

**CITY OF KUNA
REGULAR CITY COUNCIL MEETING
MINUTES**

TUESDAY, FEBRUARY 3, 2015

Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho

6:00 P.M. WORKSHOP

COUNCIL MEMBERS PRESENT: Mayor W. Greg Nelson
Council President Richard Cardoza
Council Member Briana Buban-Vonder Haar
Council Member Pat Jones
Council Member Joe Stear

CITY STAFF PRESENT: Richard Roats, City Attorney
Gordon Law, City Engineer
John Marsh, City Treasurer
Wendy Howell, Planning & Zoning Director
Chris Engels, Deputy City Clerk
Bobby Withrow, Parks Supervisor
Bob Bachman, Bldg. Maint & Insp. /Fleet Mgt.
Linda Mayhugh, Deputy Treasurer

Call to Order and Roll Call

Discussion Regarding Expenses and Policy Implementation

(Timestamp 00:00:10)

City Treasurer John Marsh reviewed the process for purchasing practices for the city. He covered expenditures and explained purchase orders are required for each purchase. The purchasing module is electronic and integrates into the other accounting modules for the city. About 90% of purchase order requests come from public works employees. A W-9 is required for any new vendors. Details are obtained and the expense account is determined. He further explained, if it's an asset, it goes to the asset module. Others go to an encumbrance. Mr. Marsh indicated the process can be tightened up but it is better than in the past. Requisitions could be required that would need a supervisor approval. There is a mix of options if more internal control is wanted.

The city has a capital asset module and tracks the city assets. Nothing is in place that determines exactly what is tracked based on threshold. He explained the criteria for the Small Tool budget items. There are several hundred to a thousand assets depending on departments but inventorying each year is difficult.

Mr. Marsh stood for questions.

Council Member Jones asked if there are written policies and other specific costing assignments.

Mr. Marsh indicated there is not but explained how projects are tracked.

City Engineer Gordon Law added that he keeps a separate set of spreadsheets for budgets of projects approved by council in the annual budget.

Council Member Jones would like to see supervisor approval for stock items or tools that are purchased. He would also like to see purchasing done in a manner that money can be saved by buying in bulk. His goal is to control costs to the best of the city's ability.

Council President Cardoza asked if any employee can request a purchase order and should supervisors know when something is being purchased and be given time to review what is being ordered. He also inquired if there is an inventory list of used items and would like to see discounts used by tracking inventory. Mr. Marsh indicated the process can be set up to a method council would like to see.

Mr. Law explained many purchase orders are obtained after purchases and then are reviewed by the foreman and then Mr. Law. Most of the time, purchases of these types are for a breakage that require immediate items. In response to Council President Cardoza, when Mr. Law was in Caldwell, there was an inventory system. It was a point of control and there were times of the year when inventory had to be done by employees and it purchase orders and work orders were compared. It stopped work progress and could dominate a department's time.

Council Member Stear asked Mr. Law if he had any concerns about the city's system. Mr. Law doesn't have concerns with employees making purchases but does have pause if employees make trips for a single item instead of lumping items together in one trip. The highest cost he does have concerns with is utilities, primarily power.

Bldg. Maint & Insp. /Fleet Mgt Bob Bachman explained that parks employees check with Park Supervisor Bobby Withrow or himself for approval on purchases. Seasonal employees cannot make purchases. Mr. Withrow agreed that seasonal employees don't make purchases and he asks regular parks employees to make the purchase after his review.

Council Member Stear feels comfortable with the department heads overseeing purchases as it is done currently.

Mayor Nelson provided his experience with inventory processes and described it as cumbersome without valid results. He added that the number of employees going for purchases has been curtailed. He thinks the current system is functional and inventory wouldn't be needed until the city is larger.

Council President Cardoza agreed with Mayor Nelson.

Council Member Buban-Vonder Haar asked if there are price check thresholds or what is the process to track costs at vendors. Mr. Marsh said that he sees invoices for the same item at different vendors, especially in town. The prices can fluctuate. Mr. Law said the larger items are checked on prices versus small items.

