On June 23, 2009, the first Budget Workshop was held by the Wilder City Council to begin preparing the 2009-2010 Fiscal Year Budget. The meeting was held in the Wilder City Office at the Wilder City Hall. Mayor John Bechtel called the meeting to order at 5:50 P.M.

Roll Call:
Present were Mayor John Bechtel, Councilman Robert Rivera, Councilwoman Tila Godina and Councilman Leonard Wilson. Council President Roger Howell came into the meeting at 6:10 P.M.

Others present were: City Clerk/Treasurer Colleen Cook; Police Chief Dusty Tveidt; City Engineer Paul Stevens; Public Works Superintendent Craig Lane; and Dianna Purvis from the Planning & Zoning Commission.

Budget Worksheets:
City Clerk/Treasurer Colleen Cook had prepared the 2009/2010 worksheets for both the expense and income sides of the budget plus another worksheet showing the proposed salaries and benefits. Each of the Department Heads have projected expenses and income for the remainder of this year and prepared a proposed operating budget for their respective departments. Colleen Cook had highlighted areas in the budget worksheets that need Council decisions and things that we will not have answers for until later.

Employee wages were discussed. Mayor Bechtel had the City Treasurer figure in a 3% cost of living raise. The Employee Salary and Benefits Charts reflect this increase. The Council also discussed changing the 9 – month seasonal position to a full time position. Tracy Glenn is working out well in all departments. Chief Tveidt suggested that she could do the Code Enforcement and tend the dog kennels. Her wages could be split between the Police Department, Parks Department, Roads & Streets and the Water Department. The Council decided to include the expense for the additional 3-months and add her benefits to see if our budget will pencil out. These increases can be reduced or cut later if we can not balance the funds.
The Council decided to go through the expense side of the budget first. Highlighted areas that were discussed are as follows:

**GENERAL FUND EXPENSES:**

Travel and training Expenses – The Council discussed whether or not to put in an allowance for City Council training. It was decided that they did not need any training money and the travel expense was set at $250.00.

Group Health Insurance – The City’s liability for the buy down program was discussed. Mayor Bechtel researched our savings for this year and we are just about at a break even point. It was decided that we would have Derek Stephenson from Myriad Benefits get us quotes on health insurance costs, so this line item will be revisited at a later meeting.

General Fund Professional Fees - After discussion, the Engineering fees were budgeted at last year’s amount of $12,800.00 and the City Attorney fees were left at last year’s amount of $15,000.00.

General Fund Capital Expenses:

Building Capital Improvements – The Council discussed budgeting funds to repair the outside of the City Hall building. After discussion, the Council decided not to put any funds into this line item.

City Hall Parking Lot – Public Works Superintendent Craig Lane asked that $1,000.00 be budgeted to coat the parking lot again.

Equipment Capital Improvements - City Clerk Colleen Cook requested that we purchase two new laser printers to update the city office printers. We need one that prints and scans in color. The old ones can be used in other departments where there is not as much use. Mayor Bechtel’s office needs one of the old ones. $2,000.00 was put on the equipment line item for the City Hall office. $2,000.00 was also put in the budget to upgrade the operating systems on our computers. The computers themselves will last another year or two, but we are using Microsoft Office 2003 and version 2007 is being used now. We are also using the old “XP operating system” and a new operating system will be out this fall. We might have to update software if we have compatibility problems.

**WILDER ECONOMIC DEVELOPMENT COUNCIL:**

The Council discussed funding WEDC this coming year. They have set their organization up as their own entity and are no longer a committee under the City of Wilder. The Council decided to put $250.00 in the budget to help them out this coming year.

**PLANNING & ZONING:**

The Council discussed funding a contract planner just in case we get any new developments this coming year. $1,000.00 was put into the new budget for a contract planner.
The Council discussed what would be need for the City Engineer and the City Attorney for this coming year. $3,000.00 for each was budgeted.

PARKS DEPARTMENT:
The Summer Recreation Program was discussed. Councilman Rivera asked that we budget the same amounts as last year. $500.00 was put in for the Recreation Program, $1,000.00 was included for uniforms and $400.00 to pay for the Sports Insurance Policy.

The Council put $3,000.00 in the budget to seal coat the parking lot between Mercer Hall and the City Park.

POLICE DEPARTMENT:
The Council reviewed the proposed Police Department budget with Chief Tveidt. All of the animal control revenue and expenses have been moved to a sub-department under the Police budget.

ROADS & STREETS FUND:
The Council reviewed the proposed Roads & Streets budget. Public Works Superintendent Craig Lane explained that he would like to put $1,000.00 in the budget to fix the sidewalk at the shop. He will not get to do the project this year, so he would like to carryover the funds. City Engineer Paul Stevens has been looking at LHRIP grants to do a Traffic Master Plan. This would give us an overall plan of roads in our Area of City Impact that would guide us for what needs to be required of new developments. The plan would be coordinated with Golden Gate Highway and Idaho Transportation Department. The plan is estimated to cost $60,000.00. The LHRIP grant is for $50,000.00 leaving a difference of $10,000.00 for the city’s cost.

SANITATION FUND:
City Clerk Colleen Cook reported that the Sanitation Fund has an excess balance that has built up over the past few years. Our franchise agreement allows us to transfer funds back to the General Fund when this occurs. A transfer out of this fund and into General Fund in the amount of $5,000.00 is in the budget. This will leave plenty of fund balance to operate on for the coming year.

WATER FUND:
The Council discussed what amount should be budgeted for legal and engineering in the Water Fund. Drilling the new well will incur more expenses. Legal fees were set at $12,000.00 and engineering fees at $5,000.00.

City Engineer Paul Stevens explained that $25,000.00 has been put in this budget to clean the Golden Gate Well. This will do preventative maintenance and allow us to assess the condition of the well to see what shape the well is in.

City Clerk Colleen Cook reported that we had funded depreciation this last year at $100,000.00. She was only able to put away $30,349.68 this year. This was due to the fact that the irrigation department’s share of the equipment purchases was moved to the Water Fund plus
some of the wages were allocated back to this fund. These things increased the expenses of the Water Fund and we were not able to put as much aside for future maintenance.

Public Works Superintendent Craig Lane explained the advantages of a scada system, which monitors the water system and allows control of the wells off-site by computer. $18,000.00 has been put in next year’s budget for the scada system as it was not purchased this year.

City Engineer Paul Stevens discussed drilling a new well this coming year. COSSA has offered to give us a well site. We need to dig a test well on the COSSA property this year to see if we can get good water. The estimated cost of this is $40,000.00. Drilling the new well is estimated to cost $347,200.00 plus engineering fees of $24,900.00.

City Engineer Paul Stevens advised the Council that we need to do a Water Master Plan. He estimates this cost at $85,000.00. This can be offset by two grants – one from USDA for $15,000.00 and the second from DEQ for $40,500.00. This will leave the city with $29,500.00 to pay.

Mayor Bechtel brought up the water user fees. We had promised our citizens that we would look at expenses each year and do cost adjustments annually instead of waiting for years and having to do very large increases. The Council discussed fee increases and decided to do a 3% increase in the water and sewer user fees for this coming budget year. City Clerk Colleen Cook will get this amount calculated and put in the income side of the worksheets for our next budget workshop.

SEWER FUND:

The sewer bond project was discussed. Depending on the time line of completing the work, grant, bond and interim financing costs will have to be recorded as partially spent this year with the remainder extended over to the new budget. Carl Hipwell and Colleen Cook worked on this and ended up calling our Auditor, Jared Zwygart, to get the costs in correctly. Mr. Zwygart said that this year we will be paying with interim financing which creates a liability that the City will have to pay back next year, so the entire amount of the bond needs to be put back in next year’s budget to pay off the debt with the bond funds.

The cost of the utilities at the lagoons has not been put in the budget yet. We need to check with Carl Hipwell and get an estimate of power costs to run the new aerators and lift station. It should increase our power costs. We will try to get estimates for our next budget meeting.

City Clerk Colleen Cook will get the 3% user fee increase calculated and put in the income side of the budget for next budget meeting.

IRRIGATION FUND:

The Council discussed the allocation of wages, benefits and expenses in the Irrigation Fund. It was decided to put 2 ½% of Carmen Elordi’s wages back into the Irrigation Fund for the cost of billing and collection of payments. This fund is seriously under funded and running in the red. After discussion, the Council decided to institute a 5% user fee increase and leave the $10.00 maintenance fees the same as last year.

Mayor Bechtel asked the Council to consider funding $8,000 to $10,000 in General Fund to purchase the lot beside our irrigation pump.
The Council scheduled the 2nd Budget Workshop for July 7, at 5:30 P.M. The Council will look at the Income Worksheet at the next workshop.

Mayor Bechtel adjourned the meeting at 7:55 P.M.

APPROVED this 14th day of July, 2009.

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John F. Bechtel, Mayor

ATTEST:

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Colleen Cook, City Clerk/Treasurer
The Wilder City Council held a second Budget Workshop on July 7, 2009, to continue preparing the 2009-2010 Fiscal Year Budget. The meeting was held at Wilder City Hall. Mayor John Bechtel called the meeting to order at 5:40 P.M.

Roll Call:
Present were Mayor John Bechtel, Council President Roger Howell, Councilman Robert Rivera, Councilwoman Tila Godina and Councilman Leonard Wilson.

Others present were: City Clerk/Treasurer Colleen Cook; City Engineer Paul Stevens; Police Chief Dusty Tveidt; Public Works Superintendent Craig Lane; and Derek Stephenson from Myriad Benefits.

Mayor Bechtel called upon Derek Stephenson from Myriad Benefits to discuss the City’s health insurance program. Mr. Stephenson gave an overview of our current health insurance benefits. The Council discussed the buy down program with Mr. Stephenson and funding the City’s liability portion of the plan. The cost of the health insurance is estimated to go up an additional 12% to 15% this coming year. The Council asked Mr. Stephenson to shop for health insurance plans that might save the City money. Each employee will have to go on-line and fill out a health questionnaire that can be used to get quotes from different insurers. Mr. Stephenson will get this started as soon as he receives the information from our employees. The Council thanked Mr. Stephenson for coming.

Budget Worksheets:
City Clerk/Treasurer Colleen Cook had updated the 2009/2010 worksheets for both the expense and income sides of the budget to include the decisions made at the first budget workshop and provided the Council with new copies. She also figured the carryover amounts that can be budgeted in each fund for the income side of the budget. The income worksheets have the carryover figures included.
Councilman Wilson stated that his priorities for this budget are 1) a 3% cost of living raise for employees; and 2) maintaining the employee health coverage and benefits. He felt that other things could be cut to help us retain our employees.

The Council members discussed the big projects that are included in this budget. Mayor Bechtel felt that we need to keep the maintenance of the Golden Gate Well in the budget. City Engineer Paul Stevens explained what this entails and also reiterated the importance of preventative maintenance. The well has been in service for 11 years without being pulled for inspection.

The Council removed the $60,000.00 Traffic Master Plan from the Roads & Streets budget. The Water Master Plan budgeted in the Water Fund was discussed. The estimated cost of the plan is $85,000.00 with grant funds offsetting the cost by $55,500.00. The plan would cost us $29,500.00. City Engineer Paul Stevens explained that this Master Plan has to be done if the City intends to apply for any grant moneys to help with future projects. The Council decided to keep this in the budget.

The Roads & Streets Fund has way more expenses than income. We had included additional wages to move the seasonal employee to a full time position. This added 3 months more wages and all the benefits. After discussion, the Council decided that the City could not afford to move this position to a full-time position this coming year, so this will be taken back out.

The Council asked Public Works Superintendent Craig Lane to go through the expenses for the Roads & Streets Fund, the Water Fund, and the Irrigation Fund and make cuts so that these funds will balance. The Sewer Fund has more income than expenses, so this allows us to put additional long term maintenance funds away.

Mayor Bechtel reported that this budget does not include the 3% property tax increase that we are allowed.

The Council scheduled the 3rd Budget Workshop for July 20, 2009 at 5:30 P.M.

Mayor Bechtel adjourned the meeting at 8:25 P.M.

APPROVED this 14th day of July, 2009.

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John F. Bechtel, Mayor

ATTEST:

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Colleen Cook, City Clerk/Treasurer