

# CITY OF GENESEE

Location: 140 E Walnut Street, Genesee, ID 83832

CITY COUNCIL

MARCH 4, 2025

REGULAR MEETING

## Minutes

6:00 PM

GENESEE CITY HALL

140 E WALNUT STREET

**CALL TO ORDER** – Mayor Hermann called the regular meeting of the city council to order at 6:00 p.m.

**ROLL CALL:** Present at the meeting were Council members Cody Bailey, Jesse Aherin, Bill Krick, and Jessica Mader. Public Works Director Dustin Brinkly, City Clerk Nikki Pew, and Deputy City Clerk Jennifer Piper.

### PLEDGE OF ALLEGIANCE

**VISITORS:** April Hernandez (Latah County Library District) and Bailee Schnider (Hayden Ross)

**CITIZEN COMMENTS:** (comments limited to 3 minutes)

**CONSENT AGENDA:** Motion by Cody to accept consent agenda as presented, seconded by Bill. **Roll Call Vote:** Bailey, Aherin, Krick, Mader; ayes. Motion carries.

*The consent agenda includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent agenda in order that it can be discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items.*

Minutes of Meetings February 18, 2025

Approval of Bills Paid - Mayor Hermann states there is a cashier's check for \$125k for a vac truck for possible purchase tomorrow.

### UNFINISHED BUSINESS:

**Library Lease (Action Item)** – Jesse states version has been edited and comments sufficed. Jesse discusses Page 2 article 7 regarding payment share for other items. Part B Capital Costs & Repairs – portion occupied by the district. April states 50% and a 5-year lease, April would like to adjust the percentage. Cody states capital repairs would be collecting more rent and not currently getting income. April states in Troy they had to repair the roof, and the library did back wall and guttering after the city did the roof. April feels like she needs to have another option. Mayor Hermann confirms she would feel more comfortable with a 10-year lease. April confirms. Mayor Hermann states any other lease has a 120-day termination clause. Dustin states big ticket items have already been done by the City. April Article 8 distribution of keys. There are 13 keys. Bill asks about access. Dustin states there is access for Senior Center also. Discussion regarding closet space. Cody states lease needs to be updated to reflect the number of keys. Nikki states all bills split with library will be invoiced with copies. Nikki states cleaning fee is a set amount, but utilities will vary. Jesse asks if the library is ok with 50% cost. Bill asks if they are part of decision making for projects. April would like to be made aware of projects so they can finalize their budget by the end of June. Motion made by Cody to approve library lease with changing the number of keys to 13, seconded by Jesse. **Roll Call Vote:** Bailey, Aherin, Krick, Mader; ayes. Motion carries.

### NEW BUSINESS:

**Business License – Lewis-Clark Early Childhood Program (Action Item)** – Mayor Hermann states this is part of the Head Start Program. Dustin states they were not in compliance with one of their requirements. Jesse has concerns about approving without speaking with the school. Jessica states their program is different than what the school does, this is income based. Dustin getting a hold of Wendy. Table until after the Audit Presentation. Motion made

by Cody to approve Business License, seconded by Jesse. **Roll Call Vote: Bailey, Aherin, Krick, Mader; ayes. Motion carries.**

**Hayden Ross Audit Presentation (Action Item)** Bailee from Hayden Ross presents audit report. Issued a clean opinion on the financials. No deficiencies! Bailee states Nikki did a fantastic job and journal entries are typical. Bailee states single compliance audit was also included. ARPA money from DEQ and DEQ loan. Bailee states no findings with that. Ending governance letter, no disagreements. General Fund Operations Recap – started with \$687k with revenues of \$370k and expenditures of \$420k. Revenues have been greater in 6 of the last 10 years. Expenses up \$50k over prior year. GFOA recommends two months of operating expenses. Street fund balance starting \$45k, revenue of \$546k, and expenses of \$489k, ending balance \$102k. Bailee states at the end of September you would want 3 months until tax payments are dispersed in January. Parks & Rec beginning balance \$23k, revenue \$90k, expenditures of \$98k, ending balance \$15k. Ending fund balance is below the 2-month line for Parks and Rec. \$148k was reallocated. Bailee suggests reallocating property taxes; general fund has 18 months of operating expenses. Discussion regarding cemetery fees. Nikki would like to not subsidize property tax funds. Dustin suggests Parks apply for grants. Debt Service Fund starting balance \$2k, ending balance \$6k. Ending bond balance for fire station payoff in 2028. Water & Sewer funds are enterprise funds. \$1,015,588 beginning balance. Ending balance \$1,093,237. Net investments \$817k. 2023 missed loan draws from P1FCU. Revenue is down \$45k. Expenses up \$94k. Well 8 placed into service and started depreciating. Nikki can add a 10-year history on revenue & expenses for water. Working capital vs 2-month expenditures. Working capital is current assets. Line of credit moved to current liability. Bond has moved all the money to nonliability. City fronted payments. Sewer fund started \$2,924,903, ended \$10,350,060. Grant money is not considered expenses, considered assets. DEQ forgiveness. Bailee states the city overall health is well. Bailee did recommend documenting pay rate changes in employee personnel files. Bill asks about a percentage of what is acceptable for water & sewer rates. Bailee states raising fees over a certain percentage there needs to be a public hearing. Water user fees and Sewer project fees off set the bonds. Nikki states have to have enough to cover first bond payment and depreciation + 10%. \$195k set aside for sewer bond and rates will need to keep up. Bailee states there were no material adjustments needed to confirm amounts in and out. Approval process controls and pull 2 examples. Key controls are journal entries. Bills have payment approval reports, multiple signatures. Dustin is the second set of eyes before being processed. Jesse wants to make sure Jennifer knows key controls. Motion made by Jesse to approve Audit Presentation, seconded by Jessica. **Roll Call Vote: Bailey, Aherin, Krick, Mader; ayes. Motion carries.**

