

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

MINUTES

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

March 3, 2015

PLEDGE OF ALLEGIANCE

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

Present: Mayor Kuhman; Councilman Spencer; Councilman Zichko; Councilman
McDaniel; & Attorney, Randy Adams

Absent: Councilman Miller

APPROVAL OF LAST MONTH MEETING MINUTES (February)

Motion by Spencer, seconded by McDaniel that we approve last month's meeting minutes.

***DISCUSSION Roll Call: Zichko abstain Spencer yes McDaniel yes**

APPROVAL OF BILLS AS SUBMITTED

**Motion by Zichko, seconded by McDaniel that we approve paying the additional 4 pmts
from January's bills and the February bills as submitted.**

***DISCUSSION Roll Call: Zichko yes Spencer yes McDaniel yes**

TREASURY REPORT: City Clerk gave written report, attached. **Motion was made by
Zichko, seconded by McDaniel directing the clerk to transfer \$50,000.00 from the checking
account to the savings account.** *DISCUSSION Roll Call: Zichko abstain Spencer
yes McDaniel yes

WATER REPORT: City Clerk gave written report, attached.

PUBLIC HEARING: NONE

OTHER BUSINESS (Formerly New/Old Business):

- 1. Idaho Transportation Dept.-** Shannon Thornton, brought up and discussed the possibilities for them to hook-up and be on the city water system for their new building, it's begin built at their Parks Rd & Hwy 95 property. She wanted to know if there is any interest in doing this, and that ITD would consider paying for the infrastructure to extend the city water to that point. After a brief discussion council said to get them more information and they would table to topic till the next meeting, to do some research.
- 2. Compression Breaks Restriction on the hill on Hwy 54.-** Mel Bertsch address the council and had provided a letter and sample ordinances from other cities regarding his desire for the city to adopt a similar ordinance addressing the prohibited use of

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.

compression breaks on Hwy 54, dropping down the hill, into the city. There was a brief discussion and council asked to table the issue until next month. They asked that a draft ordinance be written up and that the information goes out in the next city newsletter; they would like to get some feedback and input from more citizens before they move forward.

3. **ICRMP Update-** City Attorney wrote up some options for the council to consider, and asked that it be further discussed in executive session tonight.
4. **Blair Castle/Hwy 95- Road Name Change update** –The city has held 3 different meetings, 2 letters sent out to landowner's (one from the city and one from the county) and some phone calls to local businesses since this was brought up to the council at the October 2014 council meeting. The Mayor said the overall desire is to ask the city to change the name of the portions of the roads Blair Castle and E Remington that fall within the city limits to Old Hwy 95 and also affects 1st street and Old Hwy 95 addresses north of Hwy 54 in the city limits. Which was option one, from all previous discussions.

Option #1, changing E. Remington and Blair Castle to N. Old Highway 95, and goes basically around the city of Athol; and the portion of Old 95 from E. Remington up to the county line, through the city of Athol will all become N. First Street.

Kootenai County's, David Callahan, said that once the city has made a decision to change the road name, they will follow suite, naming all roads that extend from incorporated areas into unincorporated areas to retain the same name, this is per their road naming regulations section 6-1-6 A **Motion made by Zichko, seconded by McDaniel, to change the name of the portions of the roads Blair Castle and E Remington that fall within the city limits to N. Old Hwy 95 which will also affect N. 1st Street and Old Hwy 95 addresses north of Hwy 54 in the city limits.**

Roll Call: Zichko yes Spencer yes McDaniel yes It is the city's responsibility to notify all affected land owners of their legal address name change requirements and the county will notify all non-city land owners.

