

**OFFICIALS**

Joe Stear, Mayor  
Briana Buban-Vonder Haar, Council President  
Richard Cardoza, Council Member  
Warren Christensen, Council Member  
Greg McPherson, Council Member



**CITY OF KUNA**

**Kuna City Hall Council Chamber, 751 W 4th Street, Kuna, Idaho 83634**

**City Council Meeting  
MINUTES  
Tuesday, July 3, 2018**

**6:00 P.M. REGULAR CITY COUNCIL**

**1. Call to Order and Roll Call**

**COUNCIL MEMBERS PRESENT:**

Mayor Joe Stear  
Council President Briana Buban-Vonder Haar  
Council Member Richard Cardoza  
Council Member Warren Christensen  
Council Member Greg McPherson

**CITY STAFF PRESENT:**

Chris Engels, City Clerk  
Bob Bachman, Public Works Director  
Bobby Withrow, Parks Director  
Wendy Howell, Planning & Zoning Director  
Richard Roats, City Attorney  
Bill Jackson, Interim City Treasurer

**2. Invocation:** Justin Sturgeon, New Beginnings Christian Church

**3. Pledge of Allegiance:** Mayor Stear

**4. Consent Agenda:** ALL OF THE LISTED CONSENT AGENDA ITEMS ARE ACTION ITEMS

*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 Business or as instructed by the City Council.*

**A. City Council Meeting Minutes:**

**I. Regular City Council Minutes, June 19, 2018**

**B. Accounts Payable Dated June 28, 2018 in the Amount of \$ 274,998.64**

NOTICE: Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the City Clerk's Office at 922-5546. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 922-5546 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

**C. Resolutions**

- 1. Consideration to approve Resolution No. R39-2018**

A RESOLUTION OF THE CITY COUNCIL OF KUNA, IDAHO DESIGNATING THE RECORDS CUSTODIAN AND THE ALTERNATE RECORDS CUSTODIAN FOR THE CITY OF KUNA, IDAHO.

**D. Final Plats**

- 1. Consideration to approve Case No. 18-12-FP (Final Plat) for Sailor Shores Meadows Subdivision No. 2**
- 2. Consideration to approve Case No. 18-13-FP (Final Plat) for Springhill Subdivision No. 1**

**E. Findings of Fact and Conclusions of Law**

- 1. Consideration to approve Findings of Fact and Conclusions of Law for Case No. No. 17-08-ZC (Rezone) and 17-12-S (Pre Plat) for Red Hawk Square**

**Council President Buban-Vonder Haar moved to approve the Consent Agenda. Seconded by Council Member McPherson. Approved by the following roll call vote:**

**Voting Aye: Council Members Cardoza, Christensen, Buban-Vonder Haar, and McPherson**

**Voting No: None**

**Absent: None**

**Motion carried 4-0.**

**5. Community Reports or Requests:**

- A. Presentation of Fiscal Year Ending September 30, 2017 Annual Audit – Cassie Zattiero, Bailey & Company, Chtd. CPAs. – ACTION ITEM**

Cassie Zattiero, Bailey & Company, presented the audit report starting on page 3. The opinion was there were no issues. There was some supplementary information in the report. On page 41 Ms. Zattiero referenced that internal controls were audited. There were no significant issues. The financial statements were described. The major funds and non-major funds were included in the report. Reconciliation statements were pointed out. Ms. Zattiero reviewed bank accounts and revenue notes. She concluded her presentation.

Mayor Stear asked if the grants were a receivable even if they hadn't been received yet.

Ms. Zattiero responded yes.

Mayor and Council thanked her for her presentation. No action was taken.

**6. Public Hearings:** (6:00 p.m. or as soon thereafter as matters may be heard.) *None*

**7. Business Items:**

- A. Request for \$5,043.00 from Contingency for an Internal Equity and Compensation Plan Project by BDPA, Inc – Fabiola Giddings, Deputy Clerk II/Human Resources – ACTION ITEM

Deputy Clerk II/Human Resources Fabiola Giddings presented the request. The last study done was in 2007 and it was outdated. She recommended the study be done to determine the market rates. It would allow some flexibility for those with additional education and experience.

Mayor Stear explained the pay scale was set up and was good but it was hard to be competitive in some areas and employees were being lost to other cities. It would help determine where the city was at and give the city some flexibility.

Council Member Christensen appreciated the information.

Council Member Cardoza didn't have a problem if it kept employees in the city. He wanted to know how Kuna compared with the private sector.

Ms. Giddings said the study would take about 3 months.

Council President Buban-Vonder Haar asked for clarification on the city's compensation philosophy and its establishment.

Ms. Giddings responded it would be a part of the process and part of the philosophy.

Council President Buban-Vonder Haar wanted to wait until the new budget numbers were reviewed.

Council Member Cardoza asked how much the contingency balance was.

Interim Treasurer Bill Jackson said there was around \$959,000.00.

Council Member Cardoza stated there was no reason to wait as there were enough funds in contingency.