Council Member Buban-Vonder Haar inquired if there were a set number of estimates requested based on the price of the item.

Mr. Withrow responded to Council Member Buban–Vonder Haar that he does call around for the best prices on the higher priced items at two or three stores.

Mayor Nelson indicated he has checked the quality and prices for the cities testing supplies and feels the price is very good.

Council Member Jones asked Mayor Nelson if it was possible to buy in bulk to get a better price on certain items such as paper products. Council Member Jones explained he would like cost and purchases to be tracked and reviewed without adding a lot of additional work. He thinks it is important to be sure the purchase and the quantity are needed and necessary. He would like to see savings when possible.

Mayor Nelson agreed if storage could be established.

Council Member Buban–Vonder Haar wondered if the city could work with the school district for better prices on bulk purchases. In response, Mayor Nelson said it could be reviewed and potentially save money for each organization.

Mr. Marsh said the budgeting time would be a good time to make some of those decisions. He let Council and Mayor know that storage was an issue but he does evaluate the costs on a variety items such as office, paper and cleaning supplies to be sure that the city is getting the best costs available.

Council Member Jones told Council that he would like to cut back the first aid kits to basics and not include aspirin, cold medicine, and other over the counter medications to preserve costs. He thinks employees are well taken care of the by the city and thinks those items should be covered by the employee for their personal use instead of city funds. Council Member Buban Vonder–Haar agreed. She believes items for workplace injuries should be kept. Council President Cardoza agreed unless the item keeps employees at work.

Council President Cardoza asked Mr. Withrow if he see’s abuse of any items.

Mr. Withrow said there are a few items but for the most part, he doesn’t see abuse. The electrolyte packs and aspirin may be taken. In response to Council President Cardoza, the electrolytes are used in the summer because of the heat.

Mayor Nelson suggested a group of employees review the list and determine what is necessary. Council was agreeable and would review it at a later date.

Council Member Stear moved to adjourn the workshop at 6:00 p.m. Seconded by Council President Cardoza, all voting aye. Motion carried 4-0.

7:00 P.M. REGULAR CITY COUNCIL

COUNCIL MEMBERS PRESENT: Mayor W. Greg Nelson
Council President Richard Cardoza
Council Member Briana Buban-Vonder Haar
Council Member Pat Jones
Council Member Joe Stear

CITY STAFF PRESENT: Gordon Law, City Engineer
John Marsh, City Treasurer
Wendy Howell, Planning & Zoning Director
Richard Roats, City Attorney
Chris Engels, Deputy City Clerk
Bobby Withrow, Parks Supervisor
Bob Bachman, Bob Bachman, Bldg. Maint & Insp. /Fleet Mgt.

Call to Order and Roll Call

Invocation: Stan Johnson, Kuna Life Church

Pledge of Allegiance: Mayor Nelson

1. Consent Agenda:
(Timestamp 01:01:02)

All items listed under the Consent Agenda are considered to be routine and are acted on with one motion by the City Council. There will be no separate discussion on these items unless the Mayor, Council Member, or City Staff requests an item to be removed from the Consent Agenda for discussion. Items removed from the Consent Agenda will be placed on the Regular Agenda under Old Business or as instructed by the City Council.

- A. City Council Meeting Minutes:
 - 1. Minutes of January 20, 2015
- B. Accounts Payable Dated January 29, 2015 in the Amount of \$141,689.32
- C. Alcohol Licenses:
- D. Resolutions:
- E. Findings of Facts and Conclusions of Law:

Council Member Jones asked Bldg. Maint & Insp. /Fleet Mgt Bob Bachman if he had an idea of how to reduce the cost of the gas bill at the Senior Center because the center was seven times the amount of City Hall.

Mr. Bachman responded that he is beginning an evaluation to do a review of energy conservation for the buildings. He thinks there will be an opportunity to save money after doing a comparison of prior years.

