

**CITY COUNCIL MEETING**  
**August 13, 2012**

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MAYOR & COUNCIL

Lee Hendrickson  
 Saundra Hubbard  
 Neal Larson  
 Travis Kunz  
 Todd Thomas

STAFF

Jerry Larsen, Clerk/Treasurer  
 John Balls, Public Works Director  
 Darek Kimball, City Engineer  
 Clyde Nelson, City Attorney  
 Wendy Merrill, Clerk

OTHERS PRESENT:

Robert Merrill, Mike Abbott, Steve Aust, Jean Carter, Betty Jo  
 Fellows, Jed Fellows, Jeremy Jensen, Fred Knowlton, Dan McCammon,  
 Douglas Webb

Council Meeting was called to order at 4:30 P.M. by Mayor  
 Hendrickson.

Roll Call Roll Call of Councilmembers showed the following members present:  
 Hubbard, Larson, Kunz, Thomas.

Item Added To Agenda It was moved by Councilmember Hubbard and seconded by Councilmember  
 Larson to add the following item to the agenda:

Changing procedures for special use permits and variances, because  
 staff was unaware of this issue before the agenda was posted. The  
 vote was as follows:

Councilmember Hubbard	Aye
Councilmember Larson	Aye
Councilmember Kunz	Aye
Councilmember Thomas	Aye

Motion passed by unanimous vote.

Consent Calendar The consent calendar includes items which require formal Council  
 action, but which are typically routine or not of great controversy.  
 Individual Council members may ask that any specific item be removed  
 from the consent calendar in order that it be discussed in greater  
 detail. Explanatory information is included in the City Council's  
 agenda packet regarding these items.

- A. Council Minutes (July 30, 2012)
- B. Treasurer's Monthly Report (July 31, 2012)
- C. Bills (August 13, 2012)

It was moved by Councilmember Thomas and seconded by Councilmember  
 Larson to approve the items listed on the consent calendar. This  
 received unanimous approval.

Jed Fellows Recognition Police Sergeant Dan McCammon recognized Jed Fellows for his service  
 as the City's former animal control officer, and for his continued  
 service as a reserve officer in the Police Department. Mayor  
 Hendrickson and the Council presented Mr. Fellows with a money clip  
 and thanked him for his service.

Business License The following business license was presented:

Jim Read (Preston Fabrication & Machine)

It was moved by Councilmember Thomas and seconded by Councilmember  
 Kunz to approve the above business license. This received unanimous  
 approval.

Bond Refund It was moved by Councilmember Kunz and seconded by Councilmember  
 Thomas to refund the improvement bond in the amount of \$1185.83 to  
 Kartchner Homes for the David Cox residence, 635 South 7<sup>th</sup> East.  
 This received unanimous approval.

Resolution For Utility Rates It was moved by Councilmember Larson and seconded by Councilmember  
 Thomas to approve Resolution #78, setting water, sewer, and garbage  
 rates. This received unanimous approval.

A copy of Resolution #78 follows minutes.

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Food  
Pantry

Mayor Hendrickson reported that he and City Engineer Kimball, Public Works Director Balls and City Clerk Larsen met with Fred Knowlton and Steve Aust, from the Preston Community Food Pantry, on Wednesday morning, September 1, 2012 at the Archery building to determine the suitability of the Preston Community Food Pantry's proposal to construct a food pantry to the back of the Archery building. Mayor Hendrickson stated that he feels a food pantry would be a great service to the community. City Attorney Nelson stated that the City Engineer is required to prepare a cost estimate for construction of the pantry. City Attorney Nelson also stated that the food pantry is required to post a surety bond and to obtain liability insurance of \$500,000 per individual, \$1,000,000 per occurrence and \$500,000 for property damage, naming the City as an additional insured party, and a copy of the policy is to be provided annually to the City Clerk. In addition, two changes to the lease agreement were discussed; changing the date the lease goes into effect and changing the name and address of the contact person for the Preston Community Food Pantry. City Attorney Nelson stated that he would implement these changes to the lease agreement and forward the agreement to City Clerk Larsen. It was moved by Councilmember Thomas and seconded by Councilmember Kunz to approve the Preston Community Food Pantry addition to the back of the Archery building upon obtaining the signatures of both parties on the lease agreement. The vote was as follows:

Councilmember Hubbard	Nay
Councilmember Larson	Aye
Councilmember Kunz	Aye
Councilmember Thomas	Aye

Councilmember Hubbard stated for the record that she is not opposed to the food pantry, but does object to leases on City property.

