

**CITY COUNCIL MEETING  
MAY 20, 2020  
SALMON, IDAHO**

**Mayor Marshall** opened the regular City Council meeting at 6:00 p.m. Via GoToMeeting due to the Coronavirus.

Those in attendance were:

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

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

**Decisions/Action Items**

- 1) Council approved the Fire Department’s request to dedicate the parking area behind the firehouse for the Fire Department.
- 2) Addressing Standards will be on the next agenda.
- 3) Local Option Tax Commission Funding was: Adventure Crew \$4,300, Greater Salmon Valley Chamber of Commerce \$1,200, Goldstone Ultra Running \$1,800.
- 4) Valley Wide’s bid for propane services was approved by council.

**Consent Agenda – Action Item**

- a) Meeting Minutes May 6, 2020 Regular Meeting
  - b) Bills for approval
- Councilor Hill made a motion to accept the May 6, 2020 meeting minutes and bills for approval as submitted. Roll call vote carried: Bockelman...aye, Waidely...aye, Phillips...aye, James...aye, Baker...aye, and Hill...aye.

**Public Comments**

None

**Lemhi County Fire Protection District Parking Area – Action Item**

The Fire Protection District would like some assurance that there is available parking for the firemen in emergency situations. They would like the parking area dedicated for LCFPD use only. At the last meeting Councilor Bockelman made a motion to table the discussion until documentation of said parking lot was provided.

Mayor Marshall noted that in addition to council packet information Fred Snook provided Council and the Mayor with additional information.

Steve Frazee, Roy Barrett and Chace Slavin attended via telephone to represent the Fire Protection District.

Councilor Phillips stated that Fred Snook put out a list of questions and asked if the Fire District had access to those questions. Steve Frazee said they did not receive the letter until late in the afternoon and he feels the questions are irrelevant to the discussion.

Councilor Phillips said council is trying to encourage business along Main Street and they are going to require parking. She has a problem with only allowing firemen responding to a fire to park there.

Steve Frazee said in regards to photographs submitted by Fred they did not really represent typical training due to Covid-19, which restricted the number of firemen in attendance by about half. There are 41 fire fighters with 12 fire apparatus at the firehouse. Quick access is critical and can make a difference between life or death and someone losing their home. With Fred developing the old McPherson building parking will not be available where they used to park making the parking area behind the Firehouse more critical than ever.

Roy Barrett said the bottom line is that building represents protection for all of Lemhi County Fire Protection District...the City of Salmon. The parking issues that will arise from the businesses in Fred Snook's building are his issues.

Councilor Baker asked how many parking spaces are in the area.

Councilor Bockelman stated that all the back and forth about how many parking spots is irrelevant. They should look at it as a designated area for the fire department. Perhaps negotiations could be made with Summit Bank for parking for businesses. There are parking spaces behind the Pork Peddler for their customers.

Councilor Phillips said she would not support the request because "maybe there could be a fire and someone needs a place to park".

Councilor Hill said he agrees with Councilor Bockelman. There is no reason the spaces cannot be dedicated for the fire department only.

Councilor Waidely said there is parking behind the Pork Peddler and he believes there is adequate parking available throughout that whole area. Dedicating the area behind the firehouse would be a boon to the Fire Department and would help their response time.

Fred Snook stated that there are 18 to 20 parking spots in that area. It doesn't affect him so much; he has plenty of parking, but maybe the Pork Peddler. He stated that the Fire Department has more than they need as far as emergency responding.

Councilor Waidely made a motion to approve the Fire Department's request to dedicate the parking area for the Fire Department.

Devin Marcus asked how it would be enforced. Councilor Waidely noted that enforcement would be done by the Police Department. Devin said as long as he is not responsible for where his patrons park he is in support of the firemen doing their job. He has more parking for his customers than he needs.

Roll call vote carried as follows: Bockelman...aye, Waidely...aye, Phillips...no, James...aye, Baker...aye, and Hill...aye.

**City Policy - Addressing Standards for City of Salmon – Item for Review**

Polly Anderson drafted a policy for giving city properties an address in order to provide a comprehensive and uniform system of permanent addresses. Council will review the policy for a decision at the next regular meeting.

