

## CITY OF HAUSER, IDAHO

Location: Hauser City Hall, 11837 N. Hauser Lake Road, Hauser, Idaho 83854

### CITY COUNCIL MEETING MINUTES REGULAR MEETING – October 10, 2012 – 6:30 p.m.

**CALL TO ORDER:** 6:30 p.m. – Mayor Olita Johnston

**PLEDGE OF ALLEGIANCE:** Lead: Claire Hatfield

**ROLL CALL:** Mallon, present; Lindsay, present; Hatfield, present; Lefebvre, present

**MINUTES:** *Regular Council Meeting:* September 12, 2012

Councilmember Hatfield moved to approve the 9/12/12 regular Council meeting minutes with one correction. Councilmember Mallon seconded the motion. Roll call: Mallon, aye; Lindsay, aye; Hatfield, aye; Lefebvre, aye, with one correction. Motion carried.

*Special Council Meeting (Audit Issues):* September 24, 2012 – 10:30 p.m.

Councilmember Mallon moved to approve the 9/24/12 Special Council meeting minutes. Councilmember Lefebvre seconded the motion. Roll call: Mallon, aye; Lindsay, aye; Hatfield, aye; Lefebvre aye. Motion carried.

#### REPORTS:

##### **Ryan Miller, Treasurer**

##### • **Treasurer's Report and Disbursements:**

- Miller called attention to the General Fund Revenue and Expenses report, page two. There are unexpended appropriations and Council must approve use of those funds at a council meeting, and suggested one option of moving the unexpended funds (\$6,655.48) to a savings account. Much discussion followed.
- Audit: Miller said he “booked a payable” in the amount of \$5,000. for an audit. He said he would bring this topic up at conclusion of his Treasurer's Report.
- Payables: Checks that have not been issued are for Macomber, Great Pacific, Pan Handle Area Council, ICRMP, and Association of Idaho Cities. Councilmember Lefebvre moved to accept the Treasurer's Report as presented, and to pay the bills. Councilmember Hatfield seconded the motion. Roll call: Mallon, aye; Lindsay, aye; Hatfield, aye; Lefebvre aye. Motion carried.
- Miller reported the bank statements were received yesterday so not technically reconciled. He asked that a councilmember review bank statement monthly. The Mayor agreed. Councilmember Lefebvre said he would review the bank statements and initial them as having been reviewed. The Mayor thanked Miller for getting the quarterly report done in a timely manner, in fact 30 days ahead of time.
- Senator Hill's Personal Property Survey: Less than 3% of Hauser's property tax budget is personal property so this would amount to a pittance.
- Anderson Brothers, CPA's: Hauser Fire Chief Sims recommended Anderson and used Magnuson previously. Discussion followed on Burnhart and Buck, CPA's versus Anderson Brother's CPA's. Councilmember Hatfield moved to contract with Anderson Brothers, CPA's to do Hauser audit work. Councilmember Mallon seconded the motion. Miller said he would like to consult with Anderson on certain aspects of municipal accounting. Councilmembers agreed and Miller said if fees for such consulting work were significant, he would

let Councilmembers know. Roll call: Mallon, aye; Lindsay, aye; Hatfield, aye; Lefebvre aye. Motion carried.

• Miller reported that organizing files for the new fiscal year is not his forte. He said he would like to take \$50 of the Treasurer's pay for one month and allocate it to the City Clerk to build the necessary files. Discussion followed on details of setting up the files. Councilmember Lefebvre moved to pay \$50 to the City Clerk to set up the files for the Treasurer. Councilmember Mallon seconded the motion. Roll call: Mallon, aye; Lindsay, aye; Hatfield, aye; Lefebvre aye. Motion carried.

**Councilmembers:**

**a. Claire Hatfield, Council President - Panhandle Area Council – RC&D Liaison**

- Hatfield announced she has been appointed to the Finance Committee for RC&D.
- Hatfield spoke to RC&D regarding grant monies for correcting the Waterford Trail. She said they would need cost figures and has talked to Espe about it. RC&D is interested in helping the City of Hauser on the project.

**b. Roger Lefebvre, Special Assignments – Hauser Daze Liaison**

- Highway 53 Project: Hauser (Pleasant View/Hwy 53) is number two or three on the project list. A date has not yet been set to begin. Pictures may be available soon to council. A final study will be out in December 2012 and finding funds for the project will begin in January 2013. Lefebvre reviewed more details of the project.