**Council Member Christensen moved to approve \$5,043.00 from Contingency for an Internal Equity and Compensation Plan Project by BDPA, Inc. Seconded by Council Member Cardoza. Approved by the following roll call vote:  
Voting Aye: Council Members Cardoza, Christensen, Buban-Vonder Haar, and McPherson**

**Voting No: None**  
**Absent: None**  
**Motion carried 4-0.**

**B. General Fund Expenses & Revenue Budget Presentation – Bill Jackson, Interim City Treasurer – ACTION ITEM**

*Documents will be provided separately by Interim City Treasurer Bill Jackson.*

Interim City Treasurer Bill Jackson presented the budget for fiscal year 2019 and was presenting the general fund with revenue and expenditures. The COLA was included at 3.48% but it was not in the budget number. It was at the bottom of the budget sheets.

Land improvement of \$140,000.00 for parks was included in the budget but hadn't been set it out separately.

Mayor Stear explained the same format as years previous was being used and that Mr. Jackson had been working diligently. The numbers were estimations but should be very close.

Council President Buban-Vonder Haar asked if a breakdown of the police budget could be obtained and last years also.

Mr. Jackson said he would do so.

Council President Buban-Vonder Haar asked about the bathroom sinking fund.

Parks Director Bobby Withrow responded that it hadn't been built yet but it looked like the new location would be Arbor Ridge. He said it should be done by the end of 2019. Bathrooms should run about \$125,000.00. He recommended staying with the current \$25,000.00 annual sinking fund.

Mayor Stear discussed the options for the levy amounts. The police would be the biggest portion of the budget that year.

Council Member Cardoza asked Mayor Stear about a possible partnership with other cities because of the escalating costs.

Mayor Stear acknowledged the costs increasing and that many of the police calls were related to animals.

Council Member Cardoza had concerns with the cost of the increase. Most times the response was very slow or callers were asked to deliver the animal.

Council President Buban-Vonder Haar stated dogs at large were becoming a larger problem.

Council would plan on a special budget meeting on July 23, 2018. No action was taken.

**C. Request to Hire Utility Locate Position – Bob Bachman, Public Works Director – ACTION ITEM**

Public Works Director Bob Bachman requested consideration to hire an employee for a utility locate position. Last year there was 1,200 locates and more were expected that year. Currently, water, sewer and irrigation rotated but it impacted the employee's core duties. The city would include street lights with this position. He wanted to fund it in that fiscal year and to use the seasonal funds he hadn't expended to fund this position.

Council Member Cardoza asked about any potential fees.

Mr. Bachman said he had been discussing it with the city attorney and, if there was a fee, the locating service wouldn't be used which could be expensive for the city.

Council President Buban-Vonder Haar asked if this position was in FY19 budget.

Mr. Bachman said that it would be included in the public works budgets. The loaded rate equates with the seasonal funds. The locator would not be an entry position, they would already be trained.

**Council President Buban-Vonder Haar moved to approve the Utility Locate Position using the funds from previous unused funds for seasonal employees. Seconded by Council Member McPherson. Approved by the following roll call vote:**

**Voting Aye: Council Members Cardoza, Christensen, Buban-Vonder Haar, and McPherson**

**Voting No: None**

**Absent: None**

**Motion carried 4-0.**

**D. Request for Funds for New Parks Building – Bob Bachman, Public Works Director – ACTION ITEM**

Public Works Director Bob Bachman presented the request for funds to secure the building and get employees located at the facility as well as security cameras and ADA accessibility for the doorway.

RECORDING DIDN'T START UNTIL THIS POINT DUE TO TECHNICAL ISSUES.

Council Member Cardoza asked what was going on with the old hut by the skate park.

*(Timestamp 00:00:07)*

Parks Director Bobby Withrow explained it was being utilized for storage.

Council Member Cardoza asked if the paint on the side of the building could be cleaned up and property of the city or something to that affect could be put on it.

Mr. Withrow replied that could be done.

Council President Buban-Vonder Haar confirmed this would be coming out of contingency.

Mr. Bachman responded yes.

**Council President Buban-Vonder Haar moved to approve the expenditure of \$15,000.00 from the contingency fund to be used for improvements to the Orchard Street Parks Building. Seconded by Council Member McPherson. Approved by the following roll call vote:**

**Voting Aye: Council Members Cardoza, Christensen, Buban-Vonder Haar, and McPherson**

**Voting No: None**

**Absent: None**

**Motion carried 4-0.**

**8. Ordinances: None**

**9. Mayor/Council Announcements:**

*(Timestamp 00:01:54)*

Mayor Stear updated everyone on his health and thanked everyone for their thoughts.

Parks Director Bobby Withrow updated Council on the splash pad.

Council President Buban-Vonder Haar thanked Mr. Withrow for posting the update on Facebook. She appreciated everyone's efforts in redirecting people to the appropriate Facebook pages for reporting things like line breaks and sprinkler problems.

Council Member Christensen thanked Public Works Director Bob Bachman for his emails regarding employees doing special things and asked that he pass his thanks on to the employees.

Council Member Cardoza thanked City Clerk Chris Engels for Music on the Greenbelt. He heard nothing but praise for the event especially for making it free. There was one

complaint regarding parking but he thought maybe more people than expected showed up and they did not have to walk that far.

Mayor Stear reviewed the Popsicles with the Mayor and the Music on the Greenbelt events. He gave kudos to everyone who participated in the events.

**10. Executive Session: None**

**11. Adjournment: 7:05 pm**



Joe L. Stear, Mayor

ATTEST:



Chris Engels, City Clerk



Minutes prepared by Ariana Welker, Deputy City Clerk  
Date Approved: CCM 07.17.2018