**Local Option Tax Commission Funding Recommendations- Action Item**

LOCAL OPTION TAX 2020 CYCLE 1											
Applicant	Project	App	Type of Entity	w-9	P&L	tax ID	budget	ID Bus Reg	Amount Requested	Total Project Cost	Recommended Amount
Adventure Crew LLC	Marketing/Advertising	x	LLC	x	x	x	x	x	\$ 10,000.00	\$ 20,000.00	\$4,300.00
Greater Salmon Valley Chamber of Commerce	Business Passport Materials/Staffing	x	Civic	x	x	x	x	x	\$ 29,280.00	\$ 59,014.00	\$ 1,200.00
Goldstone Ultra Running LLC	Beaverhead Endurance Runs	x	LLC	x	x	x	x	x	\$ 3,300.00	\$ 48,702.00	\$ 1,800.00
Lemhi Co Fair Association	2020 Salmon Stampede	x	County	x	x	x	x	x	\$ 12,700.00	\$ 60,000.00	\$ -
Whitewater Therapeutic & Recreational Riding Assoc.	Wylie & the Wild West Concert	x	Org/Assoc	x	x	x	x	x	\$ 1,800.00	\$ 4,575.00	\$ -
											\$ 7,300.00
Available Funds		\$8,810									

Councilor Phillips made a motion to approve cycle 1 funding as submitted by the Local Option Tax Commission. Roll call vote carried: Hill...aye, Baker...aye, James...aye, Phillips...aye, Waidely...aye, Bockelman...aye.

**Financial Report April 2020 – Informational Item**

City of Salmon, Idaho

CASH BALANCES REPORT

2 Quarter FY2020 (April 2020)

TOTAL CASH		\$	5,190,188.48
RESERVED CASH			1,698,993.98
	GENERAL FUND		452,798.60
	CEMETERY FUND		59,788.58
	STREETS & ALLEYS		313,770.85
	WATER		717,251.82
	SEWER		1,721,299.12
	LOCAL OPTION TAX		226,285.53
			5,190,188.48

City of Salmon, Idaho

MONTHLY FINANCIAL REPORT

FY2020 (April 2020)

May 13, 2020

**OVERVIEW**

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

**GENERAL FUND**

**General Fund Financial Condition.** With 58% of the year complete, General Fund revenues are at 57.5% of projections and expenditures are at 53.9%.

General Fund Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	1,422,720	818,465	1,512,667	1,395,029	57.5%
Expenditures	1,422,720	767,089	1,512,667	1,455,755	53.9%

**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. So far, these revenues are performing as projected based on payment schedules and past trends; however the City anticipates a major decline over the next two quarters due to COVID-19.

Top Revenues	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Property Tax	790,581	508,090	815,417	759,886	64.3%
Sales Tax	261,439	133,827	252,991	258,580	51.2%
Revenue Sharing	140,360	69,692	132,739	102,358	49.7%
Liquor Revenue	112,190	45,896	112,670	117,350	40.9%
<b>TOTAL</b>	<b>1,304,570</b>	<b>757,505</b>	<b>1,313,817</b>	<b>1,238,174</b>	<b>58.1%</b>

Property Tax. The first major payment of 2019-2020 taxes was 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 are closely monitoring the revenues from the state due to COVID-19.

**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	47,342	74,660	70,677	64.8%
Administration	191,343	107,033	188,377	177,506	55.9%
Comm Development	21,000	303	22,000	12,564	1.4%
Planning & Zoning	20,500	10,980	25,150	19,223	53.6%
Sacajawea Center	141,606	71,706	169,369	141,189	50.6%
Police Dept	766,941	457,433	801,853	799,972	59.6%
Parks	74,493	32,963	77,760	77,966	44.2%
Swimming Pool	83,755	4,452	86,690	88,598	5.3%
Salmon Valley Center	49,936	34,879	66,808	68,060	69.8%
<b>TOTAL</b>	<b>1,422,620</b>	<b>767,089</b>	<b>1,512,667</b>	<b>1,455,755</b>	<b>53.9%</b>

**OTHER GOVERNMENTAL FUNDS**

Cemetery Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	86,519	45,295	86,159	79,056	52.4%
Expenditures	86,519	54,152	86,159	80,102	62.6%

Streets & Alleys Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	

Revenues	574,096	395,997	560,461	555,580	69.0%
Expenditures	574,096	215,912	560,461	529,324	37.6%

Local Option Tax Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	103,700	28,233	95,000	124,544	27.2%
Expenditures	103,700	45,350	95,000	67,902	43.7%