**City Hall Office Hours (Action Item)** - Jennifer states currently working Monday through Thursday from 7:30am - 4:30pm & Fridays from 8am – noon. Nikki is currently working 6:30am - 10:30am Monday through Thursday to get Jennifer trained. Jesse is concerned about early morning not being busy but late afternoon traffic heavier, especially after 4pm. Nikki discusses busy times. Jesse would like to be open later. Motion made by Cody to approve Office Hours for Jennifer as 7:30am – 4:30pm Monday through Thursday and Fridays from 8am – noon, seconded by Jesse. **Roll Call Vote: Bailey, Aherin, Krick, Mader; ayes. Motion carries.**

**INTRODUCTION, READINGS AND ADOPTION OF ORDINANCES & RESOLUTIONS:** None

#### **CITY OFFICIAL, COUNCIL AND STAFF REPORTS**

Mayor Update: None.

Bill Krick – Water and Sewer Update: Walk about tomorrow. Pipe reduction test per Dustin. Ice is off the lagoon. The pressure test is probably on Friday. Water drilled down to 330'. Request for extension for contract days to middle of April.

Cody Bailey – Street Update: AIC emails, look at what's going on in Boise & DC. Federal owned forest in Idaho PILT ran out this year, zero luck with reinstating payments.

Jesse Aherin – Administrative Update: Thank you to Nikki on her hard work on audit results. Thanks Dustin also. Bill states Clearwater Fire Academy needs proof of workman's compensation coverage. Bill will send Nikki an email for proof of coverage.

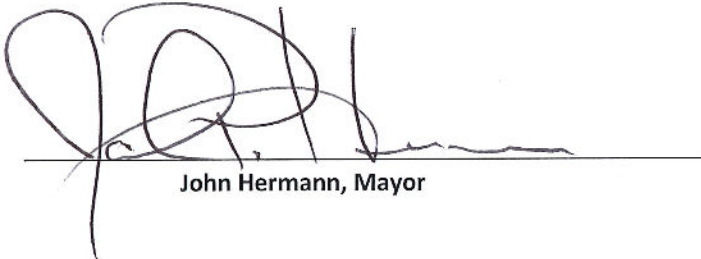
Jessica Mader – Parks Update: School is wanting an update on football lights. Antiquated switch rebuilt with used parts. Need long term fix per Jessica. Short term plan, schedule games in Colton? 2<sup>nd</sup> half of fees has not been paid per Nikki. Jessica states Nyla does not want the park to be named after her. Jessica has not been able to find any grants but will keep searching. Dustin states he signed the contract for the fence. Mayor Hermann will speak to Nyla. Jessica presented the survey results.

Dustin Brinkly- Public Works Update: There was a guilty plea on the case being prosecuted in the county. Disturbing Peace. 2 property owners have stated they will repair the downtown sidewalks.

Nikki Pew-Clerk's Update: AIC Spring Conference registration is open for April 23<sup>rd</sup> in Moscow. Cody, Jessica and Jennifer plan on attending.

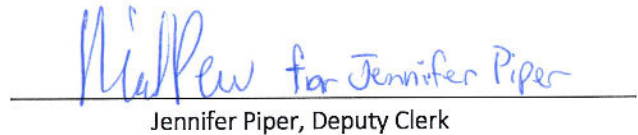
**CORRESPONDENCE:** None.

**ADJOURNMENT:** Motion made by Cody to adjourn, seconded by Bill. **Voice Vote: ayes. Motion carries.** Adjourned at 7:59pm.



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John Hermann, Mayor



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Jennifer Piper, Deputy Clerk