

Purpose of the Special Meeting – to discuss community and city council priorities in preparation for the upcoming 2016 fiscal year budget process. Discussion may include establishing a budget calendar, review of the city’s capital facility plan, identify project and financial priorities and salary/benefit changes for non-bargaining employees.

#### CALL TO ORDER

Mayor Paul Helenberg called the August 31, 2015 workshop meeting to order at 6:30 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Kessler, Queen and Rose. Councilmember Davis arrived at 7:33 p.m.

Staff attending: Brian Engkraf, David Vorse, Vicki Selander, Sgt. Scott Neves, Chief Bob Heuer, Charlie Worley and Ryana Covington.

#### Improvement of city IT System

Mayor Helenberg stated a committee has been meeting this year to determine needs to develop an IT system and backup system. Engkraf provided a summary of what the committee has done. He noted Jayson Rogan has inventoried the system and provided recommendations for improvements. Mr. Rogan owns Technalytix and he is contracted as an IT consultant for several other cities, including Kelso. Engkraf summarized costs estimates to upgrade the city’s system, including on-going costs associated with provision of IT services and website hosting. Many of the one-time costs are department specific and are estimated at \$4,365, with annual costs of \$9,245.

Engkraf noted it is difficult to find an independent web host to accommodate the web address currently held by the city. Locally there are three providers and cost comparisons have been assessed.

Vorse noted the server would need to be in a secure location and he suggested a stand-alone room be developed to include climate control and a security system. Councilmember Kessler discussed the need for the system to be Criminal Justice Information System (CJIS) compliant.

#### Police Department

Sgt Scott Neves discuss the need to replace a police vehicle in 2016. He estimated \$19,000/year would be needed over a period of three years to fund one vehicle. This would replace the 2005 police vehicle, which currently has over 102,000 miles. Neves noted in the past they have purchased vehicles using the 1/10<sup>th</sup> of 1% law enforcement tax; however there is not enough in that fund to support this purchase.

Equipment needs within the police department -

Replacement of several portable radios; at a cost of \$4,000

Replacement of tasers; estimated cost of \$2,200 for two.

Patrol rifles; these rifles have exceeded their 10-year life span. The department is evaluating a replacement program for these.

Neves stated the 2016 proposed budget will include approximately \$10,000 in capital requests. In answer to Mayor Helenberg's question, Neves stated there are no grants to fund weapon replacement.

Police overtime costs will increase slightly and will include a 'safety net' to be better prepared to meet emergency needs.

Neves stated there has been a change in the county's funding formula for assessing 9-1-1 communication costs. He anticipates an increase of approximately 5% for 2016. Neves stated the fire districts in the county are looking at pursuing options for overhauling the 9-1-1 equipment and incorporating system upgrades.

#### Non-bargaining wages/benefits

Mayor Helenberg recommended a minimum starting point of at least 5% for department supervisors. He noted there have been several years when supervisors did not receive a cost of living increase.

#### Finance Office

High priority is to add a full time staff position. In addition to the Clerk-Treasurer, there are currently two other clerks in the Finance office. Staffing has not increased in over 30 years; even though responsibilities and services provided have increased. With the current staffing level, it is difficult to be able to cross train on the new programs, or to absorb new projects. Covington stated she would hope to hire a person with experience in record management. This person would also be provided with training on all billing and financial systems and allow for a backup for those functions.

#### Proposed REET Fund projects

The mayor noted several improvements that are needed at City Hall. He suggested replacement of the baseboard heaters with ductless heat pumps to provide a more efficient means of heating. Neves also recommended evaluating the building insulation.

#### Library

Vicki Selander stated the library will eventually need a new roof. Vorse stated the Capital Plan has that scheduled for consideration in 2017.

Selander stated a volunteer is currently rebuilding the circulation and catalog files. The Friends of the Library also purchased equipment for the library. In answer to Covington's question, Selander stated the library has a separate website from the city. Covington advised Selander that she may want to contact the police department to ascertain a means

to provide backup for that site.

Councilmember Davis arrived at 7:33 p.m.

#### Land and building improvements

Vorse provided a list of projects, which included an internet server and system and construction of a server room. Neves stated the police department is also looking at options for constructing a stairway exit. Neves and Vorse will jointly look at possible options to fund those projects.

Replacement of south gable ends on the City Hall roof.

Rehabilitate the City Hall garage to a usable space.

Update climate control units for City Hall and Senior Center areas.

#### Regional Water (Water Treatment Plant)

Complete repairing the filter and telemetry upgrades. This is funded through an RCAC loan.

Upgrade the Water Treatment Plant computer and PLC. Several programs are still on XP; which are not supported anymore by Windows.

