

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

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

DECEMBER 2, 2014

PLEDGE OF ALLEGIANCE

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

Mayor Kuhman	<u> here </u>	Councilman Spencer	<u> here </u>
Councilwoman Zichko	<u> here </u>	Councilman Miller	<u> here </u>
Councilman McDaniel	<u> here </u>	Attorney	<u> none </u>

APPROVAL OF LAST MONTH (November) MEETING MINUTES:

Motion by McDaniel, seconded by Spencer that we approve last month's meeting minutes with amendments. *DISCUSSION All in favor- **Motion passed.**

APPROVAL OF NOVEMBER 12, 2014 SPECIAL MEETING MINUTES:

Motion by McDaniel, seconded by Miller that we approve the minutes from the November 12, 2014 Special Meeting. *DISCUSSION All in favor- **Motion passed.**

APPROVAL OF BILLS AS SUBMITTED: Motion by McDaniel, seconded by Zichko that we approve paying November's bills as submitted. *DISCUSSION-Clerk brought to the City's attention the Costco membership of \$330. This is \$55.00 per every 2 members; was not sure that it really is needed, since the city has never recently purchased anything there over the past year or so. **Council decided to continue to offer the Costco membership to all employees and city council members as a benefit, at the cities expense; each to notify clerk if they want this benefit or not. This will be included on each individuals W-2 as taxable interest. All in favor- **Motion passed.****

TREASURY REPORT: City Clerk, Lori presented a report detailing the deposits received and the reconciliation to the bank statements. Councilwoman Zichko commented on the report- it's looking better easier to understand, still needs to identify any capital investments.

WATER REPORT: November usage for 2014 was 1,744,300 million Gallons; City Clerk- as submitted by Public Works Director. Mayor suggested to include the previous months water usage for better comparison.

1. Approx.: \$7,500 collected in October/Outstanding \$12,000 balances
2. Council made a decision on the list of those with no record of payment history

***NOTE:** The City will make reasonable accommodations for anyone attending this meeting who require special assistance for hearing, physical or other impairments. Please contact the City Clerk at (208) 683-2101 at least 24 hours in advance of the meeting date and time.*

Motion by McDaniel, seconded by Spencer, that we approve the list of 16 individuals who do not have any records of the 2 months missing payments, and write off the \$1,050 total
*DISCUSSION Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes

Motion by McDaniel, seconded by Spencer, that effective the January water statements, there will be a 30 days past due notice/shut-off notice will be sent out, then when account is 60 days past due water will be shut-off; till balance is paid or payment arrangements have been made with the city clerk. *DISCUSSION Citizen, Mr. Hughes asked about the city having a late fee-council responded that they hadn't wanted to do that, but we do charge a \$25 re-connect Citizen, Mr. Wachter commented on past history in the city, there was a hand delivered notice with a \$10 fee included. Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes

Council also asked that going forward, a water payments past due list to be included in the monthly water report

PUBLIC HEARING: NONE

SITE DISTURBANCES: ONE

Clerk looking for direction from council regarding site disturbances. *DISCUSSION
Motion by McDaniel, seconded by Spencer that effective immediately, site disturbances will be approved by city staff; they may no longer be require to attend the next city council meeting, provided the request is minor strictures that are within the ordinance guidelines. The Public Works Director will determine if the guidelines are meet or when they need to go to council. The city clerk can sign off on the application once approved by the Public Works Director.
*DISCUSSION Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes

Kalvin Shin, represented by Dann with Mountain Sign LLC- applied on 11/26/14 for approval to move the Conoco sign at 6300 E Hwy 54 Motion by McDaniel, seconded by Miller to accept the written approvals by council to approve Calvin Shin's site disturbance application.
*DISCUSSION Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes

UPDATE: American Legion Sign- November Site Disturbance, Richard said they were now looking into some other options, possibly using the existing structures. (Lori found from ITD that there is an 80ft state right of way.) He'll keep council posted.

OTHER BUSINESS (Formerly New/Old Business):

- 1. Kitchen Remodel Update-** Public Works Director, Stephen says used approx. \$600 so far still needs to do countertops, some plumbing and electric and the trim work. Still hopes to have completed before the Christmas dinner. Motion by McDaniel, second by Zichko for Stephen to buy the \$50.00 tool/drill that he needed for the kitchen and his regular work.
- 2. Forensic Audit Update-** Mayor- the Forensic Audit is completed- should have within the week. She will have it forwarded to the council once she receives it.
- 3. ICRIMP Update-** Claim not denied, still pending the forensic audit.

