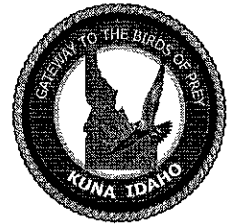


OFFICIALS

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



CITY OF KUNA

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

**City Council Fee Waiver Workshop
Minutes
Tuesday, March 1, 2016
6:00 P.M.**

6:00 P.M. CITY COUNCIL FEE WAIVER WORKSHOP

1. Call to Order and Roll Call

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

CITY STAFF PRESENT: Richard Roats, City Attorney
Chris Engels, City Clerk
Wendy Howell, P & Z Director
Bobby Withrow, Parks Director
Gordon Law, City Engineer
John Marsh, City Treasurer
Bob Bachman, Fleet/Facilities Director

2. Review of fee waivers for city facilities and Senior Center rentals

Mayor Stear reviewed the purpose of the workshop and covered the memos provided by City Clerk Chris Engels and Facilities Director Bob Bachman.

Council President Jones explained that he likes the idea of turning over the facility to the Senior Association but the Senior Center is the only ADA accessible building available within the city. He doesn't like fee waivers and is open to turning it over to the Senior Association.

Mayor Stear said the only fee waiver issues at the Senior Center is the VFW as that has been their home. A use agreement could be established for the VFW to use the facility. He has spoken to the VFW and they would like to use it at 9:00 a.m. on Saturdays. There aren't usually other rentals. The VFW provides services and funding back to the Kuna community.

City Clerk Chris Engels said that she researched previous council action. About 10 years ago, the VFW stopped paying fees and the Senior Center was identified as their post. Council Member Buban-Vonder Haar asked if it had been established what the actual costs that are incurred by the city. She doesn't want to see the facility empty when it could be used by a taxpayer as a rental. Increasing the fees may be an option to reflect the actual expenses.

City Treasurer John Marsh reviewed the total costs for the Senior Center on an annual basis for the last six years. He cited that there was a deficit of \$7, 714 for last fiscal year and this year is trending the same.

Mayor Stear asked Mr. Bachman what of staff time it takes.

Mr. Bachman said that it takes about an hour per week, per event. In response to Council Member Buban-Vonder Haar, he believes the rates should be higher due to the utility bills (almost \$8,000 last year) and the amount of maintenance they do. In addition they respond to calls after hours and on weekends.

Ms. Engels answered Council Member Buban-Vonder Haar that the average use time is three hours. It may make sense to assign each hour a cost, rather than \$50 for the first hour and a minimal cost for subsequent hours.

Council Member Cardoza explained he supported an increase in fees, possibly \$100 for the first 4 hours and \$25 for each additional hour to be comparable with the Kuna Event Center. He sees both sides regarding fee waivers for non-profit organizations and being in competition with private enterprise. He would be in favor of raising the rates in order to be self-sustaining. He asked Mr. Bachman if it would help if there was a lock box type set up so he would not have to respond in person.

In response to Council Member Cardoza, a dissolving code would be better than a lock box or key being issued to the renter. A dissolving code would be good for a period of time and end their access.

Council Member Cardoza explained that he has a similar key box with a changeable code that is fast and easy and was not expensive to purchase. He is in favor of using a system that would not impact Mr. Bachman and his staff during non-business hours.

Mr. Bachman explained that with the type of dual doors and an ADA button at the Senior Center it would require a slightly more sophisticated system than that, but doable.

Council Member Cardoza asked if the Senior Center should be made available to other organizations without a fee. The second question would be if there was a fee, what the charge would be.

Mayor Stear shared a concern about not having a staff member to go the facility after people leave to check the building.

Council Member Cardoza asked Mr. Bachman if he was paid for after-hours duty, Mr. Bachman said it was part of the job requirements.

Mayor Stear explained that the advantage to the VFW using the building is their schedule is established.

Ms. Engels explained that use agreements set up in advance with other organizations has made things easier.

Council Member McPherson asked if Mayor Stear had spoken to the seniors.

Mayor Stear said the seniors like to have their space to themselves and that the building not be rented.

Council Member McPherson feels the seniors should have it and doesn't believe the city is in business to rent facilities.

Council President Jones asked why the kitchen isn't rented.

Ms. Engels explained that the kitchen equipment isn't to be used by others based on an agreement of the equipment that was purchased. In addition, the tables and chairs are owned by the seniors.

Council President Jones asked if the building was turned over to the Senior Association would they be willing to pick up some of the janitorial costs. He understands some funds will need to come from the city for maintenance. He would be fine cutting off rentals since there are other options.

Mayor Stear doesn't know that he agrees with returning the building to the Senior Association because they can't afford it.

Council President Jones said if the rentals stopped, he would like them to take on some of the costs. Perhaps we could work with them to discuss how to defer some of the costs for the city.

Mayor Stear said he would discuss the scenario with the Senior Association. He asked Council if they wanted to make decision tonight.

Council provided direction to bring the matter back to a regular council meeting for a vote to discontinue renting the Senior Center.

Council Member Buban-Vonder Haar clarified that only the Senior Association would use the facility and non-profit organizations would deal with the Senior Association.

Mayor Stear asked City Attorney Roats if annual events could receive a use agreement if fee waivers were not allowed.

City Attorney Roats said that use agreements to non-profits as recognized by the IRS was allowable.

Council President Jones asked if that would be discriminatory. Mr. Roats said it wouldn't be discriminatory.

Council reviewed different options that included scheduling blocks of time with rental costs established.

Ms. Engels expressed that it would be easier to have an hourly rate because a block of time could be hard to manage. She wondered if a scenario of a renter only needed a smaller portion of time than the blocks of time established, they might want a refund.

Council Member Buban-Vonder Haar thought education could help with those issues. There wouldn't be refunds or prorating.

Mayor Stear and Council further discussed the rental block time and rate options that had been suggested earlier.

Mayor Stear said he would talk to the Senior Association and if they could contribute more and bring back both options to Council.

Council Member Buban-Vonder Haar has a concern about the Senior Association subletting the building.

Mr. Bachman is concerned that one hundred dollars for four (4) hours isn't enough and is only twenty dollars more than what is currently charged.

Mayor Stear said it could be looked into further. He said the other item is fee waivers for parks. There are two events each year that could need a use agreement instead of having fee waivers. Any use agreements would have to come through council.

Council Member Buban-Vonder Haar asked if use agreements would auto renew such as the current use agreements.

Mr. Roats said it could be done that way. In response to Council President Jones, the other use agreements in place have stipulations that they provide some work or contribution in return.

Mayor Stear was in agreement to Council President Jones recommendation to include some sort of clean up on the greenbelt or other option.

Council Member Cardoza thinks that one year agreements could be appropriate since every two years is a new council.

Mayor Stear explained each use agreement has an escape clause.

Council Member Buban-Vonder Haar said that they should be reviewed each year by council or bi-annually.

Council President Jones agreed that the use agreements should be reviewed each year.

Council Member Buban-Vonder Haar said that a new council should review the matter or if there have been any material changes.

Mr. Roats intended to provide updates if any changes occur.

Mr. Bachman reviewed the utility bill costs for the Senior Center and methods he is using to try to bring the costs down. For example, replacing the current gas stove/oven with an electric stove/oven would eliminate the higher expense of the current gas stove that runs the hood 24/7. The air system is very inefficient as well and causes high HVAC costs. Changing to LED lighting would decrease usage costs a great deal. There is an initial investment to convert to LED's. Idaho power may have rebates available.

3. Adjournment:

The workshop adjourned at 7:00 p.m.



Joe L. Stear, Mayor

ATTEST:



Chris Engels, City Clerk



Minutes prepared by Monica Ford, Customer Service Specialist
Date Approved: CCM 03.15.2016