

# City of Tetonia

## City Council Meeting March 10, 2008

Meeting started at 7:01 pm

Clerk, Lyndsey Anderson asks for roll call: Mayor Rex Jardine; Councilmen: Orville Armstrong, Tiera Ball, and Dee Cullum.

Tetonia Planning Consultant: Jan Gallup (husband Tom), Community: Deck Green.

- Mayor calls for Pledge of Allegiance
- Minutes from last meeting reviewed. Ball moves to accept minutes from special meeting – Feb. 5 – as written. Seconded. All in favor: aye, aye, aye, and aye. Motion carried. Armstrong moves to accept minutes from last meeting – February 11 – as written. Seconded. All in favor: aye, aye, aye, and aye. Motion carried.
- Current February & March claims & revenues are reviewed & discussed. Armstrong moves to accept February & March claims & revenues. Seconded. All in favor: aye, aye, aye, and aye. Motion carried.
- Ball made a motion to appoint Deck Green to City Council. Seconded. All in favor: aye, aye, aye, and aye. Motion carried.
- Water & Sewer Aging Statement (W/S bills not paid as of 3.10.08) reviewed & discussed. Much discussion ensued over how much is still owed, how high certain accounts are, and to really look at when the last payments were made. Quantity of delinquency notices has gone down since the city stepped up in this area. Possibly talk to the city attorney about having new hookups pay a deposit. Possibly look at adding an interest penalty (in addition to the current \$4.00 late fee) to W/S accounts that are not paid in full every month
- Ball nominates Orville Armstrong as Council President. Seconded. Ball moved to close nominations. All in favor: aye, aye, aye, aye, and aye. Motion carried.
- Anna Trentadue, VARD – Water Attorney – City Water Rights:
  - Gathered up all information on the current water rights of the city
  - Made a binder composed of all the Tetonia water rights info; gave to city to have.
  - Tetonia doesn't have a lot of culinary water, but we do have a lot of surface water rights.
  - Presented the city with a Water Right strategy plan; in order to maximize our water rights.
  - Possibly get funding from Water Research Board to drill a new well.
  - Much discussion ensued.
- Sheri Poulsen, Jensen Poulsen & Company – Audit Report:
  - Financial highlights:
    - Net assets for the City increased \$56,000; \$43,000 more than the prior year

- Cash balances increased \$76,000. Interest earnings were approximately 3%.
  - General Fund performed better than last year, ending the year with an increase in fund balance of \$11,000 to \$83,000.
  - Cash in the General Fund was \$78,000 which would cover 2 years of operation costs. Cash increased \$17,000.
  - The Water Fund reported a net income of \$21,000; up \$7,000 over the prior year.
  - Cash in the Water Fund increased \$29,000 and was \$118,000 at September 30, 2007
  - The Sewer Fund reported a net income of \$28,000 which was significantly higher than the prior year given the rate increase.
  - Cash in the Water Fund increased \$30,000 and was \$118,000 as well at September 30, 2007.
  - All funds reported expenses well under the budgeted amounts.
- Recommendations regarding accounting protocol and procedures in the cash receipting/utility billing function:
  - Use and retention of a receipt book
  - Generation of a cash receipts report from Directive Date software
  - Reconciliation of bank deposit to cash receipts report. The cash receipt report should also reference the receipt number from the receipt book.
  - Run all month-end reports included in Directive Data and retain in monthly folders.
- Recommendations regarding accounting protocol and procedures in the payroll function:
  - Timecards should be prepared by all employees.
  - Timecards should be signed by the employee and approved by the mayor or other supervisor prior to the issuance of payroll checks.
  - A payroll journal that details the payroll checks should be presented to the mayor along with the checks for signature.
  - Utilize the Directive Date program for payroll check generation. This will allow the City to allocate payroll among funds and eliminate reimbursement checks between funds.
- Recommendations regarding sewer project: cost, depreciation, what we need to cover our services:
  - Doesn't think we can handle our sewer bond. Consider increasing sewer bills to \$70 a month.
  - Jardine - City's problem is that we have a small tax base. Government & DEQ is pushing us to upgrade our system to be up to code. That's what we need to do.
- Armstrong made a motion to sign an Engagement Letter with Jensen, Poulsen & Associates. Seconded. All in favor: aye, aye, aye, aye, and aye. Motion carried. Jardine signs Engagement Letter.
- Jan Gallup, Tetonia Planning Consultant – Updates:
  - Question – What is the Hookup fees based on?
    - Jardine – Percentage wise, size of lines.