4. **Employee Medical/Dental/Vision Status- City Clerk provided council with quotes, they reviewed and then made the following decision.** Motion by McDaniel, seconded by Zichko- that the city, chooses to get city employee’s medical, dental & vision benefits from the AIC’s III-A (Idaho Independent Intergovernmental Authority) in the \$500 Gold Choice Plan. Further discussed that the 2 full-time employees of the city (City Clerk and the Public Works Director’s) premiums will be covered by the city at 100%. Motion by McDaniel, seconded by Zichko-The Mayor and City Council members Dental & Vision plans will also be changing from Security Life to III-A; and 100% of their premiums will be paid for by the city in the Plan A. Any employee, mayor or council member may add their spouses and family to the plans at their own expense. The Mayor and City Clerk will take care of all the paperwork to get this going; if we get all the paperwork in as soon as possible, this should be effective January 2015 *DISCUSSION
Roll Call: Zichko yes Miller yes Spencer yes McDaniel yes
5. **Hwy 95/Blair Castle Road Road Name Change update** – Mayor & Public Works met Friday with Kootenai County Community Development Department on Nov 21st Discussed at this meeting was the idea of changing the name of the roads where Old Hwy 95 meets with E. Remington and changing E. Remington/Blair Castle Road, to Old Hwy 95 and keeping that name all the way up to the county line. Also, the road from where Old Hwy 95 and E Remington intersect going north will be changed to 1st Street all the way through the city of Athol. The idea comes from taking under consideration 911 calls and the possible confusion from so many versions of the road named Old Hwy 95, 95 Business, etc. This way 1st streets runs all the way thru town, not just from Hwy 54 north; and the actual Old Hwy 95 road will run continuously around the city of Athol to the northern county line. They said they would be having a public hearing in the future for this issue, more to come.
6. **Purchasing Policy Proposal-** A proposal was given to each councilman, it needs your input, then a decision. There was some DISCUSSION then a Motion by Zichko seconded by McDaniel to approve the use of the Purchasing Policy as presented with the following 3 changes. 1) on page 2; section 1.1 - the amount of the purchasing of \$1000 be reduced to \$500; 2) on page 2; section 1.1- An additional sentence be added reading as followed: “Items that falls onto the fixed Assets Report must get prior approval from council.” and 3) page 4 sections 3.2 & 4.2 – where the words currently read that the city attorney “must” review all leases and contracts, be changed to say “should”.
Roll Call: Miller yes Spencer yes, Zichko yes, McDaniels yes
7. **Employee Personnel Policy**– City Clerk looking for a date for workshop to review together, or she can present a proposal at next council meeting (January 6, 2015) for council review. Council decided to make their own recommendations and give them to the City Clerk by the 15th of December, she will then tally them out/combine and add any other suggestions the employees wish for and will get it back out to council several days before the next council meeting; then council will collectively review and make any other final changes or conversations on specific areas, before approving the employee personnel policy.
8. **Life Insurance- NCPERS-** Information was provided to each councilmember in their packets- needs a decision. This is a life insurance policy that is offered to all PERSI eligible employees. It’s a flat fee of \$16.00 a month per person. Council decided that this is not something they would pay for, but that it is an option for all PERSI eligible

employees to purchase if they choose. Get with the City Clerk by Monday to let her know if you would like it or not. There is an open enrollment option each fall, if you should want to begin participating at a future date.

9. **Attorney Applications-** 5 applications/RFP's received so far. Councilman McDaniel suggested the council each review the applicants then tell the city clerk by Friday who their top 3 is, and then that's who gets interviewed. Mayor asked council to decide who will represent the council for the interviews, and let city clerk know. If any additional are received, Clerk will hold onto them; as Mayor is interested in possibly interviewing all applicants.
10. **Office Networking-** Clerk provided information regarding networking the 2 city computers; this will allow city staff to make water payments and work in QuickBooks on either of the city computers. City Clerk has made contact with AIC, Deputy Director, Leon Duce, and with Scott from NW Technologies to inquire about out networking needs. Clerk is asking for an approval to use NW Technologies to get the office set-up. An estimate for cost is 2hrs or \$240.00, hopefully not more than \$360.00. Council made following Motion: **Motion by McDaniel, second by Spencer to do the networking and get the office set-up. All in favor/Motion passed.**
11. **Annual Audits for FY 2011, FY 2012, FY 2013, and FY 2014-** Auditors Anderson Bros. sent an engagement letter and cost estimates. Mayor says they will still need the forensic audit before they can go forward, however an engagement letter was handed out and we can begin getting prepared for it; **Motion by McDaniel to hired Anderson Bros for the FY 2011, 12, 13, & 14 Financial Audit, second by Zichko. Roll call: Zichko - yes, Miller -yes, Spencer -yes & McDaniel – yes, Motion passed.**
12. **American Legion-**Rich stood and spoke asking for use of community center free of charge for an Oratorical (Scholarship Selection Meeting) on Saturday, January 17, 2015 1-3pm Available to students in the Lakeland School District. **Motion Zichko second by Spencer to allow the American Legion to use the council room here at community center free of charge for Saturday, January 17, 2014 form 1-3pm. All in favor, motion passed.**

PUBLIC COMMENTS -

Bob Wachter commented on how enjoyable tonight's meeting has been and how it's been a pleasure to watch the elected official work together.

Solar from the Kootenai County Sherriff's Office – Brought up the CDA "Mass Notification System" or Reverse 911 system, asking to get people to go the website and sign-up.

www.kcsherriff.com Mayor asked about him potentially having a demonstration during next months meeting.

ANNOUNCEMENTS

1. City Council
 - a. Nov 12th training meeting with Jim McNall- went very good.
2. Mayor
 - a. Sit Down with the Mayor

- b. Tree of Sharing – names are posted outside door at city hall and misc. other places through-out town.
- c. Burlington Northern Railroad notice to put up a new monopole, they are accepting written complaints right now.

Motion to go into Executive session by McDaniel, second by Zichko. Time: 9:36pm

EXECUTIVE SESSION (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need, unless a vacancy in an elective office is being filled;

Tanya’s Booking Services/Payroll Services

Back from Executive session at 9:53pm

Motion by McDaniel to keep Tanya’s Bookkeeping services for an additional 3 months, with a review after. (So next review at March 2015 council meeting) Roll Call: Zichko - yes, Miller - No, Spencer - Yes, and McDaniel – yes. Motion passed.

ADJOURNMENT at 9:55pm

Darla Kuhman, Mayor

ATTEST:

Lori Yarbrough, City Clerk/Treasurer

Approved at Council on: