

**CITY COUNCIL MEETING  
FEBRUARY 19, 2020  
SALMON, IDAHO**

**Mayor Leo Marshall** opened the regular City Council meeting at 6:00 p.m. Those in attendance were:

**COUNCIL MEMBERS:**           **Jim Baker**  
   **Jim Bockelman**  
   **Ken Hill**  
   **Neal James (Absent)**  
   **Robin Phillips**  
   **Fred Waidely**

**CITY ATTORNEY:**           **Fred Snook**

**Decisions/Action Items**

- 1) Phase I Agreement Renewal with the Salmon Whitewater Park Association was approved.
- 2) Team Chair appointments were made by Mayor Marshall.

**Consent Agenda – Action Item**

- a) Meeting Minutes February 5, 2020 Regular Meeting
  - b) Bills for approval
- Councilor Hill made a motion to accept the minutes of February 5<sup>th</sup> and the bills as presented. Roll call vote: Bockelman...aye, Waidely...aye, Hill...aye, Baker...aye, and Phillips...aye.

**Public Comments**

None

**Update on Salmon Whitewater Park Association and Request to Renew Phase I Agreement – Action Item**

Breann Green, 2 East Bannock Road, stated that the Phase I Agreement was through October 31, 2019. That was partially due to lack of funds. They did receive \$20,000 from the Local Option Tax to go towards the continuation of engineering. S2O Designs began working on the Whitewater Park design around the first of

February. The Development Agreement, Phase I papers that have been submitted to Council for renewal are the same as before except for the year and the inclusion of Change Order No. 1 in the third paragraph. The addendum that was filed with the existing Phase I Agreement has the plans of moving to the east channel incorporating the needs of the City. They have paid around \$50, and they have \$20,000 from LOT to keep moving forward. The City committed to \$1,200. Councilor Baker stated that he believes that the funds were to go towards the survey/analysis. In six to eight months they should be nearing a discussion of Phase II and application for permits. Breann introduced Kate Stoddard who may be the updating the City on the project. Councilor Bockelman asked for clarification on what was included. He noted that there is some erosion that starts further upstream. It was suggested that some of the aggregate be pushed over creating a new barrier for the Island. Breann stated that it is included within the scope. She also noted that the channel will be dry so the City can do something to the lines located there at that time if they choose to.

Councilor Phillips asked what the upside for the City is to support the project. Breann said the association feels very strongly that a whitewater park would be a huge economic potential.

Councilor Waidely made a motion to approve the Phase I development agreement between the City of Salmon and Whitewater Park Association. Roll call vote: Hill...aye, Baker...aye, Phillips...no, Waidely...aye, and Bockelman...aye.

### **Lemhi County Economic Development (LCEDA) / Salmon Valley Business and Innovation Center Updates – Informational Item**

Sue Polk, 98 Sheep Creek Road, North Fork, is the acting executive board director for LCEDA. She reported on their 2019 activities. As far as the building they did a server upgrade and commercial protectors, a new sign, central air and heat system upgrades, and upgrade to bandwidth. Lemhi Ride services were increased with one new vehicle being added in 2020. The Lemhi Education Project had 21 CNA graduates, 5 GED courses, and 23 GED students with 6 completing their courses. They noted 4 start-ups and 1 relocation. As of June 30, 2020 the program (LEP) will end. Councilor Phillips asked who the 4 start-ups are. Tammy Stringham stated that they are not necessarily successful; they are people that have contacted her about starting a business. Councilor Phillips asked about vacancies. Tammy stated that the space occupied by Lemhi Education Project will be available. She stated that there is a business that opened up a business in town in the last year that could possibly use that space. As far as incubation, there is space available at a reduced rental rate.

Councilor Bockelman mentioned building maintenance.

