

Approved

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

MINUTES

July 19, 2016

Mayor Wachter called meeting to order at: 7:02 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Mayor Wachter; Councilwoman Zichko; Councilman McDaniel; Councilman Spencer; Councilman Hill; City Clerk/Treasurer Lori Yarbrough; Public Works, Stephen Williams; and Planner, Rand Wichman; City Attorney, J. Cafferty all present.

APPROVAL OF LAST MONTH (June 21st) MEETING MINUTES:

Motion by McDaniel, seconded by Zichko that we approve the June/last month's meeting minutes as submitted. *DISCUSSION All in favor- Motion PASSED.

Clerk, Lori requested an amendment to the agenda be made for consideration of a site disturbance for John Meredith, Karupiah- Jimmy C's property. Motion by McDaniel "to amend the agenda to consider a site disturbance application by John Meredith /Karupiah' s Jimmy C's property on Hwy 54, since construction season is here and to not make applicant wait an additional 30 days for the next council and the fact that it is related to a health and safety matter it was seconded by Hill. *DISCUSSION- All in favor, Motion Passed.

APPROVAL OF LAST MONTH (July 13th 7:00pm) SPECIAL BUDGET MEETING MINUTES:

Motion by Spencer, seconded by Zichko that we approve last month's special meeting minutes as submitted. *DISCUSSION All in favor- Motion PASSED. *This was to discuss and review a new draft of the upcoming FY17 budget. Also discussed was the collection of money from elected officials for those who want medical insurance (paid for by the official, not the city).*

APPROVAL OF BILLS AS SUBMITTED: Motion by Zichko, seconded by Spencer that we approve paying June/July's bills as submitted again with the exception of Railroad Management. *DISCUSSION-All in favor- Motion PASSED.

TREASURY REPORT- Lori submitted report and read aloud recapping the ending balances; STCU checking \$13,327.03; STCU saving/mm \$110,252.47; and the LGIP balance: \$434,560.74. Lori also reviewed the 3rd quarter financial statement, and stated is will be in the CDA press at eh end of the month. In general, the city has received 70% of its projected income and spent only 63% of its budgeted expenses.

WATER REPORT- Lori submitted and read; May usage was: 3,172,200 gallons; **June usage was: 7,237,200 gallons.** We billed for \$6,554.80 and collected \$5,215.47. Approx. 10 accounts will need letters sent out, with an additional 20-30 more accounts that are now over 60 days past due for this month with this

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upcoming billing for July's usage. There was a general discussion regarding bringing back and charging the late fee or penalty; clerk will look @ city ordinances and resolutions to identify current rates/processes.

OTHER BUSINESS:

- 1. Decisions on Site Disturbance Applications – 5 new applications:** Cat's Eye Excavating, Heather Fiegner, Guy Spelick, Bergold/Thomas and John Meredith.
 - a. Motion by McDaniel** "to approve Cat's Eye Excavating for Kevin Brown at 30050 Davis Lane to regrade the current parking lot." Second by Zichko. *DISCUSSION- A pretty straight forward, complies with city code, and is recommended to approve by Planner. Roll Call Vote: Councilman Spencer -yes; Councilman Hill –yes; Councilman McDaniel –yes; and Councilwoman Zichko -yes. Motion Passed.
 - b. Motion by Zichko** "to approve Heather Fiegner at 6330 E Menser adding a new 16 x 19 ft. deck on their house." Second by McDaniel. *DISCUSSION- Again straight forward, complies with city code, meets the set-backs no conflict with the septic- approval recommended by Planner. Roll Call Vote: Councilman Spencer -yes; Councilman Hill –yes; Councilman McDaniel –yes; and Councilwoman Zichko -yes. Motion Passed.
 - c. Motion by Spencer** "to approve Guy Spelick at 30520 N Meadow St. to put up a new chain link fence." Second by Hill. *DISCUSSION- Straight forward, complies with city code, as recommended by Public Works/Planner. Roll Call Vote: Councilman Spencer -yes; Councilman Hill –yes; Councilman McDaniel –yes; and Councilwoman Zichko -yes. Motion Passed.
 - d. Motion by McDaniel** "to allow a 4ft x 26' deck, as requested, provided the \$80.00 fee/penalty is paid for at the Bergold/Thomas address at 30520 N 3rd St." Second by Hill. It was noted that any other request outside of this would require additional site disturbance requests. *DISCUSSION- Planner gave a run-down of the brief history as he knows it to date. He feels the current plan/framing for the deck at the size of 8x26' would mean it is 4' into the set-back; the application before council is requesting a 4'x 26' deck; which would mean only 2' of this deck would be in the set-back. David Bergold/property owner addressed council- asking for a deck size of a full 8', or at least 6'; but the city planner reminded council to go with what is being asked now on the application and make a decision or they could choose to not make a decision and allow applicant to amend the application. As the applicant, Celene Thomas was not present- he the property owner, asked for a decision so that they can begin to finish and use the deck. Roll Call Vote: Councilman Spencer -yes; Councilman Hill –yes; Councilman McDaniel –yes; and Councilwoman Zichko -yes. Motion Passed. Mr. Bergold was reminded that again he needs to consult with the City/city code prior to beginning such changes, as this might save him both time and money.
 - e. Motion by McDaniel** "to approve John Meredith at 30401 N Old Hwy 95, requesting to install 2 septic tanks and a 630 sf drain field." Second by Spencer. *DISCUSSION- As recommended by Planner, this property has gotten approval from PHD to make the appropriate repairs and sees to concerns with city code and approving this request. Roll Call Vote: Councilman Spencer -yes; Councilman Hill –yes; Councilman McDaniel –yes; and Councilwoman Zichko -yes. Motion Passed.
- 2. Planner Report, Rand Wichman** –Rand first identified that he had now provided the city with a STOP WORK ORDER form, used for work in progress that has not been permitted by the city. City attorney also suggests when its used to ensure that it is completed in FULL. Second he has provided the city with an example of a site plan that can be used with the applications to help citizens and staff better understand what is needed when completing/accepting an application. Next he explained that he is still working on the citizen complaints list, with the passing of his reimbursement agreement, he can now begin pursuing properties that are high on the city's list to address, he is working on them.