#### ENTERPRISE FUNDS

Water Fund Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	1,020,000	570,680	1,182,200	1,098,428	55.9%
Expenditures	1,020,000	472,114	1,182,200	1,129,117	46.3%

Sewer Fund Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
Revenues	721,000	432,810	1,696,800	732,261	60.0%
Expenditures	721,000	403,602	1,696,800	1,513,492	56.0%

#### SUPPLEMENTAL INFORMATION

FY 2020

Swimming Pool Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
REVENUE					
Pool Lessons	12,000	-	15,000	15,640	0.0%
Pool Admissions	19,000	-	19,000	20,022	0.0%
<b>TOTAL</b>	<b>31,000</b>	<b>-</b>	<b>34,000</b>	<b>35,662</b>	<b>0.0%</b>

Swimming Pool Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
EXPENSES					
Salaries & Benefits	59,550	816	58,790	61,641	1.4%
Operating	17,205	2,171	21,400	23,212	12.6%
Propane	7,000	676	6,500	3,744	9.7%
Capital Outlay	-	-	-	-	0.0%
<b>TOTAL</b>	<b>83,755</b>	<b>3,663</b>	<b>86,690</b>	<b>88,597</b>	<b>4.4%</b>

Sacajawea Center Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
REVENUE					
Rental Income	10,000	3,279	10,000	6,560	32.8%
Concession Income	7,000	185	7,000	6,899	2.6%
Visitor Fees	12,000	756	12,000	12,062	6.3%
Donations	-	-	-	250	0.0%
Programming	1,500	1,432	1,500	3,488	95.5%
Haying	2,050		2,050	2,050	0.0%
Grants	-	-	13,000	12,952	0.0%
<b>TOTAL</b>	<b>32,550</b>	<b>5,653</b>	<b>45,550</b>	<b>44,261</b>	<b>17.4%</b>

Sacajawea Center Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
EXPENSES					
Salaries & Benefits	83,081	44,737	80,069	81,064	53.8%
Operating	58,525	20,215	89,300	60,236	34.5%
<b>TOTAL</b>	<b>141,606</b>	<b>64,952</b>	<b>169,369</b>	<b>141,300</b>	<b>45.9%</b>

Legislative Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
EXPENSES					
Salaries & Benefits	56,796	28,030	56,160	55,885	49.4%
Operating	16,250	467	18,500	14,792	2.9%
<b>TOTAL</b>	<b>73,046</b>	<b>28,497</b>	<b>74,660</b>	<b>70,677</b>	<b>39.0%</b>

Administrative Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
EXPENSES					
Salaries & Benefits	96,572	45,796	95,207	86,819	47.4%
Operating	94,771	47,436	93,170	91,119	50.1%
<b>TOTAL</b>	<b>191,343</b>	<b>93,232</b>	<b>188,377</b>	<b>177,938</b>	<b>48.7%</b>

Community Development Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
EXPENSES					

Salaries & Benefits	-	255	-	563	0.0%
Operating	21,100	-	22,000	12,000	0.0%
<b>TOTAL</b>	<b>21,100</b>	<b>255</b>	<b>22,000</b>	<b>12,563</b>	<b>1.2%</b>

Planning & Zoning Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
EXPENSES					
Salaries & Benefits	-	-	-	-	0.0%
Operating	20,500	9,480	25,150	19,343	46.2%
<b>TOTAL</b>	<b>20,500</b>	<b>9,480</b>	<b>25,150</b>	<b>19,343</b>	<b>46.2%</b>

Police Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
EXPENSES					
Salaries & Benefits	675,715	350,652	639,353	650,872	51.9%
Operating	71,226	49,880	81,000	63,557	70.0%
Capital Outlay	20,000	-	81,500	85,829	0.0%
<b>TOTAL</b>	<b>766,941</b>	<b>400,532</b>	<b>801,853</b>	<b>800,258</b>	<b>52.2%</b>

Parks Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
EXPENSES					
Salaries & Benefits	47,262	9,748	49,210	34,888	20.6%
Operating	24,231	5,413	25,550	27,557	22.3%
Capital Outlay	3,000	9,201	3,000	15,682	306.7%
<b>TOTAL</b>	<b>74,493</b>	<b>24,362</b>	<b>77,760</b>	<b>78,127</b>	<b>32.7%</b>