## **Team Meeting Reports / Sacajawea Center Partners Meeting Report** **Informational Item**

### **a) Sacajawea Center Partners Meeting Minutes**

Tuesday, October 1, 2019, 1:00pm

Present: Hope Benedict, Toni Ruth, Travis Seaberg, Ken Hill, Kenn Roberts, Suzy Avey

- 1) Event: Living Voices, March 19, 2020
  - a. Hope provided a short explanation of the upcoming event “Living Voices” that is being sponsored by the Lemhi County Historical Society and the Sacajawea Center along with the Salmon Arts Council. It will take place at the school on March 19 and that evening at the City Center.
  - b. Hope also discussed the fundraising efforts to help pay for the event and Ken Hill offered to cover the cost of the rental space and Kenn Roberts offered to cover the cost of advertising for the event.
- 2) Farmhouse Update
  - a. Suzy provided the group with an update on the farmhouse (old police department). This was followed by a discussion on what grants are available and what service organizations could be contacted to possibly assist in renovations.
- 3) Intern Program/Programming for 2020 Update
  - a. Suzy provided the group with her plans for what an intern program would like and what she hopes it would accomplish.
  - b. The group brainstormed different ideas for the program including housing, stipends, and who would be an ideal intern candidate.
  - c. The group also discussed programming for 2020 and some different ways to provide consistent programming in 2020.
- 4) Action Item: Hay RFP/Contract
  - a. Suzy informed the group that the current hay contract is expired and a new RFP will be brought before City Council. She provided the group a brief history on the previous contracts.
  - b. Suzy brought up one concern she had with the previous contracts on requiring the leasee to burn the ditches- Travis Seaberg said he would talk to the BLM fire about burning the ditches.
  - c. The group discussed different ways to get the word out about the RFP.
- 5) Action Item: 2020 Goals and Objectives
  - a. Suzy gave a brief update on what she has been working on and some of her focus so far.
  - b. Toni Ruth provided information on collaborative efforts between advisory committee members on pollinator habitat creation.

- c. Kenn Roberts proposed having a brainstorming session to further discuss the goals and objectives for 2020 – Suzy will send out a poll with dates that work for her and the group will decide on one.
- 6) Action Item: Next Meeting
  - a. TBD – tentatively April 21 at 12 pm

#### b) Finance Team Meeting Minutes

February 12, 2020  
Submitted by Jim Baker

The Finance Team meeting was held at 1:00 PM on February 12, 2019. Present were Councilors Jim Baker, Ken Hill, Robin Phillips, and Finance Director Amy Fealko.

- 1) The January 2019/2020 financial statements were reviewed. Four months of this budget year has passed. The financials are on track with the planned budget. We have received the first tax payment for this fiscal year. An abbreviated review will be presented and the upcoming council meeting.
- 2) We began discussions to analyze policy for future fund sequester needed for major equipment and infrastructure replacement for the city water treatment and delivery system. We anticipate the final presentation of the “Water Study” soon. Keller Engineering will present their analysis, improvement priorities, and recommendations for future upgrades of the city’s water system. This would conclude the current contract with Keller Engineering. The Finance team could review current water fund financials and options for contracts or city construction projects with Charles Cockrell. These and city priority would be presented for full council discussion and decisions.
- 3) The repayment for the cities loan to Lemhi County Innovation Center for a bus purchase by verbal agreement was discussed. The loan original loan amount was approximately \$15000. They remit one hundred dollars per month to the city and are current on payments.
- 4) Discussions were held on appointments of LOT committee members responsible for analysis and recommendations to council for community fund programs. Also discussed was Ordinance 19-839, the governance ordinance authorizing collection of LOT funds, and Resolution 2019-5. It is recommended that the topic be forwarded to full council.
- 5) The review of the FY 2019 audited general fund plus/minus balance will be forwarded to the next finance team meeting.

The next Financial Meeting will be held on March 11, 2019 in City Hall at 1:00pm.

