



Rathdrum

Special City Council Minutes

August 19, 2020

6:00 p.m.

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

Zoom Conference information will be on
the City Website –
www.rathdrum.org/councilmeetings

WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

Physically attending the open meeting: The City Council Chambers will be open for the meeting. However, please note the following:

1. Limited Seating will be provided at a minimum distance of 6' apart in accordance with guidelines.
2. If you are feeling sick, have been in close contact with someone who has been sick, or are uncomfortable being in physical attendance, please use the video conferencing option.
3. It is recommended those in attendance wear a face mask.

1) CALL THE MEETING TO ORDER

Meeting called to order at 6:00 pm

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

PRESENT: Mayor Holmes, Councilor Hill, Councilor Rickard and Councilor Adams

ABSENT: Councilor Laws

STAFF: City Administrator Duce, Deputy City Clerk Morrell, City Finance Director Taylor. City Attorney Herrington via Zoom video Conference

4) PUBLIC HEARING

A) Increase City fees more than 5% or new fees

City Administrator Duce gave a brief presentation on the increase of City Fees more than 5% and the new fees.

See the fees presentation

Mayor Holmes opened the hearing to the public.

In Favor

None

Neutral

Brett Surplus
6303 Lofty Ridge
Rathdrum, ID

John Hodgkins
6063 W Trestle St.
Rathdrum, ID

Steven Eliason
15031 N Stevens St.
Rathdrum, ID

Against

Austin Ottosen
12735 W Winch Ave
Rathdrum, ID

City Administrator Duce gave a rebuttal with explanations of the fees and answers to questions and concerns from the citizens and Council.

Mayor Holmes then closes the public portion of the hearing.

B) FY 2020-2021 Budget

City Administrator Duce gave a brief presentation on the 2020-2021 Budget.

See the budget presentation

Mayor Holmes opened the hearing to the public.

In Favor

None

Neutral

None

Against

None

Mayor Holmes then closes the public portion of the hearing

5) NEW BUSINESS

A) ACTION ITEM: Consider the adoption of City Fee Resolution

Councilor Hill made a MOTION to approve the Consideration of the adoption of City Fee Resolution as presented with 1.8% credit card convenience fee for transactions of \$250.00 or above. Motion seconded by Councilor Adams.

AYES: Councilor Hill
Councilor Adams
Councilor Rickard

NAYES: None

ABSENT: Paula Laws

Motion Passed

B) ACTION ITEM: Consideration of the Annual Appropriation Ordinance

Councilor Rickard made MOTION to approve the Annual Appropriation Ordinance. An Ordinance entitled the Annual Appropriation Ordinance for the fiscal year beginning October 1, 2020 appropriating the sum of \$24,330,090 to defray the expense and liabilities of the city of Rathdrum for said fiscal year, authorizing a levy of a sufficient tax upon the taxable property and specifying the objects and purposes for which said appropriation is made be placed on its first reading by title only, under suspension of the rules and to waive its second & third readings. Motion seconded by Councilor Hill.

AYES: Councilor Rickard
Councilor Hill
Councilor Adams

NAYES: None

ABSENT: Paula Laws

Motion Passed

Mayor then reads Ordinance by title only.

Councilor Rickard made MOTION to adopt the Annual Appropriation Ordinance and to publish by summary only & incorporate the title of the Ordinance into the body of the summary. Motion seconded by Councilor Hill.

AYES: Councilor Rickard

Councilor Hill
Councilor Adams

NAYES: None
ABSENT: Paula Laws

6) ACTION ITEM: Executive Session: I.C. 74-206(1)(C) TO CONSIDER THE EVALUATION, DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST, A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT, OR PUBLIC-SCHOOL STUDENT

Councilor Hill made a MOTION to go into Executive Session: I.C. 74-206(1)(c) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student. Motion Seconded by Councilor Rickard.

7) ADJOURN

Meeting is adjourned 9:00 pm

Vic Holmes, Mayor

Attest:

Sherri L 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.



Proposed Fees for 2020-2021

1

Fees

- ▶ Fees also reflect the principle that the cost of public services should be borne by those who benefit from the services.
- ▶ Fees must be reasonably related to, but cannot exceed, the cost of providing the service.



2

Credit Card Convenience Fees

- ▶ **Credit Card Convenience Fee** Proposed 3% Fee
 - ▶ Businesses have expressed an interest in using credit cards to pay for permits and fees.
 - ▶ Staff is requesting to waive the convenience fee on items less than \$250 to allow water and sewer bills to be paid without the fee.
 - ▶ Staff is also requesting to reduce the convenience fee to 1.8% which more closely reflects the actual cost of the fees from the bank that the City pays.



3

Administrative New Fees

- ▶ **Public Vendor Application** \$25.00 per permit
 - ▶ Rathdrum City Code (RCC) 7-6-3 requires vendors at City Parks must have a vendor permit. The City has not yet established a fee by resolution for the Public Vendor Application.
- ▶ **Copy Expenses for NEW printer** Print jobs over 11x17
B & W - \$1.25/page
Color - \$2.05/sq ft
 - ▶ The City recently leased two oversized printers and we need to establish fees for these printers.
 - ▶ Public Records request do receive a credit in the amount of 100 8 X 11 paper copies.



4

Administrative New Fees

- ▶ **Thumb Drives** 2 & 8 GB Drives \$1 each
16 GB Drives \$4 each
 - ▶ Due to computer safety procedures if the public would like to place documents on a thumb drive, they will need to bring an unopened thumb drive or purchase one from the City.



5

Building Department New Fees

- ▶ **Site Plan Permit (Any structure under 200 sq ft)** \$25.00 per permit
 - ▶ In an effort to document the approved placement of small accessory structures a small fee would be required to pay for staff time to review and approve the placement.
- ▶ **Retaining Walls** Assessed value of \$6/sq ft over 4 feet in height
 - ▶ New definition - This will only apply to retaining walls over 4 feet in height.



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Engineering Department New Fees

- ▶ **Sediment & Erosion Control Plan Review**

Less than 1 acre - \$100
1 acre and larger - \$300

▶ It is important that an erosion and sediment control plan is effective in preventing illicit discharge. Careful examination of the specific project site during project design to identify potential problems posed by slope, drainage patterns, and soil types is important in preparing an effective erosion and sediment control plan.



7

Parks & Rec Department Increased Fees

- ▶ **Majestic Park – Ball Field Lights**

Increased the fee from
\$75 to \$100

▶ The first year we estimated what the expense was for ball field lights. After review, it was determined that the appropriate cost should be \$100/field/day.



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Public Works Department Increased Fees

- ▶ **Sewer Service Base Fee**

Increased the fee from
\$63 to \$66

▶ The City of Post Falls raised the sewer treatment fees. The City of Rathdrum passes this increase on to the customer accounts.
- ▶ **Sewer Flow Rate per 1,000**

Increased the fee from
\$10.50 to \$11.00

▶ The City of Post Falls raised the sewer treatment fees. The City of Rathdrum passes this increase on to the customer accounts.



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Public Works Department Increased Fees

- ▶ **Sanitary Sewer Hookup Fee**

Increased the fee from
\$3,160 to \$3,433

▶ The City of Post Falls raised the sewer hookup fees. The City of Rathdrum passes this increase on to new sewer hookups.



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Proposed Budget for 2020-2021

1

Possible Ways to Increase Collection of Taxes

- ▶ Raise Taxes up to 3% on ALL property owners
- ▶ Collect Taxes on New Construction within City limits at last years levy rate
- ▶ Collect Taxes on Newly Annexed Properties
- ▶ Use Foregone Taxes – Increases taxes on ALL property owners



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Tax History

Fiscal Year	% Increase	Foregone	NC & Annexation	Total Tax Levied
2021 Proposed	0%	\$0	\$118,275	\$3,053,658
2020	0%	\$0	\$182,264	\$2,935,119
2019	0%	\$0	\$145,981	\$2,742,467
2018	1.92%	\$0	\$124,518	\$2,545,425



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Proposed Property Tax of \$3,078,279

- ▶ Total Amount will be submitted to Kootenai County on the L-2 Form
- ▶ That amount will be divided into portions for payment based off the taxable assessed value of your home and property
- ▶ Each year the County Assessor's office sends out your current assessed value of your property and home
- ▶ Last year many homeowners received a tax bill that was lower than the previous year and many homeowners received a tax bill that was higher



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General Fund Revenues

Revenue Type	2018-19 Actual	2019-20 Budget	2020-21 Proposed
Taxes	\$2,809,868	\$2,935,199	\$3,053,658
Licenses & Permits	\$7,370	\$7,800	\$7,800
Non-Business Lic	\$437,512	\$285,250*	\$290,300
Shared Revenue	\$1,247,721	\$1,225,920	\$1,299,249
Enforcement Services	\$62,531	\$65,400	\$16,500**
Misc. Revenue	\$338,404	\$237,620	\$268,520
Fund Bal Transfer	\$0	\$903,103	\$895,000
Total Revenues	\$5,028,896	\$4,882,189	\$5,831,027

* Note: Actual Revenues for this line item is at \$677,020 year to date.

