

Regular City of Athol City Council Meeting

Held in the Council Room in City Hall

MINUTES

March 15, 2016

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

PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Mayor Wachter; Councilman Spencer; Councilwoman Zichko; Councilman McDaniel; Councilman Hill & City Clerk/Treasurer Lori Yarbrough, City Attorney J. Cafferty and Planner, Rand Wichman. Not Present: Public Works- Stephen Williams (Pocatello Water Conference.)

APPROVAL OF LAST MONTH (February 16th) MEETING MINUTES:

Motion by Zichko, seconded by McDaniel that we approve February's meeting minutes, no amendments.

*DISCUSSION All in favor- **Motion passed.**

APPROVAL OF LAST MONTH (March 3rd 5:00pm) SPECIAL MEETING MINUTES:

Motion by Zichko, seconded by Hill that we approve the March 3rd special meeting, at 5pm, minutes with no amendments. *DISCUSSION All in favor- **Motion passed.** *Mayor Wachter said this meeting was a workshop to sit down together with the elected officials, city staff, new city attorney, and the planner to discuss city code enforcement issues and a process in which the city will begin to address code enforcement within the city.*

APPROVAL OF LAST MONTH (March 3rd 7:00pm) SPECIAL MEETING MINUTES:

Motion by McDaniel, seconded by Spencer that we approve the March 3rd special meeting, at 7pm, minutes with no amendments. *DISCUSSION All in favor- **Motion passed.**

Mayor Wachter said this meeting was to hold a Public Hearing regarding an increase City Fees.

APPROVAL OF BILLS AS SUBMITTED: Motion by McDaniel, seconded by Zichko that we approve

paying Jan/Feb's bills as submitted. *DISCUSSION-All in favor- **Motion passed.**

TREASURY REPORT- Lori submitted report; WF checking is now closed; STCU checking end of month balance was \$41,192.60; STCU saving/mm end of month balance was \$125,108.45; and the LGIP balance: \$409,572.12.

WATER REPORT- Lori submitted; January usage was: 1,775,500 gallons; **February usage was: 2,202,300 gallons.** Approx. 16 accounts are over 60 days past due for this month- Clerk also stated due to s system program update- our statements beginning April will now show two lines, one for the base rate amount and the other for the overage rate amount. This might better help people understand their billing charges. There was also a minor discussion from the Mayor explaining the continued blown fuses are contributing to the higher usage causing water to run over. Councilman Hill asked about the auto dialer and

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.

the Mayor said to his knowledge that had not been done yet. Since this will likely fix this problem it was discussed to get that taken care of as soon as possible.

CITY NEWSLETTER – Lori submitted, pending any minor spelling and grammar changes anyone sees. Later in meeting it was discussed to add the Community Review meeting date of Tuesday March 29th 6pm. Clerk also added that she would including the cross-connection survey to this newsletter, and is hopeful to get as many of them back as possible. The Mayor asked the council to consider changing the requirement of the newsletter being presented at the city council meetings, but rather allowing for it to be sent to all council via email at least 3 days before it being made available to the public. He further explained how this just will free up the timing of when articles and the council packets are needed to be complete by, Lori is really too much to do in the week leading up to council, this will give her a few extra days. Council will be given the proposed policy change at the next meeting to reflect this request.

OTHER BUSINESS:

1. **Girl Scouts** – Mary Corey, just starting up a local troop and asking for “free” usage of the community center to start a troop. After brief discussion council agreed for use of the room once a week, pending a signed agreement, and the understanding that this will be reviewed annually, and the general priority of usage to paying customers. Clerk will notify council when that is ready.
2. **IT for City Cyber Security and Hacking Prevention – Michael with Computer Guy Technologies**, as follow-up to last month’s discussion after Stephen shared what he learned at a training the city staff would like to hire and use Michaels services to perform a clean-up of the city’s computer network. As, it was we used him due to a situation coming up that we needed assistance in the upgrade of our QuickBooks payroll program in order to do payroll this week. After a discussion and presentation of Michael initial assessment, council agreed to use Michael with Computer Guy Technologies to perform the suggested services. After the initial services are complete, he will be available on an as needed basis, very similar to the Bookkeeping service the city uses.
3. **Outstanding Rental Invoices** – There was a Concealed Weapons classes last August 2015, that has not been paid for yet. Lori made contact with the individual whom held the classes here. After talking with him, he is willing to pay for the usage of the building, although it was not presented to him by the former Mayor, that this was part of the agreement for holding the classes here. Clerk asked if we could split the outstanding bill with him, since we understood it wasn’t his fault -he was misdirected regarding the building rental for his classes. Council agreed, to waive \$60 of the bill and hoped he’s consider future classes, as it appears he had a good turnout.
4. **Building Use Policy** – The Draft version of the Proposed Resolution No 2016-02, regarding a Facilities Rental/Usage Policy was not ready, so there was a discussion on the parameters in which the council would like it to cover. This included identifying which user groups, i.e. government, and non-profit type groups and the conditions in which free or discounted usage is allowed. Councilman Spencer likes the groups coming to the council to ask for special rates and further wants to be sure that we identify to the groups that if there’s a discount given that they can also be bumped out a week out in advance for a full-paying renter. After a brief discussion, council felt that giving the mayor the ability to waive as long as the council is made aware of these types of approvals at the end of each month or presented at council. The Mayor and clerk will work more on defining a policy and bring the draft back to council for their approval.
5. **Planner Report, Rand Wichman** –update 1st) the annexations he has sent out the appropriate documents for them to complete a comp plan map amendment, and dealing with the miscellaneous questions and feedback related to that; but has not really heard much more form the representative for the Coles. He assumes at this point they are continuing to gather the information he previously requested. 2nd) as it’s been identified by the council there are a number of significate code enforcement issues in the city and he has begun to do an initial evaluation on the properties/issues