#### c) Public Works Team Meeting Minutes

February 12, 2020  
2:00 p.m.  
Presented by Fred Waidely

The Public Works team meeting convened at 2:00 p.m. Present were team chairman Fred Waidely, councilors Bockelman and Baker, Public Works Supervisor Cockrell, Joe Stephanishen, Jenny Jarvis, various members of the Salmon Fire Department and members of Lemhi County Road Department.

Mr. Stephanishen requested that the City reroute a portion of 10<sup>th</sup> street that has historically cut through the property he owns to conform with the city plat as he desires to sell the property. There was much discussion between the Fire Department, Lemhi County Road Department and City Supervisor Cockrell as to the best solution for rerouting the street considering right-of-ways, width of the street and turning radius, etc. Therefore, directed at Mr. Stephanishen and all concerned meet to work out a solution for rerouting the street and then return to Public Works Team for further discussion and consideration of the matter.

Equivalent connection fee was again discussed with the team, this concerns the Water Department. Amy is still conducting research on this topic and the Team will do further study during the March Public Works meeting.

Sidewalk repairs discussion was tabled until Spring.

The next meeting will be March 11, 2020 at 2:00 p.m.

### **Monthly Financial Report – Amy Fealko – Informational Item**

City of Salmon, Idaho  
CASH BALANCES REPORT  
*2 Quarter FY2020 (January 2020)*

TOTAL CASH	<u>\$ 5,471,636.38</u>
RESERVED CASH	1,698,993.98
GENERAL FUND	51,697.94
CEMETERY FUND	65,557.99
STREETS & ALLEYS	376,684.04
WATER	757,882.34
SEWER	1,811,205.53
LOCAL OPTION TAX	<u>251,691.52</u>
	<u>5,013,713.34</u>

City of Salmon, Idaho  
**MONTHLY FINANCIAL REPORT**  
*FY2020 (January 2020)*

February 7, 2020

**OVERVIEW**

This report summarizes the City's overall year-to-date (January 2020) financial position for the FY 2020.

**GENERAL FUND**

General Fund Financial Condition. With 34% of the year complete, General Fund revenues are at 45.0% of projections and expenditures are at 32.7%.

General Fund Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	1,422,720	639,681	1,512,667	1,395,029	45.0%
Expenditures	1,422,720	464,645	1,512,667	1,455,755	32.7%

Top Revenues. Our top four revenues account for about 92% of total General Fund Revenues. By focusing on these we get an excellent understanding of our revenue position.

Overall, these revenues are performing as projected based on payment schedules and past trends.

Top Revenues	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Property Tax	790,581	486,156	815,417	759,886	61.5%
Sales Tax	261,439	67,955	252,991	258,580	26.0%
Revenue Sharing	140,360	35,570	132,739	102,358	25.3%
Liquor Revenue	112,190	22,948	112,670	117,350	20.5%
<b>TOTAL</b>	<b>1,304,570</b>	<b>612,629</b>	<b>1,313,817</b>	<b>1,238,174</b>	<b>47.0%</b>

Property Tax. The first major payment of 2019-2020 taxes will be received in December 2019 and another significant tax payment came to the City in January 2020.

The first Revenue Sharing and Liquor Revenue payments for the year were received in January 2020.

We remain optimistic that revenues will follow budgeted amounts, but these revenues will be monitored close

EXPENDITURES. Operating costs are on budget for fiscal year 2020 as summarized below:

Expenditures by Department	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Executive	73,046	18,964	74,660	70,677	26.0%
Administration	191,343	57,252	188,377	177,506	29.9%

Comm Development	21,000	147	22,000	12,564	0.7%
Planning & Zoning	20,500	6,126	25,150	19,223	29.9%
Sacajawea Center	141,606	47,468	169,369	141,189	33.5%
Police Dept	766,941	280,872	801,853	799,972	36.6%
Parks	74,493	23,067	77,760	77,966	31.0%
Swimming Pool	83,755	2,604	86,690	88,598	3.1%
Salmon Valley Center	49,936	28,146	66,808	68,060	56.4%
<b>TOTAL</b>	<b>1,422,620</b>	<b>464,645</b>	<b>1,512,667</b>	<b>1,455,755</b>	<b>32.7%</b>

