

**CITY OF HAUSER, IDAHO**

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**CITY COUNCIL MINUTES**

Regular Meeting  
June 11, 2008  
6:30 p.m.

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**CALL TO ORDER:** AT 6:30 P.M. by Mayor Don Werst

**ROLL CALL OF CITY COUNCILMEMBERS BY COUNCILPERSON MADIGAN:**

Councilmember Bill Madigan, Councilmember Rich Danford, Councilmember Olita Johnston, Councilmember Carmen Miller. A quorum was present.

**ITEMS ADDED TO THE AGENDA:** The Mayor described the new meeting dates for the public. Councilmember Miller requested that the costs of the sign posts be placed on the agenda for discussion and a decision. The Clerk requested that the scheduling of the budget workshop be moved to directly underneath the consent calendar to allow the Treasurer to leave early.

**CONSENT CALENDAR:** The consent calendar contained the minutes for the meetings of April 15, May 8, 14, 19, and 29, 2008 and the financial statement and account payables for the period of May 10, 2008 through June 11, 2008 and claims so listed.

The Clerk requested that the Minutes of May 14 and the financial statement and account payables would be removed from the consent calendar for further discussion. The Council agreed to move those minutes and the accounts payable. Councilmember Johnston moved to approve the April 15, May 8, May 19 and May 29 minutes as drafted. Councilmember Madigan seconded the motion. Motion carries with Johnston, Miller, Madigan and Danford.

**DISCUSSION OF MINUTES AND ACCOUNTS PAYABLE**

The Clerk requested some corrections of the minutes for May 14, 2008. She acknowledged errors in spelling of the Fire Chief's name and that there were other corrections to the minutes, primarily amending the draft language from "resolution" to "ordinance number 143" for the May 14, 2008 public hearing. She explained that it was a poor cut and paste on her part and that the Ordinance Number 143 accurately reflected what was adopted at the May 14, 2008 public hearing. Councilmember Miller mentioned that the Lions Club was misspelled and the Fire Chief's name was spelled with two m's. Councilmember Miller made the motion to accept the minutes as amended. Councilmember Johnston seconded the motion. Motion carried with Johnston, Miller, Madigan and Danford.

There was a discussion of the financial report and the accounts payable. The Treasurer corrected the report to include June 11, 2008. The Clerk outlined the issue related to the accounts payable where the Treasurer had included the payables that he had previously submitted. The Clerk explained that the Treasurers invoice for the power point presentation was an agenda item listed and that the Treasurers invoice for the census bureau report was decided upon at the May 19, 2008 special council meeting. The Council, at the May 19, 2008 meeting denied the invoice.

Mr. Runkle explained why he resubmitted the two invoices. He stated that he believed that he had the Mayor approval for the Census Bureau report and had the Council approval for the budget presentation. There was questioning by the Council about the timing of the Census Report and why it was so late. Mr. Runkle explained that he did not make it clear that there would be additional costs and that he would adequately convey his additional costs in the future. Mr. Runkle also instructed the Council to examine the financial reports and indicated that the budget indicated that due to higher salaries and the Lake Assist Program that the budget was over spent in some categories. He also explained that there were more legal expenditures than was anticipated in this budget year. He stated that the expenditures were more this year than last year and that the revenue for property taxes had not arrived for the month of June. He stated that the Council was operating in a deficit based upon the profit and loss statement that he had distributed. Madigan questioned the income for the highway revenue. Mr. Runkle stated that he believed that the payments were late and that the issue for revenue was a timing issue. Madigan stated that we had 21% less in revenue than we did last year. Runkle concurred. Councilmember Johnston asked whether we had received the County tax payer revenue notice. Runkle stated that the City would receive that at the end of June. The Mayor asked the Council that if the accounts payable was acceptable except for items 1 and 2, which was the Runkle invoice. Councilmember Johnston asked about the American Express charges. Runkle mentioned that they were office supplies and that he explained that he missed that invoice the previous month, which now indicated a past due balance and additional fees. The Mayor mentioned that the two credit cards associated with the City are deactivated and will no longer be used. The Clerk mentioned that the office supplies could be purchased through Interstate office. Councilmember Johnston suggested that we purchase our supplies through one office supply company. Interstate Office supply delivers.