that were identified to him after the council workshop. He will be to make the first notifications and hope to work with a number of the citizens to help best remedy these code violations. 3rd) a number of other types of inquiries have been going on, actually a lot for such a small town. An inquiry about short sub-division on an 8-acre lot; an additional usage being potentially added to a current light-industrial site in the city; and some various activity with the old Jimmy C's building on the corner in town. Which is requiring conversation with Panhandle Health regard the problems with the septic system and drain field on that lot. He's hopeful we'll work through all of these things.

6. **Community Review** – The Clerk and Mayor was hoping for some discussion regarding the application for the community review. There are a number of questions on the application they feel would be best served if there was council and citizens input in it. The application deadline is April 15th, but the sooner the better to get it turned in. Council agreed and they set a meeting regarding completing the application for the Community review, to be held Tuesday, March 29th at 6:00pm. This meeting is open to everyone and hope that there is a good attendance.
7. **LED Lighting Upgrades** – Stephen has submitted a report, in the council packets that included a Lighting Project Projection from Kootenai Electric. In sum the lighting retrofit proposal estimates savings that could be achieved if the upgrades are done. Roughly, it estimates a savings of \$222 a month, and it would take approximately 33 months to recoup your investment in energy efficient lighting. He also included an itemized list of costs for the retrofit from Stoneway Electric Supply if he were to do the work himself. In sum it was showing costs of approx. \$11,500 and \$7600 from rebate from Kootenai Electric, resulting in costs to the city for approx. \$4000.00. After a discussion, council asked that at this time Stephen get a few bids for the cost of labor, as they felt he already and a lot to do. There was also a small discussion regarding the proper permits and state bid laws.
8. **Cemetery Updates** - Mayor Wachter shared with the council what was encountered this past week in regards to the cemetery plots; the selling of the same plots, to two different families. While we worked through a solution to this problem, it raises an issue we knew was out there. The upkeep in the records for the cemetery are problematic and needs to be addressed. The city office has been working all week to begin addressing this. It's a matter of documenting the various documents and cross checking them all, to be sure it's correct. There was a brief discussion about a possible moratorium but ultimately, the Mayor said we have approx. 60 + plots we feel we can clearly identify as open and available to sell-that he feels if we proceed with caution we should be able to continue to sell plots; but we will still work on getting the paper work and documentation cleared up and give an update at the next meeting.
9. **Athol Beautification Week**- Last week in April, with Saturday the 30th being the city volunteer lead clean-up day and possible City-Wide Yard Sale. Clerk said there was already approximately 12-15 residents on the list for needing the volunteers help, this compared to last year we had a total of 9. Continue to call if you're needing help. As far as volunteer groups/teams we are thinking we will have still approximately the same as last year, approximately 30 volunteers. The next joint planning meeting will be Tuesday April 5th at 2:00pm.
10. **Athol Daze- Saturday August 13, 2016**, Mayor and Lori to share re-cap of the last planning meeting. Discuss parade route/costs for traffic plan and flaggers- Stephen submitted a report identifying an approx. cost of just under \$500 for a traffic plan and flaggers, it also suggested he might be able to use some individual guys who works for the Lake Hwy District to lessen the cost, but the city attorney mentioned the issue of liability and insurance. Council ultimately said we should just go with the Traffic Corp. as they already have their own insurance and its less worry to the city. In addition, there was a brief discussion regarding the parade route and it was determined to just continue to try the new parade route; a possible new event, the Lawn Mower races, were mentioned as a possibility to move here, there is a great interest but we are waiting to find out if there is a conflict in event dates for the group. A discussion on improving electrical in the park was another topic, Stephen looked into the costs of putting in a new 220-amp pole, but the cost to just

apply for a bid would be \$250. It was determined to go ahead and apply, the benefits seem too out way the costs in this case. The attorney also advised to ask if there is a minimum in costs, just to give us a range or idea. Lori also mentioned we are still needing to look into finding a band, if anyone knows of someone let her know or send them to the city.

11. City Liquor Licenses- Renewal updates by Lori. 6 of the 7 licenses have been renewed for another year; total income received is \$2,475.00. The last business, Love's Trading Post, is in the process of getting their state and county licenses and is not currently selling product at this time. They will resume once they have gotten all of the proper licenses. Lori did confirm the state does allow for a 30-day grace period for renewals.

