

**Troy City Work Meeting
Council Chambers
July 14, 2011
6:30 pm**

The meeting came to order at 8:10 pm. Present: Mayor Don Banning, Council: Phil Fisher, Fran McCully, Gary Rose, and John Clogston, City Attorney Charles Evans, and Deputy Clerk Tracy Rebo.

GUESTS: Linda Rose, Janine Price, Clint Taylor, Susie Taylor, George Snyder Jr., George Snyder Sr., Steve Bowen, Lisa Oedewaldt, Robert McLeod, Heather McDougall, and Sandi Sullivan.

UPDATE EMERGENCY OPERATIONS PLAN: **Lisa Oedewaldt-** presented Mayor and Council with the update of the Emergency Operations Plan required by the Federal Government and advised that it needed to be reviewed and signed at the Regular Council Meeting on July 20, 2011.

BUILDING 230 E KOOTENAI: **George Snyder-** asked if there were any questions and advised that he would be at the regular council meeting on July 20th for a decision.

CHRISTMAS TREE: **Steve Bowen-** The new strings and bulbs for the Christmas tree are in. Would like the Power Manager Clint Taylor to contact him later he would like to show him what the committee has in mind for wiring. Bowen also advised that the committee is looking in to trimming the tree and adding a junction box so all the wires will be contained and safe. The committee chose LED lighting which will be a savings on electricity for the City. They are looking for a lift to reach the top of the tree. Discussion followed regarding contacting Northern Lights or BPA for the lift. Janine Price asked what the estimated total costs will be. Bowen replied around \$3000 was spent on the strings and bulbs. The Committee received funds from the County there is a small amount left to complete it.

BPA: Revision No. 1 Exhibit E-Points of Delivery- Taylor advised that this is to verify that there is only one point of contact, and one point of delivery. This will be placed on the next regular council meeting agenda for approval.

PROGRESS REPORT AND TIMELINE ON WATER FEATURE: Banning reported the City had received a donation of \$2,650.01 earmarked for the water feature. Banning advised that he called MMIA concerning the liability to the City and the requirements for having it built. They advised that it must be engineered and plans drawn up and approved by the State. Banning requested the City Attorney Chuck Evans to help Gary Rose get any information needed as far as laws from the State regarding engineering requirements. Banning stated that this could be a safety issue. Rose stated there is a safety issue there right now with the splash pad. Taylor added that when the splash pad was built, there were holes drilled in it to drain the water because anything more than six inches of water would require a lifeguard to be on duty. Discussion on the fishing pond followed. Banning suggested the Council call MMIA to get the information first hand. Fisher stated that this had been discussed prior and determined that an engineer was not needed if the work was done by the city crew. The construction could not be done by a private citizen. Discussion followed. Banning stated he would like the Council to proceed with checking into what the requirements are. The donation for the water feature was from the Estate of Chuck Hudler.

NORTHERN LIGHTS CONTRACT: Taylor reported the proposed changes at the Council's request. Taylor explained he raised the monthly fee, and took vehicle time out and included it in the wages. Fisher asked what it cost the City to have the insurance that is required. There is nothing the only required insurance is what the City already carries to cover the linemen. McCully asked what the third party fee was. Taylor explained that it is when Northern Lights has a special project going on for example the fish study then we are required to coordinate shut down times with them but, don't work for the third party we are just required to do our normal operations for them. Clogston commended Taylor for listening to the Council's suggestions on raising the rates, and is satisfied with what he came up with. Discussion held.

POLICY & PROCEDURE BOOK: Mayor Banning advised that the council's copy of the Policy and Procedures Book is complete and at City Hall. It was Council's consensus to leave it at the President of Council's home, but should be brought in for updates.

