

Town of Leeds

Town Council Special Meeting for Friday, June 27, 2025

1. Call To Order/Roll Call: 7:07 pm

ROLL CALL:	<u>Present</u>	<u>Absent</u>
MAYOR: BILL HOSTER	<u>X</u>	<u> </u>
COUNCILMEMBER: DANIELLE STIRLING	<u>X</u>	<u> </u>
COUNCILMEMBER: RON CUNDICK	<u>X</u>	<u> </u>
COUNCILMEMBER: MICHELLE PEOT	<u>X</u>	<u> </u>
COUNCILMEMBER: KOHL FURLEY	<u> </u>	<u>X</u>
TOWN PLANNER: SCOTT MESSEL	<u> </u>	<u>X</u>

2. Invocation: Councilmember

3. Pledge of Allegiance

4. Declaration of Abstentions or Conflicts: NONE

5. Agenda:

Councilmember Peot: I would like to put a discussion item to discuss a potential emergency proclamation for fireworks and ignition sources ban in the town, given the wildfire situation.

Mayor Hoster: I am also going to add that we table 3B until the next council meeting.

a. Tonight's Agenda of February 26, 2025

Motion to approve with adjustments made by Councilmember Peot, 2nd by Councilmember Stirling.

ROLL CALL VOTE:	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
MAYOR: Bill Hoster	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COUNCILMEMBER: DANIELLE STIRLING	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COUNCILMEMBER: RON CUNDICK	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COUNCILMEMBER: MICHELLE PEOT	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COUNCILMEMBER: KOHL FURLEY	<u> </u>	<u> </u>	<u> </u>	<u>X</u>

6. Discussions and Possible Action Items:

a. Moved item to special meeting item Budget for FY 2025-2026 Resolution 2025-07.

The concept was surfaced with regard to the Capital improvements, we checked with five counties and the league of cities, they said that should be in here unless there is statute that they're not aware of. It can have its own budget associated but it's not separate. What we have before us is the final budget to review and approve. Do you have any questions or comments or modifications you'd like to make at this time?

Councilmember Peot: I did have a question, I looked at a prior budget that we had and we did have a summary of where accounts status was with all of our bank accounts because the reason why is the PTIF accounts inform things like where we sit with regard to class is that in there?

Mayor Hoster: Yeah, it does help to have that in there.

Councilmember Stirling: I went ahead and put all of my input in, so as long as that has been read and loaded that would be fine Ill second that.

Councilmember Peot: Nay because I asked for some additional information on where the accounting was. For example, for engineering permits and where those stood with regard to chargebacks to developers and I asked for them earlier today and did not receive that. So, I still have open questions about those things.

Councilmember Stirling: Amend the motion to have all the information that Michelle requested given to her as well.

Mayor Hoster: Yes, certainly there should be something that's available, but it wouldn't affect the amount that, because it is supposed to be a break even. We did have expenses prior.

Councilmember Peot: Where do we record the charge back so that we can show that is incoming and then there's outgoing, because I don't see that in here and maybe I'm missing it.

Mayor Hoster: No, you're not we haven't received what we are going to be charging them and then there will be a GL that on the receive. You are right we should have a GL that is the receiver of what we get from anyone that we are charging out on it.

Councilmember Peot: I guess my concern is that it's not tracked anywhere and that's a pretty big chunk of money.

Mayor Hoster: We just haven't budgeted and because we don't know for sure if that is staying in Leeds and depending on what is happening ahead of us, for us to forecast it in we were asked about the impact fees with all those homes and everything. I think is reckless on our part. If it does come in it's a benefit to us and we can add more money, its an income but it would be reckless of us to account on that kind of money and then have a budget that is balanced.

Councilmember Peot: For all of the developments that's the case of just some of the developments because you could split it out into a contingent line item.

Mayor Hoster: No, we have to balance it. We have to show what's coming in and what's anticipated to come in and what's anticipated to go out.

Councilmember Peot: We don't like for example we are not 100 % sure that we will get all the business license fees, but those are line items and this seems like something in the same bucket where we should show anticipated with a note saying this is contingent upon this staying with in our town boundaries, but to not record it to me is troublesome because it looks like we are expending a lot of fees for engineering without recouping those expenses. Even if that were the case for our permit review are you saying if they decide to go into Washington County for example, wouldn't we still have to charge for permit review for the services we've rendered?

Do we for the permit review, is that just in the existing impact fees or do we charge for example like say for hours spent from out engineering firm to go through those permits because there might be a second review for example.

Mayor Hoster: Right now, what we do is we don't charge additionally for the basic review we do charge if there is extended above that.

Councilmember Peot: I mean it's the same thing with trying to predict other types of fees that the town has an we predict based on best available and you can make you assumptions but to not have that in there sounds like we are just covering that our expense. There are two categories one said planning and zoning and I didn't know if that was related to reviews and a separate one for engineering.

Mayor Hoster: Not all of our engineering is reimbursed; we do have our first and that's what's put in there. Its not the above and beyond stuff that's in addition to the road examinations and the hydrant placements and all of those things that we've tacked on to any other subdivision that is being developed. If those things come in we receive those costs and we also bill out for those costs so they should always be a wash. But they're excluded from here because we don't know if they're coming in.

Councilmember Peot: What is the current price for that?

Mayor Hoster: I think we put in 10,000.

Councilmember Peot: I think that is excessive.

Mayor Hoster: I looked at what everyone else is using, which is either an owl or a JOBE. Components, but it does the Wi-Fi camera that sits and grabs each one, allows them the audio so that she's not, you know, experiencing this sort of thing. It addresses both. And so, it's for these kinds of things. We do have a subscription with Les Olson.

Councilmember Stirling: Can I ask a question on line item 231, I had money that was given to us a few years ago and I think that some of that money was given to expenses, what it was not supposed to be. I was just talking about the July 1, 2024-June 24, 2025, I'm not quite sure that was supposed to be budgeted and cemetery expenses because it was actually allocated to the donation account.

Mayor Hoster: If it was a spend it shows the actual it doesn't affect how we budget for it though. We can budget higher or lower or what the actual spend is, its just for your reference to see what the spend was. I think in some of these circumstances where we do see that we did have CCC camp have a much higher spend and so we note that in here we also note what we anticipate the budget for the following for fiscal year 26. But we note that there was an over of what we had budget and the amount. Very similar with the cemeteries, but we also have the ability to move some funds around in the categories and make fill in the gaps.

Councilmember Peot: So, I have a question. So, the reason why we weren't allowed to make estimates off of the engineering was because there was uncertainty off the building permits. But if I look at the building permits proposal here, it looks like it went up from the tentative by \$15,000. So why wouldn't that also be a contingent figure or estimated figure.

Mayor Hoster: Last year we had 42,000 and anticipate probably about the same, maybe with a little bit of an increase. It does go off a percentage of what the value of the of the property is. And so that's the slight increase. It was about a 6%.

Councilmember Peot: My point is if we can make those types of estimates why can't we make an estimate of engineering chargebacks?

Mayor Hoster: Again, because we don't know that any of that's going to happen, this is historical and this is all hypothetical and on a budget I'd rather go with historical, and if hypothetical occurs and you need to modify the budget because you're getting so much more money in, that's a good position to be in versus having to modify the budget because you have spent so much money you thought was coming in and isn't. I want to just make sure that this next Council receives a budget that provides them the cushioning that they need to proceed forward with the spend that they need if they get way more money coming in that's a good think and they have reserves to be able to do everything that they need.

Councilmember Peot: I think it could be called out as a contingency thing, and it seems like its fine to do estimations in some places but not in others. I don't know why we don't have historical information as to how much our chargebacks have been over the last year.

Mayor Hoster: We have not even received our payment on the chargebacks because we're just now getting the invoices for sunrise. They will probably end up being cashed in the 2026 budget.

Councilmember Peot: Then one more question, did the interest from the accounts and the payments get factored back into the spent column here on this current fiscal year that's about to roll over. Did we reconcile from the accounts like interest and how much we spent back into what we spent, because Michelle left midterm and I don't know if we've had that process happen.

Mayor Hoster: On the PTIF accounts we listed everything that was on the PTIF account, and the interest is 4.4.

Councilmember Peot: QuickBooks doesn't automatically update off of those columns, so I think that's a manual process.

Mayor Hoster: The PTIF accounts we pull live and if you're asking the delta for her salary or anything like that.

Councilmember Peot: I'm asking because my understanding from Michelle is that like with QuickBooks it's not automated, that its reading your account and making updates You have to manually reconcile.

Mayor Hoster: I threw in the formula, and it made the annual estimation which is low because the PTIF increases and that amount increases as well. It's better to be conservative on that part where we are asking for or we are showing them the revenue.

Motion to approve with adjustments made by Councilmember Peot, 2nd by Councilmember Stirling.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
MAYOR: BILL HOSTER	X			
COUNCILMEMBER: DANIELLE STIRLING	X			
COUNCILMEMBER: RON CUNDICK	X			
COUNCILMEMBER: MICHELLE PEOT		X		
COUNCILMEMBER: KOHL FURLEY				X

b. Proclamation for Fireworks 2025.

Councilmember Peot: we have the ability by state law to do an emergency proclamation. Obviously in the event an emergency, the current situation is we've got a more than 10,000-acre wildfire. That's about 7 miles from town, and its currently less than 10% contained. Under state law, a mayor can issue a proclamation. I wanted to discuss if that is something that is of interest and if the proposal would be to potentially put a ban within town limits for ignition sources for things like fireworks, lighters, matches, etc. Other towns have done this and at the state level this ban is in place, but it only applies to state lands and unincorporated areas. But we know within Washington County we're under severe drought and we're just trying to preserve our infrastructure and then allow the first responders to fight this wildfire and not create unnecessary human cost fires.

Mayor Hoster: This would be a full ban in the boundaries of the town and would you allow say that the park is open, or no?

Councilmember Peot: This is the question, as a Council is this something that we should do and if so would we do the whole time would we allow you know for example maybe fireworks in the park under certain dates that is the question. Again by proclamation we don't have to do as a council vote, it can just be a mayor signature, but I wanted to discuss.

Mayor Hoster: I think it is and I am grateful you did the work. I think that we've had some unusual circumstances surface for us this year I would include it's a day-by-day thing because if the winds are up we don't want someone to just say well I should be able to do them in the park.

Councilmember Peot: We could say either do it as an until further notice or because otherwise you have to keep issuing the proclamation on a day-by-day basis. Technically I think where most towns do it is say this is the period of fireworks allowed. Dates around the 4th and then around Pioneer Day but not allowed on other days. The questions I do we want a full ban. Ideally if we were going to allow them it should be in an area with a concrete parking lot.

Mayor Hoster: I would prefer a proclamation that said and entire ban except for in the park and allowing them to do them on the grass, only be on the 4th and the 24th.

Councilmember Peot: I'm going to add for the 4th and the 24th and the town park this is for fireworks and otherwise no ignition sources until further notice.

Councilmember Stirling: I'm in full compliance with everything that Michelle just said.

Councilmember Peot: In park on grass 4th and 24th fireworks only on grass.

7. Staff Reports

8. Citizen Comments:

9. Adjournment:

Approved this 9th Day of July, 2025.

Bill Hoster, Mayor

ATTEST:

Cari Bishop, Deputy Clerk