** There is no funding from LISD for the School Resource Officer.



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General Fund Expenditures

Expenditure Type	2018-19 Actual	2019-20 Budget	2020-21 Proposed
Mayor and Council	\$72,897	\$72,350	\$72,350
Finance, Admin & Professional	\$454,661	\$505,175	\$504,820
Law Enforcement	\$1,965,737	\$2,077,324	\$2,153,070
Public Works	\$286,173	\$327,680	\$292,407
Planning and Zoning	\$98,080	\$214,505	\$213,112
Engineering	\$199,660	\$224,646	\$235,884
Building	\$92,691	\$103,844	\$150,642



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General Fund Expenditures (Cont.)

Expenditure Type	2018-19 Actual	2019-20 Budget	2020-21 Proposed
Streets	\$806,238	\$1,106,499	\$1,049,843
Parks & Rec	\$195,510	\$195,692	\$208,849
Parks	\$251,659	\$359,472	\$330,800
Cemetery	\$14,007	\$34,664	\$33,587
Recreation	\$209,791	\$245,611	\$233,133
Other Expenditures	\$113,449	\$136,000	\$127,750
Transfer to Capital Proj.	\$0	\$172,000	\$224,781
Total Expenditures	\$4,760,543	\$5,603,462	\$5,831,027



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Designated Revenue & Capital Projects

Expenditure Type	2018-19 Actual	2019-20 Budget	2020-21 Proposed
Revenues			
Emergency Reserve	\$23,957	\$973,093	\$999,648
Capital Projects	\$121,223	\$668,000	\$195,000
City Hall Reserves	\$144,000	\$145,000	\$150,000
Total Revenues	145,180	\$1,786,093	\$1,344,648
Expenditures			
Emergency Reserve	\$0	\$973,093	\$999,648
Transfer to Capital Proj.	\$1,055,114	\$172,000	\$195,000
City Hall Reserves	\$0	\$145,000	\$150,000
Total Expenditures	\$1,055,114	\$1,290,093	\$1,344,648



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- ### Special Revenue Funds
- ▶ Impact Fees – Parks and Circulation
 - ▶ Fees charged to new growth to pay for maintaining a level of service
 - ▶ Parks = 5 developed acres per 1,000 population
 - ▶ Circulation = Maintain the same level of service on road conditions
 - ▶ Cemetery Fund
 - ▶ Lots & Niches
 - ▶ Opening and Closing of graves
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- ### Special Revenue Funds
- ▶ It is currently the policy of the City that all funds are placed in the budget. The purpose of this policy is to be transparent to the public.
 - ▶ I would like to recommend that we change that policy in the next year. Each year that we budget the entire amount in the fund it appears as if we are planning to spend 4 to 5 times the amount we spent in the actual column.
 - ▶ We can find a way to be more transparent with that funding without appearing to be spending all of it.
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Special Revenue Funds

	2018-19 Actual	2019-20 Budget	2020-21 Proposed
Revenues	\$59,088	\$1,786,044	\$2,234,304
Expenditures	\$374,142	\$1,786,044	\$2,234,304



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- ### Enterprise Funds
- ▶ Water
 - ▶ Water Fund – Day to Day operation of the City Water Department
 - ▶ Water Capital Fund – Long Range Capital Projects for Water
 - ▶ Sewer
 - ▶ Sewer Fund – Day to Day operation of the City Sewer Department
 - ▶ Sewer Capital Fund – Long Range Capital Projects for Water
 - ▶ Some project require savings for multiple years before we can complete the project.
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Enterprise Funds

- ▶ It is currently the policy of the City that all funds are placed in the budget. The purpose of this policy is to be transparent to the public.
- ▶ I would like to recommend that we change that policy in the next year. Each year that we budget the entire amount in the fund it appears as if we are planning to spend 4 to 5 times the amount we spent in the actual column.
- ▶ We can find a way to be more transparent with that funding without appearing to be spending all of it.



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Enterprise Funds

	2018-19 Actual	2019-20 Budget	2020-21 Proposed
Revenues	\$3,594,474	\$13,064,199	\$15,144,891
Expenditures	\$4,950,784	\$13,064,199	\$15,144,891



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