PARK HOST JOB DESCRIPTION: Banning presented the Park Host job description and advised that there will be a new Park Host starting next week. He appointed Nathan White, a City Police Officer, to the position. McCully would like to see a new meter base put in to separate the park from the park host electrical usage. Clogston doesn't feel the City should pay for propane for the host. Discussion held on the pop machines at the park. It was Council's consensus to remove the pop machines from the park. Fisher stated it says the position is a volunteer position. Rose said it isn't a volunteer position if they get rent, water, sewer, power, and propane for free. Fisher asked if the new park host will be maintaining the restrooms as well. Banning answered whatever is put into the contract. McCully said it seems like a good time to address this while we are between hosts. Discussion followed. Fisher asked to have it placed on the agenda for the regular council meeting to be voted on. Evans stated it seems to him that the council needs to decide whether there is a value to this service. Is it worth providing utilities as a value for that person being there? If there is no value to that person being there, then you can eliminate all benefits. Clogston stated the value would be the trailer space, the sewer, the water. Evans replied there is another value. That would be the value to them, then the value to you, for whatever that person does. Evans suggested making the position a contract position that way limits could be placed. Discussion held on changing out the meter base and the costs associated with it. McCully stated it would be worth the cost to have the meter bases separated.

WATER UTILITY: Water Rate for Non-Resident Users: Fisher stated that he had went over this with the previous City Attorney, Mark Fennessy, and thought that it was established in a meeting that anyone who gets water from the park spigot was going to be charged the base rate of \$34.50 per month. Now they are paying for the usage by the thousand gallon rate of \$1.97 per thousand gallons. Discussion followed. Fisher requested to have this on the agenda of the next Regular Council Meeting so there can be a Motion made.

Line Installation Policy and Fees: Tracy Rebo advised that line installation policy states that anyone can get a water line installed for \$190. Banning suggested Council contact the Public Works Director to see what the cost to the City is to install water and sewer lines in order to establish an increased installation fee. Discussion followed regarding the high cost of installing meters.

RESOLUTION NO. 644-1: Three Month Plan for All Department Heads – (tabled from last meeting) McCully said it would be a good idea to have a three month plan. Evans advised that the Council can make requests to have it placed on the agenda periodically

to get the reports in lieu of this resolution. Taylor suggested expanding the department reports to include future plans in the council meetings, maybe a verbal report. McCully suggest that if the department head is unable to make it to the meeting that they would submit their report in written form. Evans advised that it may be better to have the request in the form of a motion. Banning suggested getting the request at the work meetings, passing it on to the department head to have it back in time to put it in the council's boxes before the regular council meeting. Evans advised that a motion should be made at a special or regular council meeting. Banning stated; I don't know that a motion has to be made, the council can request it, and then I can give the assignment to the crews. Heather McDougall agreed with the Mayor, to have the request from council then request one week for a report to be put in the council's boxes. Evans stated the problem is whether or not all the council members would agree, or if it would pass with only one council member wanting it. Phil Fisher asked if they could request it at a council meeting with a motion to have it in their boxes within a week. This way it would eliminate the month wait between meetings. It was Council's consensus to not do the resolution and instead try it by motion.

RESOLUTION NO. 641-1: Log Books to be maintained by Public Works- Banning advised that Dave Norman, Public Works Director received the time sheet that was suggested by council and is keeping record of time spent on projects. Fisher would like to have the resolution on the next regular council meeting agenda. Banning asked if Council would want it as a resolution or to try it by motion like the forecast reports. Evans doesn't see this necessarily as policy. It is a way to see that a person carries through on their duties and that, is the Mayor's responsibility. Evans does see this as interfering with the duties of the Mayor. McCully would like to have the report done as a motion. Discussion was held regarding how payroll is handled with employees that work in multiple funds. Banning offered to help keep track of hours spent in each fund with a formulated spreadsheet.

REVISION OF ORDINANCE NO. 263: Committee Report- Fisher stated there are items in Ordinance No. 263 that need to be revised. Evans reported that state statutes fill the city code book and someone could contact Sterling Codifiers and advise which ones should not be in it. McCully asked what the time frame would be, to have a discussion with Evans to go over her notes, so he can prepare a draft ordinance. Evans would like to see what the codifiers can do first. McCully asked if it could be done fairly soon. Evans asked if he could have the information for Sterling Codifiers, he would call and see what could be worked out. Then report back to Mayor and Council.

PUBLIC COMMENTS: None.

ADJOURNMENT: 8:15 p.m.

Donald C. Banning, Mayor

ATTEST:

Tracy Rebo Deputy City Clerk/Treasurer