to medical benefits
- Timeframe for New City Hall
- Resurfacing Coeur d' Alene Street and Nagel Rd.

Councilor Laws-
- New City Hall
- Round a bout at Boekel
- Light at SH-53 & Meyer Rd.

Councilor Holmes

- SH 53 & SH41 triangle piece of property
- Continue City Beautification
- Traffic Light at SH53 & Meyer Rd.
- Round a bout at Boekel & Meyer Rd. (2020 projected date)
- Large trucks coming through town
- Economic Development

Councilor Worthen-

- Historic Jail back & beautify the area around it
- Reevaluate the pathway plan

Executive- (Mayor)

- Street Light Issue (need to take action)
- Future City Hall Planning
- Land (320 Acres) agreement with Post Falls
- Possible URD for the City to be discussed

Councilor Meckel made a MOTION to enter into executive session per I.C. 74-206 (1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; Motion seconded by Councilor Laws.

AYES:	Councilor Meckel
	Councilor Worthen
	Councilor Laws
	Councilor Holmes
NAYES:	None
ABSENT:	None

Motion Passed by majority.

4) **EXECUTIVE SESSION: I.C. 74-206 (1)** (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;

Councilor Meckel made a MOTION to exit executive session and go back to regular session. Motion seconded by Councilor Laws.

AYES:	Councilor Meckel
	Councilor Worthen
	Councilor Laws

	Councilor Holmes
NAYES:	None
ABSENT:	None

Motion Passed by majority.

5) ADJOURN

Meeting adjourned at 9:00 p.m.

Vic Holmes, Mayor

Attest:

Sherri Halligan, City Clerk

Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours notice prior to the meeting.