Councilmember Johnston made remarks on the two items for discussion. Johnston stated that the budget had been set and that paying these invoice would cause the budget to go over. Johnston stated that if the council compared the bills with the line items, then the council can see that they are over in several line items. There was a discussion whether we need to amend the City budget. Danford suggested that there were probably line items that could be moved to items that are deficit. The Clerk discussed that certain line items could be moved depending upon the specificity. The Clerk stated that the Treasurer and she would research and determine how the money could be transferred between line items. The Mayor asked the Council to discuss and decide on the two invoices for the Treasurer.

There was continued discussion about the budget and Madigan expressed concern that the reports were unreadable. Johnston made comments to MR. Runkle and acknowledged that Mr. Runkle had no training on municipal budgets. She expressed concern that MR. Runkle had not come to the council and told them about the budget. She stated that she had asked several times to have a treasurer's report and had given instruction on how to report the revenue and expenditures in the minutes. Ms. Johnston expressed frustration on the communication with the Treasurer and the Council. The Mayor stated that the staff would come up with the format that would be easy for the Council to read. The Clerk volunteered to develop a strategy with the City Treasurer for an easier format for the Council. Madigan wanted that strategy in sufficient time prior to the next meeting and wanted to be involved in the process.

Madigan stated that the Council had been underpaying the Treasurer and suggested that we explore the options of increasing the pay for the Treasurer, get a job description and hire a professional finance person. Madigan went on to explain to the Council the issues related to the invoices in question. Madigan said that since he was directed by the Mayor and the Council to accomplish these tasks and should be paid at least a portion of the invoices. Madigan went on to say that we need job descriptions for the staff members. Danford asked for clarification. The Clerk mentioned that the one invoice was scheduled for this agenda and the other invoice was denied. Councilmember Johnston stated that the invoice that was for 2006-07 should have been paid in the appropriate fiscal year. Danford agrees with Madigan and stated that the Council needs to have job descriptions for staff. Danford had issues with the invoice that was generated from a previous fiscal year. There appeared to be a disagreement with the Mayors expectation on the task and the confusion of additional invoicing. Danford stated that he could not support the payment of the invoice related to the census bureau report, but would consider the other invoice. Councilmember Miller agreed with Danford and referred to the letter from the Census, which was delivered April, 2007. Johnston questioned the Treasurer on the delay of the report. There was a consensus from the Council not to address the Census Bureau invoice.

The Mayor directed the Council to the invoice related to the PowerPoint presentation. Danford questioned the Treasurer and the Council on whether the presentation fell within the normal scope of the job duties of the Treasurer and what instructions was the staff given. The Treasurer explained that he took those instructions and prepared the report. He explained that he had not done the type of work before, however, should have informed the Council of the extra time and money it would take. Madigan requested clarification. The Mayor called for a motion and a vote. Councilmember Madigan made a motion to pay the invoice for the Treasurer for preparing the power point presentation. Danford seconded the motion. Madigan amended his motion to include that if the projects assigned were going to cost additional monies that they are approved with the Council first. Danford seconded the amended motion. Councilmember Johnston requested clarification because the budget is now over in this line item. She questioned whether there needed to be an amended budget. After a lengthy discussion by the Council, Danford agreed with Madigan that if we needed to amend the budget, then he felt we needed to do that. Danford felt that we need to clearly define the roles and responsibilities, their job description and what they are being paid.

Vote: Johnston, Nay, Miller, Nay, Madigan, Aye, Danford, Aye, Motion fails for lack of majority. Invoice payment is denied.

The Mayor directed the Council to complete the approval of the financial report and the accounts payable for May 10 through June 11, 2008. Councilmember Johnston requested that the minutes reflect that the General Fund the amount of \$5819.02 and the street account reflect the amount of \$130.49. Councilmember Johnston made the motion to approve the financial statement and the accounts payable amending them to reflect the denial of the Treasurers additional invoices. Councilmember clarified that the \$5819.02 did not reflect the removal of the Treasurer invoices. Seconded by Madigan. Motion carries with Johnston, Miller, Madigan and Danford.

## **SCHEDULING THE BUDGET WORKSHOP**

The budget workshop for FY 2008-2009 will be scheduled for June 25, 2008. The Council will be prepared to discuss. Councilmember Johnston requested that Mr. Runkle have the total amount that will be owed for the month of July, August and September to project our expenditures.

### **STAFF REPORTS:**

No report from the City Clerk. She also gave the Code Administrator Report that indicated long range and short range activities. She explained that she is working with Edgewood to develop an agreement on the approved subdivision and the fees would be \$1500.00. The new fee schedule will apply to this project.

### **MAYOR AND COUNCIL REPORTS:**

Mayor – Nothing to report.