- Question – Do they pay hookup fees and put in own lines?
  - Jardine – Yes, they do have to run it to the city.
- Question – Do you have a Capital Improvement Account?
  - Jardine – No, they just go into W/S.
- Question - Did you have a developer look at those fees?
  - Jardine – Yes, from the Development Company. Sewer system based on what it cost the residence. Directed by engineer and ESIPTA.
- Question – Do they pay hookup fees and put in own lines?
  - Jardine – Yes, they do have to run it to the city.
- Update on P&Z:
  - Met on March 5. Revisions done. We will meet again on March 19. Hopefully P&Z will have something to present to the council in April.
- City Logo idea:
  - Cost \$50. Only Lyndsey and Jan could use it. It would be on applications, newsletter, letters, city website, etc. The city will have a copy of it on disc.
- Ball made a motion to adopt new city logo designed by Jan Gallup for our city documents. Seconded. All in favor: aye, aye, aye, aye, and aye. Motion carried.
- Gallup – We need to get a fee in place (ordinance) for a Planning Review. Right now it is \$0.
- Council schedules a work meeting with Jan Gallup for March 17, to discuss Ordinances (Titles 1-8). At 7:00 pm, City Hall.
- Resolution 2008-2:
  - Authorizing the issuance of a Bond Anticipation Note, Sewer Bond.
  - Mayor Jardine reads resolution aloud.
  - Cullum moves to accept Resolution 2008-2. Seconded. All in favor: aye, aye, aye, aye, and aye. Motion carried.
- Resolution 2008-3:
  - Excessive Force Policy.
  - Mayor Jardine reads resolution aloud.
  - Ball moves to accept Resolution 2008-3. Seconded. All in favor: aye, aye, aye, aye, and aye. Motion carried.
- Paul Scoresby, Schiess & Associates – Sewer Project & Water Study
  - Sewer Cleaning:
    - He contacted Parkers; they will come up in finish their job.
  - Sewer Lagoon Plans:
    - Soil testing, DEQ rules, monitoring wells, flush out, grade of pipes, land-ape, parallel systems, winter shut down, fire protection, complete manuals at site, irrigation bidding. Much discussion ensued.
    - They will design it all out; the plans will be very descriptive.
  - Water Study:
    - Would like to have it approved and move forward.
    - Cost: \$15,000.
    - Study would set you right up for DEQ – would list assets, weaknesses, give us documentation.

- Armstrong moves to accept Schiess’s offer to perform the water study. Seconded. All in favor: aye, aye, aye, aye, and aye. Motion carried.
- Edge Wireless – Cell Tower Location:
  - 2 options for location
  - Discussion on height, placement, and placement of water pipes already there, view.
  - Concern of Option 1: placement of water pipes would interfere with where they are putting their shelter.
- Ball moved to accept Option 2 (southeast of water tower) of cell tower placement if/when lease is approved and to table the lease agreement until the city attorney can review it. Seconded. All in favor: aye, aye, aye, aye, and aye. Motion carried.
- Anderson (clerk) requests a new filing cabinet (we have three working drawers out of twelve) and to look into adding on a bathroom to the city office and replacing the decaying carpet with tile (it will hold up better).
- Comments from Community:
  - Bob Hansen – conditions of the roads, got some big pot holes because of semis? Parking and sidewalks on main?
  - Jardine – until we have better snow removal equipment we really can’t handle it well. Some are state issues not city.
- Jardine – we are in the process of ordering a Book of Standards for Public Works.
- Ball moved to get 2007 book now and then the updates when available. Seconded. All in favor: aye, aye, aye, aye, and aye. Motion carried.
- Jardine places Ball in charge of Easter.
- Green moved to adjourn meeting. Seconded. All in favor: aye, aye, aye, aye, and aye. Motion carried.

Meeting adjourned at 11:09 pm

Attest:

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Clerk/Treasure, Lyndsey L. Anderson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Rex Jardine

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Date