Council Member Jones asked Mr. Law about a billing from Cloverdale Plumbing for a repair on a main line sewer service and why the repair couldn't be done in house. Mr. Law responded that he believed it was in the Willow Glen Subdivision and that the street and asphalt had to be cut and repair the item, hooking everything back up and fixing the surface damage. Council Member Jones thought the price was fair but would like to focus on fixing in house if possible and is willing to look at what is needed to do repairs in house.

Mr. Law said that is looked at first but in this instance it was in the right of way and dealing with ACHD, it was better to have a contractor responsible for the security on the project.

Mr. Marsh clarified there was another bill to the homeowner but the city reimbursed the homeowner so the actual cost was higher.

Council President Cardoza asked Mr. Marsh if boots were purchased for all employees or just public works. Mr. Marsh confirmed it was just for those who had the need and was public works.

Council Member Stear moved to approve the consent agenda as presented. Seconded by Council Member Buban-Vonder Haar, all voting aye. Motion carried 4-0.

2. Citizen's Reports or Requests:

3. Public Hearings: (7:00 p.m. or as soon thereafter as matters may be heard.)

4. Business Items:

- A.** Consideration to re-appoint Lee Young, Dana Hennis and Cathy Gealy to the Planning and Zoning Commission for terms to expire January 2018 – Wendy Howell, Planning and Zoning Director
(Timestamp 01:07:19)

Planning and Zoning Director Wendy Howell explained the commission has a three year term and all three seats were up. She sent an email to all three and asked if they wanted to be re-instated and all the commissioners agreed. The commissioners are only allowed to serve two consecutive terms. One will expire in 2016 and these three will end after this term.

Council Member Stear moved to re-appoint Lee Young, Dana Hennis and Cathy Gealy to the Planning and Zoning Commission for terms to expire January 2018. Seconded by Council Member Buban-Vonder Haar, all voting aye. Motion carried 4-0.

- B.** Consideration to Approve Resolution R07-2015 Authorizing Execution of Consultant Services Contract with J-U-B Engineers, Inc for Blower Replacement Project– Gordon Law, City Engineer

(Timestamp 01:09:15)

A RESOLUTION OF THE CITY OF KUNA, IDAHO APPROVING THE EXPENDITURE OF SEWER DEPARTMENT FUNDS IN THE AMOUNT OF \$24,850.00 FOR CONSULTANT SERVICES FOR THE PURPOSE OF PREPARING DOCUMENTS FOR THE PROCUREMENT OF A REPLACEMENT BLOWER FOR THE KUNA SOUTH WASTE WATER TREATMENT PLANT.

Mr. Law explained this item had been discussed during budget time and the blower at the Lagoon plant wasn't functioning properly and has a history of being repaired for a significant amount of money, six to seven thousand dollars each time with only about two weeks of service before going down again. This item is for a consultant to provide proper sizing the blower that is proposed to be a high energy efficient for electrical savings as well as reliability. They will also prepare the documents for acquisition.

Council President Cardoza asked if this was a blower that the city had applied for a grant from Idaho Power. Mr. Law confirmed that was correct. Idaho Power has indicated the city qualifies for the grant.

Mr. Law responded to Council Member Jones the grant covered part of the costs.

Council Member Stear moved to approve Resolution R07-2015. Seconded by Council Member Buban-Vonder Haar, all voting aye. Motion carried 4-0.

- C. January 2015 Construction Report – No action required – Gordon Law, City Engineer
(Timestamp 01:12:05)

Mr. Law reviewed a new proposed subdivision that a review is being done to develop the subdivision that has a large offsite sewer line that will be constructed. It should start sometime in February and will close parts of Hubbard Road at times.

Council Member Buban-Vonder Haar asked if it will close off all south bound traffic.

Mr. Law understands that it will be done in segments from Linder Road. The Linder and Hubbard intersection will only be closed on weekends. He expects it to begin in two or three weeks.

Council President Cardoza asked when the greenbelt extension paving will be done.

Mr. Bachman anticipates the path paving will be done in late spring. He is going through the process of working on the cost effectiveness between ACHD and Central Paving. He explained the purpose of having an upper and lower pathway.

Mr. Law reminded Council that there is a companion project with ACHD on Orchard Street for sidewalk to a connecting pathway. It is scheduled for June or July.

Council Member Jones thanked Mr. Law for the updates.

- D. Results of Financial Operations for Quarter 1 ending 12/31/2014, Fiscal Year Ending 09/30/2015 – John Marsh, City Treasurer**
(Timestamp 01:16:10)

Mr. Marsh presented a powerpoint of the balances of revenue and expenses of the city funds for quarter 1 ending 12/31/2014. He provided clarification on each fund. Mr. Marsh also reviewed the stability of the financial institutions where the city deposits its funds and explained the accounts.

5. Ordinances:

(Timestamp 01:55:00)

- A. Third Reading of Ordinance No. 2015-01 Zoning Ordinance Amendment**
Consideration to approve ordinance.
Consideration to approve a summary publication of the ordinance.

AN ORDINANCE OF CITY OF KUNA, IDAHO, AMENDING TITLE 5, CHAPTER 1, SECTION 6-1 ENTITLED “MEANINGS OF TERMS OR WORDS” TO MAKE CHANGES TO THE DEFINITIONS; AMENDING TITLE 5, CHAPTER 2, SECTION 2-B ENTITLED, “RESIDENTIAL” TO MAKE ZONING DESIGNATION R-8 CONSISTENT WITH THE KUNA COMPREHENSIVE PLAN; AMENDING TITLE 5, CHAPTER 3, SECTION 2, ENTITLED “LAND USE TABLE” TO MAKE CHANGES TO SEVERAL LAND USES RELATED TO THE REQUIREMENT FOR EITHER A PERMITTED OR SPECIAL USE PERMIT; AMENDING TITLE 5, CHAPTER 9, SECTION 2-D, ENTITLED “OFF-STREET PARKING AND LOADING FACILITIES” TO PROVIDE FOR AN EXCEPTION FOR M-1 AND M-2 ZONES STORAGE AREAS; AND PROVIDING AN EFFECTIVE DATE.

Council Member Buban-Vonder Haar moved to approve Ordinance No. 2015-01
Seconded by Council Member Stear with the following roll call vote:
Voting Aye: Council Members Cardoza, Jones, Buban-Vonder Haar and Stear
Voting No: None
Absent: None
Motion carried 4-0.

Council Member Buban-Vonder Haar moved to approve a summary publication of Ordinance No. 2015-01. Seconded by Council Member Stear, all voting aye.
Motion carried 4-0.

6. Mayor/Council Discussion Items:

(Timestamp 01:57:44)

Council President Cardoza commented the New Historical Center looked good and asked about the progress. Mr. Bachman gave a timeline for completion and thought it could be ready to be moved into in the next week. When weather is better, the outside will be done.

Council President Cardoza asked about having security for the building.

Mayor Nelson responded that he agreed security was a good idea. Mayor Nelson updated that a few places are being looked at for cameras for better safety and help with vandalism. A recommendation for security cameras will be coming in the future.

Council President Cardoza commented that the Skatepark seems to be cleaner.

Mr. Bachman said the community service people help keep it clean and overall it has been better.

Council Member Stear updated council on his meeting at the Association of Idaho Cities legislative conference. He indicated that he received confirmation that there wasn't support for the proposed legislation from Meridian. Council discussed the area of impact situation.

7. Announcements:

8. Executive Session:

9. Adjournment: The meeting adjourned at 8:15 p.m.

Council Member Stear moved to adjourn the workshop at 8:15 p.m. Seconded by Council President Cardoza, all voting aye. Motion carried 4-0.

W. Greg Nelson, Mayor

ATTEST:

Chris Engels, Deputy City Clerk

*Minutes prepared by Chris Engels
Date Approved: CCM 02.17.2015*