OTHER GOVERNMENTAL FUNDS

Cemetery Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	86,519	36,516	86,159	79,056	42.2%
Expenditures	86,519	39,842	86,159	80,102	46.0%

Streets & Alleys Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	574,096	341,973	560,461	555,580	59.6%
Expenditures	574,096	94,403	560,461	529,324	16.4%

Local Option Tax Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	103,700	16,316	95,000	124,544	15.7%
Expenditures	103,700	8,408	95,000	67,902	8.1%

ENTERPRISE FUNDS

Water Fund Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	1,020,000	332,949	1,182,200	1,098,428	32.6%
Expenditures	1,020,000	199,905	1,182,200	1,129,117	19.6%

Sewer Fund Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	721,000	257,501	1,696,800	732,261	35.7%
Expenditures	721,000	144,129	1,696,800	1,513,492	20.0%

**Local Option Tax Distribution Process Discussion – Councilor Baker –  
Action Item**

Councilor Baker said to his recollection the Council has not made any appointments to the Local Option Tax Commission. He asked the Mayor where we were with that and how does he plan to proceed. Mayor Marshall said the way it is structured now you have to follow the Resolution. It is an easy process that city staff will review them as they come in and then present them to City Council. Councilor Baker said the problem as he sees it is the Resolution that was approved by Council, himself included, is the first priority would be City funded projects. He also does not agree that city staff should be deciding funding. Councilor Bockelman said if the City does not turn in any requests it does not mean that all the money goes to city funding. If Council does not agree with the funds requested they can vote no. Council has final say as to how those funds are distributed.

Councilor Phillips noted that when the new LOT Ordinance was being drafted they were open to a lot of input, but most of the Councilors did not attend. They took some of the comments and incorporated them in. Now is the wrong time to be throwing rocks.

Amy Fealko said typically applications are collected the first Friday of February. That has come and gone. We do not have a dedicated person who is the director of LOT. She has some responsibilities to collect funds and the City Clerk has some responsibilities but there is no one managing the LOT process. Rather than have it stand still Mary and I came up with the idea to collect applications, separate them into those categories and let Council as the governing body decide on the funding as the Resolution states. She does not feel like the staff would have input into how much; that would be Council's decision.

Councilor Bockelman stated that he agrees with this system of structure. It doesn't say the City is getting all of the money.

Mayor Marshall said he could have people for the next council meeting.

**Finance, Parks & Recreation, Public Works, Public Safety Team Chair  
Appointments – Mayor Marshall – Action Item**

Mayor Marshall appointed the following as team chair:

Public Safety: Ken Hill

Parks and Recreation/Sacajawea Center: Fred Waidely

Public Works: Jim Baker

Finance: Robin Phillips

### **Informal Discussion/Round Table**

Councilor Phillips stated that she feels Fred (Diamond F) has a tenant in the McNutt building. She thinks it will be an important economic engine to encourage other businesses to move in. She as well as the other Councilors commented on a good job by the Public Works crew with the amount of snow we have gotten. There was some concern by Councilor Waidely about snow being piled in the clear vision triangle by private individuals. Councilor Bockelman commented on pedestrian traffic areas needing snow removal.

### **Committee Meetings / Public Information**

- a) Public Works Team – March 11, 2020 – 2:00 p.m.
- b) Parks and Recreation Team – TBD Spring 2020
- c) Finance Team – March 11, 2020 - 1:00 p.m.
- d) Public Safety Team – March 11, 2020 – 4:00 p.m.

### **Public Comments**

None

### **Future Council Meeting Agenda Items Future Action Items**

- 1) Completion of Monk Street Transfer of Property (Beers/Slavin)

### **Adjournment – Action Item**

The Council meeting was adjourned at 7:27 p.m.

---

**Mayor, Leo Marshall**

---

**Mary Benton, City Clerk**