12. Site Disturbances- Disturbances (0 Issued/1 Pending) for March 2016

- a. 6030 E Lorraine Ave. New shop & House (Kuhman) **Pending from Oct 2015** Planner, Rand addressed council stating after his review of the application and the current city code, he feels this building doesn't not comply with the current city code (8-8-8A-3 subsection A) under permitted accessory use. He did also mention again the need for further review of the code and as we continue to address and clean-up the ordinances will be helpful for everyone to better understand the permitted uses. His suggestions are that generally cities department staff will handle all the site disturbance type requests and issue a decision, then if an application wishes to appear, the appeal then would come before the council. It is a work in progress, and very needed. **Motion by Zichko, seconded by Hill that we deny the site disturbance for Darla Kuhman dated Oct 2015 since the request does not meet the city code requirements as per the planner's suggestion.** *DISCUSSION, it was discussed that decision letter (findings) will be drafted and brought back to council at the April meeting for the council to approve the Mayor's signature to deny the request, and then it will be sent to the applicant. Since we are in the process of trying to address how exactly these applications will be handled, it was felt this was the best steps. It's a growing and learning process right now for the city. The city attorney also mentioned that regarding land use regulations they are really there for predictability for your staff and predictability for your citizens, that way everyone knows what they can and cannot do. **Roll Call:** Councilman Spencer - yes Councilman Hill - yes, Councilman McDaniel - yes, and Councilwoman Zichko - yes Motion Passed/Failed. **All in favor-** Motion passed.

PUBLIC COMMENTS

Marge Whallon, Athol – Can you put 2 cremations into one plot? The Mayor stated yes you can always have 2 cremations in one plot, or one cremation and one full burial per plot also. The cost is \$300, and a \$50 opening/closing fee would apply only the cremations that the city performed. Full burials would be handled through a funeral parlor and thus Wilbert Precast charges for the vault and placement and such.

Gary Fast, Athol – Can the issue of the allowable size of accessory building, be related to the size of lot, rather than just a set specific size or definitions that would apply to all lots? Also, made the suggestion of charging everyone a flat \$20 fee for cleaning, regardless if they pay for the usage of the facility.

Jim Harroun, Athol – Inquired as to what the stated use was going to be, regarding the site disturbance just discussed(Kuhman). The council responded that it was not identified on the application as to what the intended use was going to be.

Richard Davis, Athol – Citizen and he is also the Elections Precinct Judge and wanted to share that this year's primaries had a record turn-out of over 430 voters, 2nd highest in voter count. People are interested in exercising their right to vote, these days. Further, there will be local elections held again this May and the general election this November 2016. That being said, as it's been discussed and noted the building usage has also gone up, and he ask that some consideration be taken when booking the building on and before elections. It gets very busy and loud, it's nice when they can come in the night before to set-up, since

it's a very long 13 hr. day on elections. The clerk mentioned that she could talk with the user groups near the election dates and that she felt those groups would be willing to work around allowing for the early set-up.

Mel Bertsch- Athol – Just wanted to compliment everyone one, been coming to meetings for years and just nice to have a nice council that does things that are efficient; an attorney that advises, and us constituents and an officer this is American and its great proud to live in the community.

ANNOUNCEMENTS

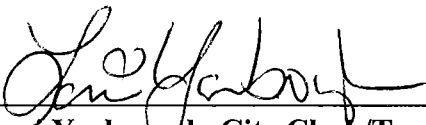
City Council & Mayor Wachter – None

Staff- Lori Reminder- Special Meeting for the 1st FY 2017 Budget workshop on Tuesday March 29th at 5pm and now the Community Review meeting at 6:00pm the same night to help complete the application. AIC training is 4/21/16 in CDA.

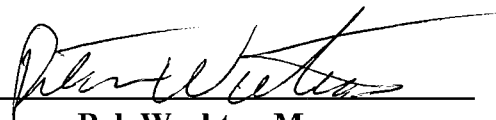
Stephen – Provided the council with a copy of the DEQ Sanitary Survey report, and the Mayor just added that it went pretty good, no real issues and that Stephen as since addressed the follow-up items they asked for. Also, as mentioned early the Cross Control Connection Survey will be sent out in the April newsletter, finally Lori shared that Stephen did receive some update/bids on the sprinklers and was sharing and waiting to hear back from the Athol Baptists Church representative to see what types of plan or costs, they might be willing to help with. Looks like the most probable one is the city buying the equipment and the group volunteering and doing the work of installation; which can almost cut the bill/bid in half. More to come at the next meeting.

ADJOURNMENT at 9:23pm

ATTEST:

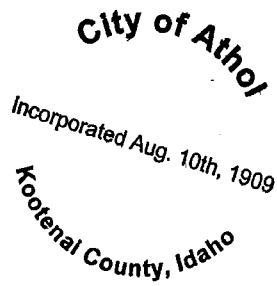


Lori Yarbrough, City Clerk/Treasurer



Bob Wachter, Mayor

Approved at Council on 5/18/2016



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Department of Agriculture
Washington, D. C.