Motion passed by majority vote.

Golf Course  
Donation

Douglas Webb requested a donation for the Preston Golf & Country Club. After Council discussion, it was moved by Councilmember Larson and seconded by Councilmember Kunz to make a donation to the Preston Golf & Country Club in the amount of \$1,000. The vote was as follows:

Councilmember Hubbard	Nay
Councilmember Larson	Aye
Councilmember Kunz	Aye
Councilmember Thomas	Aye

Councilmember Hubbard stated for the record that she was reluctant to use taxpayers money for private donations.

Motion passed by majority vote.

Winter  
Maintenance  
4<sup>th</sup> South

Public Works Director Balls raised concerns about providing winter maintenance on 4<sup>th</sup> South from Oakwood Drive east to the end of the City limits. He explained that it is a steep gravel road with a washboard surface, expressed concerns about the dangers posed to personnel and City vehicles, and inquired about the proper procedures for posting "no winter maintenance" signs on the east and west ends. He also expressed concern about being able to provide garbage service, since the garbage trucks are not designed for steep wash boarded roads. After Council discussion, City Attorney Nelson agreed to research the steps necessary for posting signs stating no winter maintenance, no garbage service, and minimal summer maintenance and report back to the Council at the next meeting.

Preliminary  
Budget  
Approved

It was moved by Councilmember Kunz and seconded by Councilmember Thomas to approve the preliminary budget for fiscal year 2013. This received unanimous approval. A copy of the preliminary budget follows minutes.

It was moved by Councilmember Thomas and seconded by Councilmember Larson to approve the proposed resolution regulating salaries and benefits for fiscal year 2013. This received unanimous approval.

It was moved by Councilmember Larson and seconded by Councilmember Kunz to schedule a Public Hearing on September 4, 2012 at 5:00 P.M. at Preston City Hall for consideration of the preliminary budget for fiscal year 2013. This received unanimous approval.

Meeting  
Schedule

It was moved by Councilmember Larson and seconded by Councilmember Kunz to cancel the meeting on September 10, 2012. This received unanimous approval.

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Procedure Special Use Variances City Attorney Nelson reported he has been instructed to prepare changes to the Preston City Code reflecting that the City Council will assume authority over special use permits and variances. After Council discussion, it was moved by Councilmember Hubbard and seconded by Councilmember Thomas to suspend the power of the Planning & Zoning Commission to approve special use permits and variances for the City of Preston while the City Council considers amendments to redraft the code giving the approval power to the City Council. This received unanimous approval.

Executive Session It was moved by Councilmember Kunz and seconded by Councilmember Larson to enter Executive Session to discuss personnel as allowed by Idaho Code 67-2345(1)(b); and to discuss acquiring an interest in real property which is not owned by a public agency as allowed by Idaho Code 67-2345(1)(c). The vote was as follows:

Councilmember Hubbard	Aye
Councilmember Larson	Aye
Councilmember Kunz	Aye
Councilmember Thomas	Aye

Motion passed by unanimous vote.

Entered Executive Session at 5:35 P.M.

Returned from Executive Session at 6:22 P.M.

Refund State Insurance Money To Employees It was moved by Councilmember Kunz and seconded by Councilmember Hubbard to approve the disbursement of the State Insurance refund check in the amount of \$178 to the 19 full time employees, and \$89 to the 2 part-time employees. This received unanimous approval.