City Center Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
EXPENSES					
Salaries & Benefits	-	-	-	-	0.0%
Operating	39,936	32,985	52,425	66,890	82.6%
Capital Outlay	10,000	-	14,383	1,250	0.0%
<b>TOTAL</b>	<b>49,936</b>	<b>32,985</b>	<b>66,808</b>	<b>68,140</b>	<b>66.1%</b>

Cemetery	Current Year		Fiscal Year 2019		Percent

Activity	Budget	YTD Actual	Budget	Actual	Percent
<b>EXPENSES</b>					
Salaries & Benefits	68,235	23,633	67,474	64,709	34.6%
Operating	14,284	5,334	13,685	12,660	37.3%
Capital Outlay	4,000	18,857	5,000	2,687	471.4%
<b>TOTAL</b>	<b>86,519</b>	<b>47,824</b>	<b>86,159</b>	<b>80,056</b>	<b>55.3%</b>

Streets & Alleys Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
<b>EXPENSES</b>					
Salaries & Benefits	223,984	96,326	201,463	214,159	43.0%
Operating	259,112	57,313	276,498	271,353	22.1%
Capital Outlay	91,000	33,624	82,500	43,645	36.9%
<b>TOTAL</b>	<b>574,096</b>	<b>187,263</b>	<b>560,461</b>	<b>529,157</b>	<b>32.6%</b>

Water Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
<b>EXPENSES</b>					
Salaries & Benefits	260,085	130,966	257,698	273,343	50.4%
Operating	275,454	135,956	436,470	516,353	49.4%
Capital Outlay	381,850	168,893	341,850	350,411	44.2%
Depreciation	102,611	-	146,182	-	0.0%
<b>TOTAL</b>	<b>1,020,000</b>	<b>435,815</b>	<b>1,182,200</b>	<b>1,140,107</b>	<b>42.7%</b>

Sewer Activity	Current Year		Fiscal Year 2019		Percent
	Budget	YTD Actual	Budget	Actual	
<b>EXPENSES</b>					
Salaries & Benefits	207,990	110,691	244,788	216,803	53.2%
Operating	205,344	100,193	188,290	202,318	48.8%
Capital Outlay	231,032	171,197	1,201,032	1,142,255	74.1%
Depreciation	76,634	-	62,690	211,490	0.0%
<b>TOTAL</b>	<b>721,000</b>	<b>382,081</b>	<b>1,696,800</b>	<b>1,772,866</b>	<b>53.0%</b>

This summary is based on preliminary March 2020 financial statements and is produced by Amy Fealko.

### **Acceptance of Propane Bid For City Facilities– Action Item**

The City received two bids for propane for June 1, 2020 through May 31, 2021. Valley Wide Cooperative bid .899 cents per gallon and Salmon River Propane bid .99 cents per gallon.

Councilor Bockelman made a motion to accept Valley Wide Cooperative’s bid for propane services for \$.899 per gallon including services as outlined in their bid to the city. Roll call vote: Bockelman...aye, Waidely...aye, Phillips...aye, James...aye, Baker...aye, and Hill...aye.

### **Governor’s Stage 2 Protocol – Informational Item**

A copy of the Governor’s most recent directives for Covid-19 was provided to Council.

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

- 1) Councilor James would like to have their next meeting in person
- 2) Councilor Phillips agrees with Councilor James. She stated that the Mayor is driving the bus and she wants to meet in person in June.
- 3) Councilor Bockelman wants to have a discussion as to what responsibility does the city have to the local businesses to regulate new businesses.

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

- a) Public Works Team – TBD
- b) Parks and Recreation Team – TBD
- c) Finance Team – TBD
- d) Public Safety Team – TBD
- e) Proposed Budget Meetings – Possible Dates: June 3<sup>rd</sup>, June 10<sup>th</sup> or 11<sup>th</sup>. Council opted to meet every Wednesday in June, beginning on June 3<sup>rd</sup> at 10:00 a.m.

### **Public Comments**

Mary Benton stated that in order to follow protocol, whether council is in agreement with the Governor or not, meetings will be held according to his guidelines. It is her opinion that the Mayor cannot override the Governor’s orders.

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

- 1) City Policy - Addressing Standards for City of Salmon
- 2) Executive Session Per Idaho Code 74-206 1(b) & 1(f) - Request by Councilor Bockelman

### **Adjournment – Action Item**

The Council meeting was adjourned at 7:30 p.m.

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Mayor, Leo Marshall

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Mary Benton, City Clerk