He shared with council that he's been working on the reimbursements agreements for the upcoming P&Z annexation applications; further that Cole and Karupiah applied under the old fee structure and there it is needed. Hugh was done after and it is not needed. These fees will apply to the Planner, John the attorney, and engineer and any other professional services that might be necessary to review the annexation applications before the city. There was then a discussion regarding the selection of an engineer for such applications. Council directed Rand to pursue who he thought might be the best fit and come back with a contract for the council to review next month. The assumption is that these services even with all 3 annexations are not likely to exceed the \$25,000.00 threshold that would require the city going out for an RFQ. There was some discussion of the city possibly putting out an QBS to create a list of engineers on hand, but no decision to move forward with it at this time. Rand then discussed the Code Amendments that was submitted by Hughes; after a brief discussion the council decided to have the public hearing on those amendments at the next council meeting at 6pm 8/16/16. Lori will get the appropriate public notice out in time. Finally, Rand, mentioned the possibility of another individual coming to the city to ask for annexation. She is on 1st street, it was suggested by the planner to put her on the next agenda of the council at the August meeting so that she may address the council regarding her initial requests.

3. **Discussion of Amendments to City Code-** Rand/John's proposal of cost and time estimate can fluctuate depending on what or how much is changed and they want some direction from council as to the highest priority in the least. They are thinking a ballpark of about \$5,000.00. It's much more likely that the code needs more than it has in time and money to fix everything so after a discussion, Rand and John will bring to the council at the next meeting a contract for time and costs of getting the suggested areas as presented tonight by Rand.
4. **Community Review** - Mayor Wachter/Lori stated we have been officially selected for a Community Review, and that we were offered some date and times. The city has chosen to go with Oct. 4, 5, and 6th for the review dates. For those who are team leaders the weekly meeting will begin the first week of August every Thursday morning at 9:30am. More to come as we hear what the next steps are for the city. This is a huge opportunity for the city to come together and get help in identifying our strengths, weakness and creating a more unified goal of the future of the city.
5. **Athol Daze- Saturday August 13, 2016** - Next Planning meeting was today at 4pm; next and last meeting to be on Tuesday August 2, 2016 at 3pm.
 - a. Select a Citizen of the Year- after a discussion was agreed upon that Jackie and Al Morgan would be a great selection. They have helped for years with the town dinners, the 7th Day Adventist Soup Kitchen and currently have spent many hours in running the ABC Food bank.
 - b. Final Run down of events- Lori gave an update. We are in need of food and craft vendors still, pass the word. Phil and the prescriptions will be playing this year 12-4pm; last year we had 10 food vendors and 30 craft vendors.
6. **Review & Approval to authorize Mayor's signature on Resolution 2016-02 for DEQ**
Motion by McDaniel "to approve the Mayor's signature on Res 2016-02 for DEQ and the Planning Grant Application as completed by the engineers Keller and Assoc." Second by Spencer. *DISCUSSION- Roll Call Vote: Councilman Spencer -yes; Councilman Hill -yes; Councilman McDaniel -yes; and Councilwoman Zichko -yes. **Motion Passed.**
7. **Review & Approval to authorize Mayor's signature on III-A Contract Update Agreement for the city Medical, Dental and Vision benefits for the upcoming FY17.**
Motion by Spencer "to approve the Mayor's signature on the updated contract with III-A for the upcoming benefit FY 17." Second by Hill. Roll Call Vote: *DISCUSSION- Roll Call: Councilman Spencer -yes; Councilman Hill -yes; Councilman McDaniel -no; and Councilwoman Zichko -no. This is a tie vote, so the Mayor made the deciding vote- yes
Motion Passed.