**c. Rodney Lindsay:** Lindsay said he is continuing with the maintenance of City Hall property.

**d. Gary Mallon: Public Works**

- It is too late to get street work done so that project will begin again in the spring.
- An individual is interested in the 2-1/2 ton truck and tank and is working on funding for it. Mayor Johnston said that according to information received from City Clerk Ray, a Resolution is needed when selling equipment. He said he went to Allinol to see about having them look at what is needed to get the truck running. The batteries could be at issue. Discussion followed on also selling "The General" and batteries may be needed for it as well. Flyers to sell the equipment were suggested by Councilmember Lefebvre and City Clerk Ray suggested using the ICCTFOA site to reference equipment sales. Mallon said he "will build a complete program in order to promote them all."
- Woodland Beach Drive: It is estimated to cost \$14,400 to rip out and replace Woodland Beach Drive. Mallon asked that funds received from the sale of the heavy equipment be put in the Street Fund to help pay for the project. Woodland Beach Drive is a priority for next spring.
- Mallon reported he has begun to build the racks for all the extra street signs. They will be placed in the outer garage.

**Code Administration/Enforcement & Hauser Rinse Station: Cindy Espe**

Espe addressed Council asking that the Guest, Rocky Watson, be allowed to speak before her lengthy report.

**City Clerk: Donna Ray**

- Ray reported that she had given all councilmembers several handouts from the ICCTFOA conference. Two of the big topics which were addressed were: 1. Have Policies and Procedures in place, and 2. An Ordinance adopting the ADA requirements should be in place, and an ADA notice on Agendas, Public Notices, etc. should be included. Other topics addressed at the conference were: Tips for the Public for Addressing the City Council, and public comments at

council meetings. Most cities do not include a Public Comments section on their agendas since the meeting is the City's business meeting. Some discussion followed.

- Hauser Web Site, Council Comments: Ray said council decided to have a new letter every two or three months. It is time for a new letter and Ray asked who would be doing the letter this time. Hatfield wrote the last one and is willing to do the next one.

**COUNCIL COMMENTS:** None

**PUBLIC COMMENTS:**

- Rocky Watson, retiring Sheriff of Kootenai County, said it was his last opportunity before retiring to say thank you to the City of Hauser and it has been a pleasure working with Hauser. He said that Hauser, being a contract city, has been a low maintenance city. Councilmembers thanked Mr. Watson as well.
- Mayor Johnston said she would like to get Councilmembers together as soon as possible to review the document, "Frequently Asked Questions" and combine it with a workshop requested by Councilmember Mallon. Lefebvre said he would let Mayor Johnston know his work schedule as soon as he received it.

**Code Administration/Enforcement & Hauser Rinse Station: Cindy Espe**

- Espe had distributed her monthly report and asked if there were any questions. There were none.
- Espe began with addressing a list of items needing explanation from Councilmember Mallon.
  - Hauser Rinse Station: The Rinse Station Budget was distributed to councilmembers and Espe reviewed it.
  - Madigan Property: The Madigan Property agreement expires in 2014. Discussion followed.
  - Hauser Gun Club: The public hearing has been continued to Tuesday, November 13, 2012.
  - The annexation process was detailed. Espe also said that Ordinance 164 is now complete.
  - Planning and Zoning Commission: There are three ACI vacancies and two City member vacancies. Espe will check on the rules for the required member totals and length of terms. S. Hatfield's term ends in 2016; Carol Spuler's term also ends in 2016.
  - Espe asked if there were any more questions. Mallon responded by asking if thank you letters has been sent to Hauser Daze participants and vendors. Espe said she would check to see if the Chair sent them and if not Espe said she would.
  - Waterford Trail: Espe was asked for an update on Waterford. She explained that she was not the person to respond since P. Erbland is handling the case. Discussion followed.
- Mayor Johnston said she received a letter from ICRMP asking for a Trustee vote. Gary Nancolis is running for another term. Discussion followed.

**ADJOURNMENT:** Councilmember Lefebvre moved to adjourn. Councilmember Hatfield seconded the motion. The meeting adjourned at 7:47 p.m.

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Donna Ray, City Clerk

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Olita Johnston, Mayor