Madigan – Nothing to report

Danford – MOU from the Post Falls Highway District, please have council members review and have the city attorney review the MOU. Johnston suggested that it was passed tonight. Madigan was reluctant to sign due to insufficient detail. The clerk suggested that the MOU be passed tonight subject to review by the legal counsel. Attached is the equipment rental rate for 2007. Motion to approve road maintenance agreement after review of legal counsel made by Madigan, seconded by Johnston, motion carries with Johnston, Miller, Madigan and Danford.

Johnston – John Wallis from the watershed coalition for their roll out party at the park and designing the landscaping at the wash station at the Park. John Wallis was requesting funds and was confused at the amount that was in the reserve account. This account balance was 1327.00 and he believed there should be more monies in the account. Madigan asked if the money that Mr. Wallis had inquired was the same money as the \$25,000.00 that was approved for the wash station. Johnston stated it was not. Johnston stated that she believed that the new council members were probably not aware of the contract that she was speaking about. Johnston explained that this is a separate reserve account that the Treasurer will write them a check when they need funds for operation and maintenance. Money is deposited from Fish and Game, Kootenai County and the City of Hauser parking ticket monies into an account. Madigan asked if this was a dedicated account. Johnston said she believed so. There was a discussion that the City would take over the rinse station over a period of time. The Mayor believed that it was approximately five years but he was not sure. Johnston stated that she believed that it was part of the original agreement. The clerk proceeded to make copies for the council.

Miller – Councilmember Miller discussed the work that she had participated in with the command mobile unit distributing sand bags in flooded areas. This unit is established to be used for emergency service providers such as the Fire Department, EMS and the Sheriff Department in case of an emergency.

## **Unfinished Business**

Payment Peak Road – The Mayor stated that Mr. Danford researched the issue and turned the discussion over to Danford. Councilmember Danford stated that the reason that he kept the issue alive was to look for a remedy for traffic around the lake and determine whether this property could be used for that connection. He concluded that it was not feasible or cost effective due to the fact that other properties did not make that parcel contiguous and another point of access would not be possible. He concluded that without that ability to have a secondary access, he would not support the acquisition of the parcel. The Clerk did say that the parcel was covered through our insurance policy. Danford thanked the Mayor and Council for exploration and consideration of this issue. There was a motion made by Miller to reject the offer of land from Kootenai County aka Payment Peak Road. The motion was seconded by Danford. The City Clerk requested an amendment to the motion to draft a letter to the County Commissioners thanking them for this opportunity and a recommendation that it be transferred to another public entity. Councilmember Miller and Danford amended the motion. Motion carried by Johnston, Miller, Madigan, Danford.

Meeting suspended for a five minute break.

Quorum present after break.

Update on bids to build dais. Councilmember Madigan stated that Joe Tierney from the Lions Club had a group of volunteers to help us move and set up the dais, however, there is no confirmation. The city of Hayden has volunteered to move it up here to the City Hall. Madigan stated that he would have the dais moved up here by Friday and set it up against the wall.

The Mayor brought up the discussion of the janitors salary. The Mayor stated that the hourly wage is \$6.75. There has been some discussion about the quality of the cleaning, when the cleaning was being done and who was the actual person doing the cleaning. Ms. Johnston expressed concern. The clerk mentioned that she had seen the husband and the wife here cleaning periodically. Ms. Johnston stated that we were not receiving the quality of work necessary and we needed to correct the issues. The Mayor believed that the money was not reasonable and we needed to discuss for the next budget year. Ms. Johnston suggested that we hire someone from the Hauser Lake area. The Mayor suggested that a search committee be formed headed up by Ms. Johnston. Ms. Johnston asked D.J. Nall to publish an advertisement in the paper. The Mayor interjected and stated that we need to discuss performance issues related to the janitor with the janitor before we advertised for another service provider. Danford questioned whether it was a requirement to be a resident of Hauser to work here. Danford stated that unless there was a policy on that that we should not limit ourselves. Madigan stated that he believed we should only be hiring by contract and a scope of work. The Mayor suggested that we put it on the agenda for the workshop.