Install voltage monitoring equipment. This will protect the plant from power surges and monitor in case of power failures.

Water main transmission line replacement. These lines extend from the wells to Balcer and are part of the distribution system. The current pipe is over 60 years old.

#### Regional Sewer

Upgrade the Wastewater Treatment Plant computer and PLC

Installation of voltage monitoring equipment

Upgrade plant re-use water system.

Explore possible composting options. Currently the city uses the dredge spoil sites for reclamation.

Vorse explained that the Regional Sewer Fund and Sewer Fund may be combined in the future, since the county is no longer a partner in the regional system.

#### City Water

Installation of software for radio meters and completion of staff training. All of the radio meters have been purchased this year. The new equipment will allow Public Works staff to do meter downloads and to provide a better response to customers who have a question about their usage. Engkraf stated the original; handheld unit is obsolete. The new reading software will all downloads from a laptop.

Replacement of the water main on Second Avenue or the main on Kirby Avenue SE

#### City Sewer

Trenchless repair work, including root removal and grouting. Bids for this project will be opened soon. Work may begin this year and continue into 2016.

Lining the sewer main at Mallory Street

### Streets

Fund and construct the Exit 49 Pedestrian Sidewalk Improvement Project. Vorse noted when bids were opened this year; the lowest bid was \$145,000 over the engineer's estimate. Decisions regarding scope of work will need to be made to ensure not losing the grant funds for that project.

The city has applied for a grant to fund the trail extension to the new Visitor Center. This grant requires a 5% match from the city.

Additional grants have been applied for to fund overlay and chip seal work. If awarded, this would help to accelerate the city's paving plan.

Annual chip seal projects to include Mallory Street, Alder Street, May Avenue, 4<sup>th</sup> Avenue, 5<sup>th</sup> Avenue, Hibbard Street and the 100 block of 2<sup>nd</sup> Avenue.

Grind and resurface the asphalt to the bridge abutments on Huntington Avenue South. This would allow a smoother transition.

### Stormwater Management

Evaluate funding available to develop a Comprehensive Storm Drain Plan. Many areas are not mapped and it is important to know what is underground before completing the various street improvement projects. Estimated cost to complete this plan is \$100,000.

Cherry Street NW Pump Station – the vault is available, but the pump still needs to be installed. This is a carryover project from 2015.

Install educational signage at Jackson Hole and City Hall landscaping sites.

### Park and Recreation Improvements

Complete the Park Plan update

Apply for a grant to fund in-water work at the boat launch

Apply for grant funding to develop the North Trailhead restroom and improvements

Apply for County Rural Development funds to improve the High Banks area to attract possible RV Park development.

Upgrade the irrigation system at Lions Pride Park.

Install pay station at Lions Pride Park RV dump site

Install recreational signage for existing facilities. (Boat launch, bike park, off leash area)

Install new signage at Gateway Park

### Other projects

Complete the entrance feature at the south entrance on Huntington Avenue, across from Lions Pride Park

Complete landscaping at Exits 48 and 49.

Install business district WI-FI (this project is grant funded)

Construct/complete new visitor center near Exit 49

Research grants for the old exhibit hall building (located on Front Avenue) to convert to event center. Mayor Helenberg requested councilmembers look at the building and consider options for that building. Councilmember Kessler stated he has noted several structural issues that will need to be addressed for that building.

Researching options to update street and trail lighting to LED. Vorse stated the PUD is offering incentives for that retrofit.

Research options to lessen impacts for annual watering. Mayor Helenberg suggested Vorse consider hiring part-time workers to mow lawns and water.

Pursue options to fund an electronic reader board at City Hall.

Councilmember Queen asked if there are options for removing the logs under the booms at the boat launch. Mayor Helenberg felt there may be too much sand infill to allow for their removal.

Vorse stated he is also meeting next Tuesday with Fish and Wildlife to explore options to expedite permitting for sand removal at the boat launch facility.

Selander requested Public Works assistance to repair the back sink at the library. Mayor Helenberg stated the rain drain at the library also needs to be redone.

Covington provided Cash And Investment Reports showing fund balance comparisons between 2014 and 2015 for the month of August.

A copy of the long term debt balances as of December 2014 was provided. Additional debt incurred in 2015 include a \$139,000 loan from RCAC (terms 5%/10 years); three Rural Development loans in the amounts of \$103,400 (for sewer mains. terms 2.75%/20 years). \$220,000 (for water mains. Terms 2,75%/20 year) and \$329,000 General Obligation debt for city-wide residential street work (term 2,75%/20 years). The General Obligation debt will be repaid from fund provided by the Transportation Benefit District.

Mayor Helenberg thanked staff and councilmembers for attending and providing input.

#### ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the special budget workshop meeting at 8:19 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington