

WELCOME

To a Regular Meeting of the
City of Athol City Council
Held in the Council Room in City Hall

MINUTES

The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings.

The Mayor calls meeting to order at: 7:00 P.M.

NOVEMBER 4, 2014

PLEDGE OF ALLEGIANCE

ROLL CALL Visitors please sign in, on the back counter.

Mayor Kuhman here
Councilwoman Zichko here
Councilman Miller here
Councilman Spencer here
Councilman McDaniel here
Attorney here

AMENDMENTS TO THE AGENDA: Any items added less than forty eight (48) hours prior to the meeting are added by Council motion at this time. Motion by McDaniel, seconded by Zichko that we approve the amendments to this month's agenda. \*DISCUSSION
Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes

APPROVAL OF LAST MONTH MEETING MINUTES:

Motion by Miller, seconded by McDaniel that we approve last month's meeting minutes with amendments. \*DISCUSSION
Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes

APPROVAL OF BILLS AS SUBMITTED: Motion by McDaniel, seconded by Spencer that we approve paying September's bills as submitted. \*DISCUSSION

Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes

TREASURY REPORT: City Clerk, Lori presented several reports. The first was A Reconciliation Detail report from QuickBooks for period ending 10/15/14; showing the beginning balance of \$22,951.63 and an ending balance of \$14,787.27; this matched the bank statement for the same time period. Next, was a Profit and Loss Budget report vs. Actual for Oct 2014 She said that her and the bookkeeper, Tanya, have been working on getting the actual budget numbers into QuickBooks, and that the lack of matching line items has required some time for us to get it all up to date. But, the chart of accounts in just about set-up and in order now, we just need to get the past entries all corrected and classified correctly. It's a work in progress, bear with me. The final report -Profit & Loss by Class, was just given to let the council know what the future quarterly reports will be looking like, breaking it into the 3 funds. The

actual 1<sup>st</sup> quart report to be finished and presented to council at the January 6<sup>th</sup>, 2015 council meeting, and posted in the CDA Press for the public. There was a brief discussion regarding bank fees and potential that if current bank can't make some changes we may need to look into other financial institutions. Lori will look into.

**WATER Usage:** October, 2014 – 2,679,400k Gallons; City Clerk-Lori as submitted by Public Works Director.

Approx.: \$7,314.20 collected in October and an Outstanding balances total \$12,693.36

Note: of the 306 accounts- we have approx. 250 bills adjusted so far approx. \$5900.00 worth; these are the missing payments that we are getting re-applied to peoples account history. And I am still compiling a list to bring to the December 2<sup>nd</sup> council meeting for decision for those who does not have any way to prove their missing payment(s).

**SITE DISTURBANCES: 3 All present.**

**Mike & Peggy Cutler-** applied 10/30/14 for approval to build new garage/building at 5727 E Grove Ave. Motion by McDaniel, seconded by Zichko to accept the written approvals by council to approve Mike & Peggy Cutler's site disturbance application. **\*DISCUSSION**  
Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes  
**Motion approved.**

**J. Richard Davis-** applied 10/31/14 for approval to build new fence at 5985 E Grove Ave. Motion by McDaniel, seconded by Spencer to accept the written approvals by council to approve Rich Davis's site disturbance application. **\*DISCUSSION**  
Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes  
**Motion approved.**

**J. Richard Davis/American Legion Post #149-** applied 10/31/14 for approval to put up a new electronic sign, replacing old one that blew over located at 5727 E Grove Ave. No Motion- Tabled Council asking clerk to look into the state right-of-way, city attorney reviewed Ordinance # 263, 7-12-2005 section 8-13-7 city code book. **\*DISCUSSION** McDaniel mentioned if there is a 10ft off of the right-of-way, you may need to ask council for a variance- so the sign isn't so far back.

**OTHER BUSINESS (Formerly New/Old Business):**

- 1. Public Works Director, Stephen** – Kitchen Remodel- Stephen presented a drawing with 3 plan options- wanting clarification on how to begin the remodel of the kitchen to utilize the recent purchases, and hope for more rental use. There was some discussion, but he thinks plan A is the best choice. A **Motion was made by Zichko, seconded by Spencer to approve a \$1,500 budget to allow Stephen to begin the kitchen remodel, for whichever option is best.** He will know more as he gets into it, and the goal is to be finished by Christmas 2014 and he's not touching the grill right now.  
Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes **Motion passed.**

2. **Forensic Audit Update-** Mayor spoke to Reggie Riffe, last week on Friday, who says is still waiting for federal report, but he's starting his final report this week; he hopes to be finished with the audit this week or next.
3. **Employee Medical/Dental/Vision Status-** City Clerk sent out quote request, hopes to have something by the next month's council meeting.
4. **Hwy 95- Road Name Change Update** – Lori did speak with Besty Anderson and David Callahan with the Kootenai County Planning Department. She told them the city had citizens who did not like the new name change of “Blair Castle Rd” and wanted to know if/how we can get that changed. She provided them with contacts, Mayor Kuhman and Public Work Director Williams, are the lead contacts for this, going forward. They will get back to them to schedule a meeting to review what the city wants and the steps needed to do it. In the meantime, the clerk's office is working on compiling a list of all landowners affected by the name change of the road, more to come.
5. **Workshop with Jim McNall-ICRMP-** the Mayor invited everyone to a Special Meeting on November 12<sup>th</sup> at 7:00pm at City Hall. The purpose of this meeting is to receive training on various topics, such as: roles & responsibilities, conflicts of interest, purchasing policies, rules of public participation, resolutions/motions and more.
6. **City Attorney Resignation/RFP-**the council acknowledged the letter of resignation from the City Attorney, Mr. William Appleton, dated 10/9/14. He will serve thru the month of November 30, 2014. Councilmen Zichko, and Spencer wanted to give a special “thank you” for serving the city of Athol. Council was given a copy of the Request for Proposal (RFP) and the Mayor asked the city clerk to place adds in the CDA Press, and the Nicklesworth. The city attorney also advised advertising in the Idaho State Bar association's paper/website.

## **PUBLIC HEARING: NONE**

### **ANNOUNCEMENTS:**

#### **1. City Council**

- a. Zichko received information from the Sherriff's department regarding a Neighborhood Watch program, is asking if there are any interested citizens in helping to create one for the City of Athol. If interested please get into contact with her.

#### **2. Mayor**

- a. Sit Down with the Mayor last month had 9 people attend, the next one will be Sunday, November 16<sup>th</sup>, 2014 at 3pm
- b. Movie Night November or December- to be determined-Dan & Lori Holmes are sponsoring this event, but we are still looking for volunteers to help organize and maybe sell some snacks. More to come- contact the Mayor if you're interested in helping.
- c. Don Anderson is looking to sponsor a Renaissance Fair next September 2015, more to come on that as it gets closer. If you're interested in volunteering contact the mayor.

**Public Works Director** - wanted to ask about putting up stop signs at several uncontrolled intersections in town, he heard it was brought up at the last council meeting by citizen, Gerold Fasold. After a brief discussion he said he did already have 3 stops signs available and council said that he should go forward and install them.

**City Clerk** – received a phone call just before the meeting tonight regarding a potential grant from Local Highway Technical Assistance Council (LHTAC); basically asking if we are interested in applying for some potential grant money to help us create either Transportation plan, or some other highway project needed in the city. A flyer was included for council in their packets on the topic, she will work with the Public Works Director and Mayor to get our application in and see where it goes. Application are due by December 1, 2014. Also an additional discussion from Public Works Director regarding him working towards a possible grant for some new playground equipment in the park, he will look into over the winter.

**PUBLIC COMMENTS:** (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

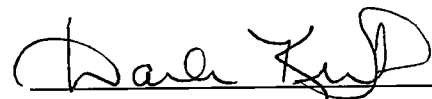
**Citizen, Mary Forsyth-** had a question regarding her water bill, just wanted to be sure it was accurate- as she had no balance owing- thought it felt wrong. City clerk assured her, it should be all correct now, and that it's not uncommon for some citizen to have ended up with a month's credit after going back and getting the missing/past payments applied to their bills.

*\*\*Many side discussions regarding the handling of water bills, notices, and shut-offs\*\**

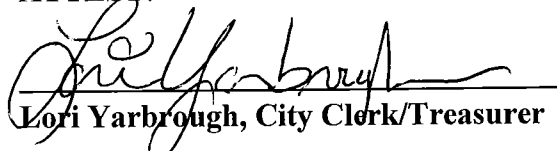
**Citizen, Dan Holmes-** wanted to inform the council that he and Kenny Rickel looked in to installing a new electrical outlet upstairs in the gym, but that because the cost was going to be somewhere around \$700 that it should wait for next year. Mayor asked him to submit a bid just so we can have on the record, for future reference.

**Citizen, Gary Devante-** wanted to know if anything is being done for the local businesses effected by the Hwy 95 bypass as far as advertising or signs are concerned. Council believed that some signs will be coming up soon.

**ADJOURNMENT:** Motion by McDaniel, seconded by Spencer that there being no other business this meeting be adjourned at 8:21pm. All in favor.

  
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**Darla Kuhman, Mayor**

**ATTEST:**

  
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**Lori Yarbrough, City Clerk/Treasurer**

Approved at Council on: 12/2/2014