Merit Money Awarded It was moved by Councilmember Kunz and seconded by Councilmember Hubbard to award merit money to the following employees, as the Employee Salary Resolution allows:

Linda Acock	\$500
John Balls	\$1,000
Chad Dunn	\$300
Heath Edwards	\$150
Matt Gleed	\$300
Dustin Hollingsworth	\$300
Keven Hollingsworth	\$300
Jerry Larsen	\$1,000
Dan McCammon	\$500
Wendy Merrill	\$300
Sally Moser	\$300
Roger Nicholas	\$300
Vance Nielson	\$300
Doug Ransom	\$300
Scott Royer	\$300
Jan Seamons	\$500
Julie Sharp	\$150
Val Sparrow	\$1,000
Cuyler Stoker	\$300
Gordon Talbot	\$300
Scott Weeks	\$300

This received unanimous approval.

Exempt Employees It was moved by Councilmember Kunz and seconded by Councilmember Larson to classify department heads as exempt employees, effective October 1, 2012. Attorney Nelson was instructed to incorporate this change into the Personnel Policy Manual. This received unanimous approval.

It was moved by Councilmember Hubbard and seconded by Councilmember Thomas to adjourn the meeting at 6:24 P.M. This received unanimous approval.

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Jerry C. Larsen, Clerk

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F. Lee Hendrickson, Mayor

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**NOTICE OF PUBLIC HEARING**  
**PROPOSED BUDGET FOR FISCAL YEAR 2012-2013 (FY13)**  
**CITY OF PRESTON, IDAHO**

Notice is hereby given that the City Council of Preston, Idaho will hold a public hearing for the consideration of the proposed budget for the fiscal period October 1, 2012 to September 30, 2013, pursuant to the provisions of section 50-1002, Idaho Code. The hearing will be held at City Hall, 70 West Oneida, Preston, at 5:00 p.m. on September 4, 2012. All interested residents are invited to appear and offer testimony concerning the proposed budget. Copies of the proposed City Budget are available at City Hall during regular office hours (8:00 a.m. to 5:00 p.m., weekdays). City Hall is accessible to persons with disabilities. Anyone desiring accommodations for disabilities related to the budget documents or the hearing, please contact the City Clerk at 852-1817 at least 48 hours prior to the hearing.

	<b>FY11 Actual</b>	<b>FY12 Budget</b>	<b>FY13 Proposed</b>
<b><u>EXPENDITURES</u></b>			
Mayor & Council	68,783	75,000	75,300
Office	19,652	27,000	30,500
Shop	52,425	51,000	43,000
Clerk/Treasurer	80,623	89,500	93,000
Legal	62,510	77,500	78,000
Planning & Zoning	25,876	34,000	30,000
Economic Development	17,825	19,000	24,000
Liability Insurance	53,599	61,000	61,000
Police	493,488	602,000	595,000
Dispatching	16,000	16,000	16,000
Building Inspection	10,297	42,000	42,000
Animal Control	21,376	24,000	22,000
Parks & Recreation	123,202	132,000	142,000
Industrial Park	221	10,000	10,000
Flood Management	0	0	20,000
Unemployment Insurance	0	15,000	15,000
Street Fund	379,772	539,500	662,000
Water Acquisition	0	100	100
Water Fund	699,794	803,000	823,000
Sewer Fund	381,064	514,000	558,000
Garbage Fund	408,459	226,000	239,000
Hydro Fund	71,482	94,200	102,000
<b>TOTAL EXPENDITURES</b>	<b><u>2,986,448</u></b>	<b><u>3,451,800</u></b>	<b><u>3,680,900</u></b>
<b><u>REVENUE</u></b>			
Property Tax Levy	759,393	787,320	792,321
General Fund	521,244	566,195	589,736
Street Fund	271,108	275,418	392,569
Water Acquisition Fund	0	8,100	5,400
Enterprise Funds	1,539,569	1,532,000	1,628,800
Grants	0	3,870	9,470
Reappropriation	0	278,897	262,604
<b>TOTAL REVENUE</b>	<b><u>3,091,314</u></b>	<b><u>3,451,800</u></b>	<b><u>3,680,900</u></b>