Code Violations – Clarification of Shipp property sign and other sign violations. The Code Administrator discussed the sign violations. The Administrator asked for clear direction from the Council on how they wanted her to enforce the regulations regarding signs. 1) Will the City Council choose to enforce the regulations regarding an off premise sign? 2) Will all off premise signs be enforced and removed in the Lake Village District? The Administrator strongly suggested that there was consistency in enforcing

the code. She also explained that Kootenai Electric was going to cut the power off of the Shipp sign because it was illegally installed. A discussion by the Council ensued. The Code Administrator says we must change the rules, enforce what we have now or do nothing. Madigan says we have to do something, can't "do nothing". Danford says that community signs should be allowed under certain circumstances. Danford agreed. The Administrator suggested a community sign at the entrances of Hauser. Johnston stated that she suggested that 14 years ago. The Council directed to put this issue on the workshop agenda.

Danford commented that this is the second item in the past the City had instructed residents to do things that violated the Code, such as signs. There was a discussion of the Chef in the Forest fence issue. This puts us in a tough spot. We need to get clear rules and guidelines for the Code. Johnston stated that the fence was not given permission to place the fence in the right of way. The Mayor interjected and said that we should discuss that at the workshop.

Next item on the agenda was posts and signs. Councilmember Miller spoke with the Post Falls Highway District and the galvanized posts 50 in stock, 27.55, 11.70 and sleeve, 7.55. Total 46.08 per post. There were two quotes, one from the catalogue and one from the Post Falls Highway District. Johnston questioned the cost of installation. Miller explained that the Highway District would come and train our crew. Motion made by Madigan to purchase 8 posts at \$46.80 each from the Post Falls Highway District not to exceed \$500.00 including labor. Motion seconded by Danford. Motion carries with Johnston, Miller, Madigan, Danford.

### **New Business**

Planning Commission request for monies to send out mailers to the City residents regarding amending the Development Code. The Code Administrator explained the project and requested \$200.00 to send out letters to residents. Motion made by Miller, seconded by Johnston to approve the monies to send out the mailers to the residents. During discussion Madigan expressed concern of when the Council could participate in the legislative matters. The Code Administrator explained that all could participate in legislative matters and that there is nothing in writing yet regarding amendments to the Code. The public is invited to assist the planning commission in developing a list. Councilmember Danford wanted fliers to be placed at various locations to ensure the public will attend. Motion carried with Johnston, Miller, Madigan and Danford.

The Mayor explained the issue with the seals on the spare truck and the City needs an additional battery. The costs associated with the battery to keep in running order \$52.23 and it will be delivered. The Mayor will give copies of the information to each of the council members. Councilmember Madigan made a motion to approve the cost of the battery. Councilmember Miller seconded the motion. Johnston questioned that if the truck sits, then the battery would also go dead unless we used the vehicle. The Mayor explained that we could move the truck periodically to ensure that did not happen. The current battery is broken and cannot be repaired. Motion carried with Johnston, Miller, Madigan and Danford.

The Mayor brought up the fact that the shops was in terrible condition and need cleaning. Councilmember Johnston asked why our maintenance people could not clean

the shops. Danford stated that he would volunteer to make sure that the maintenance people would clean the shops.

Historian Johnston requested that all of the records found in the inner office be retained and stored up in the attic for historical significance. She continued by stating that the City needs to form a historical committee to assist her with the historical records and ensuring which records need to be kept or destroyed. The Mayor suggested that we find another location for the records. The Clerk suggested that file cabinets be purchased in the future (the next fiscal years) to store the records. Madigan suggested rented storage space for file cabinets. The Mayor questioned the options for storing. The Clerk volunteered and will be assisted by Councilmember Madigan. Johnston mentioned that we may have lost records that were important.

Councilmember Johnston brought up the removal of the consent calendar and that a resolution could be drafted to ensure that timely payment of the regular bills (utility bills) be completed without the Council approval. Johnston delineated the types of bills that could be paid under this resolution.

Councilmember Danford questioned whether the consent calendar would be eliminated all together. The Clerk explained how that would work. Madigan said that the accounts payable and the financial report should not be part of the consent calendar; however the minutes should stay a part of the consent calendar. Danford agreed. There was additional discussion on the minutes and whether or not there needed to be a consent calendar. Motion made by Johnston to remove the consent calendar as an agenda item and to develop a resolution to pay certain bills without approval of the Council. The Clerk will draft a resolution for the July agenda. Seconded by Miller. Johnston mentioned that there is a resolution already drafted. Motion carried with Johnston, Miller, Madigan, Danford.

**Public Comment:**

No public comments.

Motion to adjourn made by Madigan, seconded by Danford. Adjourned at 8:43 p.m.

Respectfully submitted:

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Cheri Howell, Clerk

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Council President Olita Johnston