

**MINUTES  
PAYETTE CITY COUNCIL  
Special Meeting  
August 22, 2016**

**4:00 PM – Special Meeting/Work Session**

A special meeting of the Payette City Council was called to order at 4:00 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

**ROLL CALL**

Members Present: Mayor Williams, Lee Nelson, Craig Jensen, Alan Massey, Nancy Dale and Kathy Dodson, Ray Wickersham arriving at 4:09

Members Absent: None

Staff Present: Randy Schwartz, WWTP Supervisor, Jake Hust, Water Supervisor, Jamie Couch, Street Supervisor, Steve Castenada, Fire Chief, Ed Franek, Shop Supervisor, Randy Fales, Park Supervisor, Mary Cordova, City Clerk, Tony Long, Firefighter, Cody May-Miller, Firefighter and Bobbie Black, Deputy City Clerk.

**AGENDA ITEMS**

- A. Award Iowa/Center Avenue Project: Mayor stated the City had put out bids on the Iowa/Center Avenue Project and we had a bid that meant all the criteria and would be the preference to approve now and might be able to be done in this budget year. Durham Gravel Works submitted a bid and most of the work could be done this year and the balance in next year's budget. Nelson asked if this was the only bid we received and was stated yes. Jensen asked what was in this budget year for this project. Cordova stated this includes 3 projects, Center to Iowa Avenue that portion is \$340,948 and \$130,000 is in next budget year. Second project is replacing pressure reducing valve (PVR) and third is to extend sewer lines on 7<sup>th</sup> Avenue North. The PRV and water/sewer lines are out of water and sewer funds. Massey stated that the contract only states one. Cordova states other two were bid alternates, but the main title was bid out as Iowa Avenue Road. Dale stated she is not comfortable with that. It was bid out as Iowa, but somewhere there are two more project not listed. Cordova stated we did that in case it was to cost prohibited to do all three projects. Jensen asked if total amount includes all three projects, and Mayor stated yes. Massey asked about carrying over the project. The Council discussed about having it in capital outlay on line 760 and it shows being budgeted for. Dale stated this is what is wrong with budget, it is written as River Street. Mayor stated the budget does show the two projects. Cordova stated majority of water/sewer will be out of this year's budget. Jensen asked how much coming out of this budget year for water/sewer. Cordova stated around \$70,000 for first portion and alternate \$110,000 between both departments.

A motion was made by Nelson and seconded by Jensen to award the Iowa/Center Avenue project to Durham Gravel Works, Inc., not to exceed \$457,444.90.

At the roll call:

Ayes: Dodson, Nelson, Massey, Jensen, Dale and Wickersham  
Nays: None

The motion CARRIED.

- B. Compensation & Salary Structure Proposal: Mayor stated we have been talking about this for awhile. Cordova stated in addition they can do a survey of compensation package that is provided to employees. The cost was an additional \$250-\$750 more depending on what information the Council wanted. Nelson asked if we had money in this year's budget, Cordova stated yes, haven't spent money for the Comp Plan and could use some of that to pay for in this budget year. Nelson asked if this was what some of the Council was looking for. Jensen stated he would like to have a comparison to what other cities our size is offering on wages and benefit package. Cordova stated we have not worked with this company before, but they have come highly recommended. Massey asked about item under #9, is the Council part of the other stakeholders, and was stated yes. Mayor stated we could have Weaver & Associates come and do a presentation. Jensen asked if they detailed how many employees are needed for each department. Wickersham stated he would be curious about other cities turnover rate. Massey stated he thinks it is important to have job descriptions for our City. Dale asked who would be selecting the job descriptions for the 10 identified jobs. Cordova stated the Council recently received a PDF of all our job descriptions and there are at least 10 that would need to be updated. Dale stated she did not see Cordova's job description. Cordova stated the Council wrote her job description. Massey stated we went back to the original job description and have been working off that.