5. **Audits Update and HB 560 Registration-** The initial audit information has been given to Anderson Bro's for the FY's 2011-2014 audits. The asset and inventory list still needs to be done. We do not have an expected completion date yet, as it's too soon for them to know for sure. Once they begin going through the information, they might have a better idea, clerk will keep mayor and council updated. **Clerk did comply with the new House Bill 560 registry requirements. The city was registered as of February 12, 2015.** A congratulations email on the registry process for year 2015 was included in the council packets.
6. **Set Budget Workshop and Hearing Dates-**Two different dates were set for Budget Workshops they are: **3/18/15 and 4/22/15 both at 7:00pm**; additionally a Public Hearing regarding the **FY 2016 Budget will be on July 7, 2015.**
7. **Public Safety Information Sessions w/ Kootenai County Sheriff's Office Update-** Reverse 911 Demonstration, Scams information for citizens, and a Protect Teens video-Beyond the Sheriff's Office, the Mayor, Lori the clerk and her daughter, no one attended either meeting. The Mayor said how informational she thought this was, and really encouraged people to attend. After a brief discussion it was decided to try it again, this time having it the hour just before the next city council meeting. **It will be Tuesday, April 7th at 6:00pm**, it will also be posted on the city website, flyers, and in the next city newsletter.

- 8. **Clothing Donation Room/Upkeep** – The clerk was looking for some direction with how the clothing donation room should be handled, wondering more if the city wanted to continue how it has been or possibly give it back over to the food bank. After a brief discussion, council suggested to table the topic and have something put into the city newsletter asking for citizen input and they will re-address it again next meeting.
- 9. **Job Posting for Part-time Irregular Employees**- Several application have been received so far. Lori found a company that will do background checks for the city. Costs vary but range \$25.00-\$37.00 +. Clerk will run background checks and will bring back to next council meeting for review during executive session.
- 10. **3 Site Disturbances Issued for February 2015**- Larry w/ C & L building an extension on the north side of garage, YESCO 2 signs (Eldon Hindburg) relocating their billboard signs for better visibility on the same property.
- 11. **Liquor Licenses for 2015-16 year** - Clerk reported 5 of the 6 licenses were renewed.

They were: **Renewals for this year are as follows:**

#2015-01	Pastime Club (Beer, Wine & Liquor, on premises)	\$425.00	1/15/2015
#2015-02	American Legion (Beer, Wine, & Liquor, on premises)	\$425.00	2/3/2015
#2015-03	Little Town Market (Beer & Wine, off-premises)	\$125.00	2/9/2015
#2015-04	Crossroads Express (Beer, & Wine, off-premises)	\$125.00	2/18/2015
#2015-05	White Pine Café (Beer, Wine & Liquor, on premises)	\$425.00	2/27/2015

Those who has not renewed are as follows:

Cydco Foods Company (Beer & Wine, off-premises) Last Expired March 2014 (2 yrs past due)

Direction was given that both years must be paid in order for Cydco to get current.

Clerk also brought to the attention of the council that after reading the city ordinances regarding the fees of 3 types of licenses, and confirmation from the city attorney; it would appear that some businesses were over charged in previous years and some were under charged in previous years. Direction was given to write a letter regarding the oversight, issuing a check for any overpayments taken, and notice for future years, 2016-17, the correct amounts will be requested going forward.

- 12. **Athol Daze**- Date will be Saturday August 8, 2015; Council asked about any plans or committees so far, Mayor said none officially. The Mayor further clarified she does have Sit Down with the Mayor every Tuesday, for citizens to come and discuss anything they want. Councilwoman Zichko asked for a little update from the Mayor on those Tuesday meetings to share how they are going and what types of things are being discussed, the Mayor invited her to come and attend the meetings. Citizen, Carol Harms, then spoke up and shared a brief rundown of some of the discussions at the Sit Down with the Mayor meeting last Tuesday the 24th. 1) Discussion regarding the cleaning of the building, and volunteers to do so, as well as how happy she was with the temporary steps 2) Beautification Day 3) Appreciates the availability the Mayor has allowed – good for talking and throwing around ideas. 4) Carol also said it would be nice to know the ways to contact the council. Mayor said she drafting donation letters, if anyone from council knows of someone whom they would like a letter sent to, please let Lori know she will put them on a list. She also said when people are ready to present something regarding Athol Daze, they will possibly come to council to share their ideas and suggestions for the city event.

Clerk asked for a brief understanding as to what or who regarding the event-does the city have a meeting strictly for the planning of Athol Daze or just take care of parts during regular council meetings. It was said that last year was unique given the circumstances with the past clerk, they only had 3 weeks to prepare for it.