8. Review & Approval to authorize Mayor's signature on the Engagement Letter from Anderson Bro's for this year's annual audit.

Motion by Zichko "to approve the Mayor's signature on the Engagement Letter with Anderson Bro's for the FY16 annual audit; cost of audit not to exceed \$6500.00." Second by McDaniel. *DISCUSSION- Roll Call Vote: Councilman Spencer -yes; Councilman Hill -yes; Councilman McDaniel -yes; and Councilwoman Zichko -yes. **Motion Passed.**

9. Review & Adopt a tentative Budget for the FY17 year; this will allow for posting of proposed Appropriation Budget Public Hearing that is set to be on 8/16/16 at 7:00pm.

Motion by Hill "to approve the tentative Budget for Fiscal Year 2017 as presented." Second by McDaniel. *DISCUSSION-about how we will need to do an inter-fund transfer and a resolution to reflect the payments between funds, clerk to prepare and bring back to council. Roll Call Vote: Councilman Spencer -yes; Councilman Hill -yes; Councilman McDaniel - yes; and Councilwoman Zichko -yes. **Motion Passed.**

10. Quarterly Review of Flat Rate- Attorney Services (Was tabled from last month)- Mayor Wachter/John Cafferty Motion by McDaniel "to move to an hourly rate for the next 3 months instead of the monthly flat rate for city attorney service effective July 1, 2016, and adding the provision of billing for additional services relating to things such as planning and zoning; again reevaluating in 3 months (put on the Sept agenda)." Second by Hill. *DISCUSSION- Roll Call Vote: Councilman Spencer -yes; Councilman Hill -yes; Councilman McDaniel -yes; and Councilwoman Zichko -yes. Motion passed.

PUBLIC COMMENTS

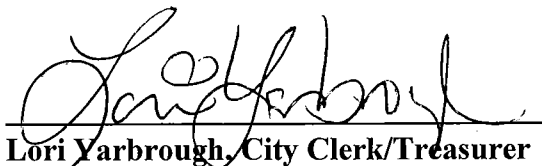
Gary Fast (Athol, ID.) – 2 Questions/comments- 1st when the city is considering annexations such as the Hughes development- can the city charge for city water improvements to the city system or other improvements. A briefly answered was provided to him stating that is the type of things that can be discussed in the annexation development agreement. In the case of annexations yes; but not always as there are other issues of requiring a person to pay only for their fair share. 2nd- Regarding his or what was mentioned in the recent city newsletter regrading seasonal use being from May 31st to October 1st. Clerk answered to him that if he is referring to his recent approval for his property- that is was also stated by him in past minutes that he suggested those same operational times. He was offered to come into the city office to request a copy if he would like of those meeting minutes.

ANNOUNCEMENTS

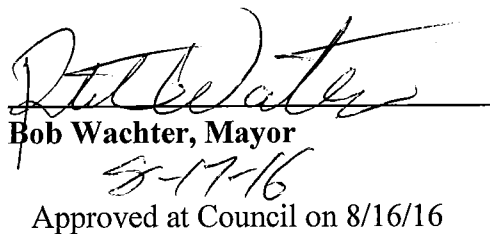
Staff – Lori - 3 things: #1- On the table and in the office is the city's copy of the All Hazard Mitigation Plan that was done with Kootenai County OEM. #2- Previous meeting ago it was asked about a report of some sort that city receives from the Sheriff's department, Lori has included it in your packets and gets them every month if anyone ever wants to see it. #3- John with the old Jimmy's C's property has provided the city with some copy of the on-going communications regarding the temporary permit of additional footage for parking privileges; and further since the ITD to Lakes Hwy exchange has happened they will now need to enter into some type of negotiations with them. **Stephen** – None **Council/Mayor**- none.

ADJOURNMENT at 10:01pm

ATTEST:


Lori Yarbrough, City Clerk/Treasurer

City Council Minutes for July 19, 2016


Bob Wachter, Mayor
8-17-16
Approved at Council on 8/16/16