A motion was made by Jensen and seconded by Dodson to approved proposal for compensation, salary structure and benefit package to Weaver & Associates, not to exceed \$14,000.

At the roll call:

Ayes: Dodson, Nelson, Massey, Jensen, Dale and Wickersham  
Nays: None

The motion CARRIED.

C. Budget 2017

Mayor stated rather than reprint all the documents already handed out, Cordova did a recap of summary of tentative budget changes. Cordova stated it did include a couple of little things in payroll and benefits and wasn't just all health insurance. Mayor as we start talking about taking the \$20,000 and moving to Economic Development. Mayor stated bottom line with 3% raise, the levy rate would be .010207. There are a couple other options, wage from 5% to 3%, personally he feels that we might want to see what it is going to take to keep our employees. Nelson stated he has a problem with an Economic Development person of \$50,000, and doesn't see how we can hire a qualified person for that amount. They have to travel, and we can't afford a person on our own in these small communities. He personally thinks it will be a waste of money for the person, not the program. We had one years ago and doesn't know what they ever did for us. Wickersham stated we thought we might be utilizing some of our staff if they wanted to do that, Massey

agreed. Maybe find a way to finance someone, that might be able to work on a percentage. We need someone that can work on grants also, and it was never designed to be a full time person Dodson stated. Massey stated to create more opportunities for us, we have to put a place holder in budget. Maybe someone in office can do some of this and shuffle duties. Nelson stated his thoughts, with staff being overworked, then saying maybe now they have to take on more duties. Mayor stated SREDA is to market the area, not to close the deal. You are not going to hire someone for \$50,000. Mayor stated the land south of fire station, we could market that area. We have a lot of amenities and that need to be marketed. Dodson thought we would hire an agency. Wickersham stated maybe train staff that might show an interest. When scope of work is done that might give us some direction. Jensen thought we were doing this for someone who would take person through each step. Massey stated now we are putting money in budget so we can move forward. Dale asked about being named Economic Development, maybe have it as Strategic Plan?? Massey discussed the amount of unencumbered funds being used and that doesn't leave us a lot of reserves. He is concerned that we are not replacing and wants to know how many projects that we are using unencumbered funds for and maybe they can be split between 2018 budget, so not bringing reserve down so low. Jensen understands where Massey is coming from, and is wondering if some of these projects can be delayed and not raising levy rate. The Council asked if River Street could have some out of 2018. Dale asked about individual projects amounts. Mayor stated when he first came on, our reserves were 50%-80% of annual expenditures. The accountant says if have 25% to 30% in reserves you are healthy. We are showing 26% in budget. We carry some funds over ever budget year. Nelson stated if don't use funds then we raise levy rate or reduce projects. Dale asked about Street Department hours for runway extension project. Cordova stated a lot is from volunteer hours. Wickersham asked if we ever got County to commit to anything for the airport and was stated nothing. Jensen would like to see if levy could go down more. Jensen asked about dog park and dredging pond, can we delay until next year. Jensen stated going on CPI for wages is at 1% and if we do 2% instead of 3% and he talked to airport about tank and Koeppen stated it wouldn't hurt his feelings if wasn't in budget year. Massey stated \$25,000 would cover entire cost of tank. The cost of fuel would be 50 cents less to buy and we wouldn't run out of fuel for eight weeks. Jensen would like to trim it \$40,000 - \$50,000 to lower levy rate. Mayor asked Jensen what is a realistic levy rate for him? Jensen stated he always had a problem with over 1%, would like to have .099999. Mayor asked what would we have to trim with the library bond to get to that?? Cordova stated \$68,000 would have to be trimmed. Nelson stated that is tax money, not unencumbered. Mayor asked Couch about full-time person and a part-time, could he do away with part-time. Couch stated they are trying to do more in house, like storm drains, curb and gutter. They are doing okay, but it is tight, and in order to keep doing what he does he will have to have more staff. Mayor asked what do we really want to keep and what do we want to give up. Dale stated not do the River Street project, let him have his extra guy and next year can bump up wages to be competitive. Wickersham stated one of the things we need to look at are the guys at the top get all the money and then guys at bottom don't get as much. Mayor stated that can be decided after approving budget. What if Weaver & Associates comes in and says our wages are all low. Nelson stated he thinks the 3% is needed. Top tier needs just as much as the low, they are the most seasoned and we need their expertise. The Council asked if the library's, expenditures and revenues all get resolved. The Council discussed putting \$12,500 for fuel tank and we have something in budget. Jensen asked if anyone had heartburn with removing dog park and dredging of pond. Dodson stated the pond was part of a match. Dale stated to use Padgett Park as the dog park, it is already fenced and we own that park.

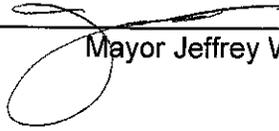
Fales stated it could be done, we would have to make sure we could get equipment in. Nelson asked if airport ever approached local companies to do some revenue sharing for bigger fuel tank. Mayor stated he has been talking to Idaho National Guard and they would lease armory for \$2,400 a year and recruiter would have an office available to them. There would be utilities to be paid if utilized the building. Wickersham asked about size of shop and could Franek utilize some of the space. Dale asked how long of a lease and Mayor stated he doesn't remember at the moment. Wickersham would even be willing to trim \$10,000 on Economic Development to help with tank at airport. Mayor ask if consensus of council is to have tax levy at .0999. Couch hears airport is self-sufficient, but had a guy out there all day spraying weeds. Jensen stated we can cut some funds out of the capital outlay items, and don't mess around with personnel. Dale asked about River Street, Couch stated it is in conjunction with water line and sewer lines. Dale stated we might have to delay both projects. If closer to beginning of budget year than have over two budget years. Mayor asked Hust about water flow to school. He stated the hydrant doesn't have adequate water flow. Massey asked about scheduling between two budgets, we could lower some of the dollar figures. Cordova stated it was coming from reserves and it is over two years now. Jensen asked if we could delay some of the equipment like the sweeper. Couch stated every year there is more maintenance on the old sweeper. Couch stated other cities have problem with them also. Nelson stated he doesn't have a problem dropping fuel tank, and Dodson stated there are other things we can do. We have to have increased inventory for growth. Massey stated to keep in mind in keeping low levy rate, we still have to be able to offer services and economic development. Jensen stated again not to take away any personnel, they need that, and he doesn't think it will be so tight next year, property values could be up. Mayor stated we have done an admiral job in keeping our tax levy down over the years. Mayor stated taxable value increased to \$215,479,477. Dale asked Jensen if he had other ideas to bring more inventory in? Wickersham asked about Teton and Hardin being annexed. Dodson stated we could do annexation. Jensen said the Economic person could show that potential developer what Payette has to offer. Wickersham asked if we locked in on health insurance plan and was stated yes. Massey asked about strategic plan next Monday and would like to see a work session after that. Cordova wanted to recap what the Council wanted: leave \$10,000 for fuel tank, get rid of dog park and use Padgett Park and leave \$5,000, leave 3% raise for employees. How would we not do a 3% across the board. Dodson stated maybe some employees get 5% and some might get ½ %. Dale asked where we rank in the state on tax levy and Jensen stated 12 or 13. Dale asked about health insurance reimbursement. Dodson stated health insurance went down so could put more in the health insurance reimbursement fund. Cordova stated currently do not fund that account and it will be gone in a few years. Jensen asked about revolving loan, could we use some of that towards the Economic Development person. Cordova will check if it can used for that purpose.

## **ADJOURNMENT**

A motion was made by Jensen and Dodson seconded to adjourn the regular meeting at 5:52 PM.

After a voice vote by the Council, the motion CARRIED.

Signed this 20<sup>th</sup> day of September, 2016.

  
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Mayor Jeffrey Williams

ATTEST:

  
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Bobbie Black  
Deputy City Clerk