- 13. Resolution #2015-01 for the Employee Personnel Policy Proposal-** This was previously adopted by the city council, but needed to be officially passed as a resolution. **Motion made by Mc Daniel, seconded by Spencer, to adopt Resolution #2015-01 the personnel policy which was previously approved by council at the February 2015 meeting and thus withdraw any prior polices in existence. Roll Call: Zichko yes Spencer yes McDaniel yes Motion Passed** Clerk also just wanted to state and remind everyone that this policy does change the city's payroll dates, they will no longer be on the 15th and the end of the month; but rather the 5th and the 20th. Direct deposit is also being utilized and can be set-up.

PUBLIC COMMENTS

Alan Littlejohn, Athol, Idaho- 1st wanted to know if or where the city Mitigation plan that was referenced earlier was available at. 2nd wanted to know what the cities growth plan were and finally 3rd he shared a flyer regarding an upcoming event and finally wanted to know if the city was aware of the water adjudication process. There was some discussion with the following as some answers: The clerk was instructed to post the Mitigation Plan for the city on the city's website, as well as a public records request can be made at City Hall during regular business hours for a hard copy. The Mayor stated that updating the city's Comprehensive Plan is something they plan to begin working on. Finally, Stephen the Public Works director will keep up on the water adjudication process and keep the Mayor and council informed.

Carol Harms, Athol, Idaho-Had some food for thought....share information regarding upcoming plans for the city in the city's newsletter.

ANNOUNCEMENTS 1) City Council-Zichko let the Mayor and council know that the Idaho Commerce Community Forum held on Tuesday May 12th, at IDOL 9am-12:30pm, (it was in the council packet)- had an incorrect contact information. It should be Kate at 208-334-2470, and she is planning on attending. 2) Mayor-Tuesdays are Sit Down with the Mayor at 7pm, Wednesdays she will begin having similar meeting for local Businesses 7pm, she also gave an update Senator Crapo's visit last Saturday- approx. 95 people attended so they moved from the Saddle Up to the Community Center, of which approx. 23 people were there regarding the possible closure of the Careywood Post Office, - they really liked the changes the city has made in the building. 3) Staff-Lori received a \$300 scholarship AIC for the March Clerk Conference in Boise, ID. 4) Staff-Stephen- Presented estimates for repair of the entry stairs (approx. \$1,066.00) as well as windows fill-in (approx. \$25,850.00) for the gym. After a discussion there was a **Motion made by Zichko and second by Spencer, to approve fixing up the entry stairs-reforming the concrete and using the estimate from D.S. Inc. dated 2/14/15 the estimate #G188 was for \$1,066.00 Gravel not included, and does not include demolition. Roll Call: Zichko yes, Spencer yes McDaniel yes Motion Passed**

EXECUTIVE SESSION: Motion by McDaniel, seconded by Spencer to enter in Executive Session as provided by Idaho Code 67-2345 § (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement; ***DISCUSSION on filing Civil Complaint against the Hansen's.** (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. ***DISCUSSION regarding the use of Tanya's Bookkeeping Service.** (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student; ***DISCUSSION on Employee reviews- (Stephen Williams & Lori Yarbrough)**
Roll Call: Zichko yes, Miller absent Spencer yes McDaniel yes

Time begins: 9:13pm Time ends: 10:28pm - Back to Regular Meeting at 10:29pm

Motion by Zichko, seconded by Spencer, to continue the usage of Tanva's Bookkeeping Services, but with a considerable (80%) less usage since the information has now been sent off to the auditors; will re-evaluate again in 3 months. Roll Call: Zichko yes, Spencer yes McDaniel yes Motion Passed

Motion by Spencer, seconded by McDaniel to ADJOURN at 10:32pm Roll Call: Zichko yes, Spencer yes McDaniel yes

ATTEST:

Darla Kuhman, Mayor

Lori Yarbrough, City Clerk/Treasurer

Approved at Council

Meeting Rules: Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. The council may not hear or take testimony regarding any planning and zoning matter that is before the city or is known to be a likely application. Please be advised that the City Council can only take official action this evening for those items listed on the agenda. Citizens may use this time to request that items be placed on future agendas for further discussion. Issues regarding the performance of city employees constitute matters that must be discussed only in executive session and are not appropriate in the public portion of the meeting.