

Approved Minutes Draft

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

Tuesday, August 21, 2018
7:00pm Regular Council Meeting

FY19 BUDGET WORKSHOP DISCUSSION:

6:08P.M.

1. Review current FY18 year to date budget- Did not review these figures.
2. Review 4th draft of proposed FY19 budget
 - a. Income just a few discussions on: tax levy- ok with 3%, water rates- after a number of discussion on rates, council decided to leave water rates as is/no change until November or December due to the Bond Election ORD. There will be one couple carry-over fields: Comp Plan \$3,000.00.
 - b. Expenses – We discussed 2 positions, one making the office part-time to full-time Deputy at 32 hours and increasing the maintenance part-time from random to 20 a week. We didn't discuss much for projects and also the decision to not plan to purchase a truck/equipment this year and keep saving till next year or so. ended: 6:54pm

Mayor Wachter called meeting to order: 7:09 P.M Visitors please sign in.

PLEDGE OF ALLEGIANCE

ROLL CALL Present: Mayor Wachter; Councilwoman Zichko; Councilman Hill; Councilman McDaniel; Councilman Spencer; Clerk/Treasurer, Lori Yarbrough; City Planner, Rand Wichman; and City Attorney, J. Cafferty. Public Works / Water Operator- vacant.

REPORTS:

TREASURY REPORT-Lori submitted written report and read the following ending balances: STCU Checking = \$105,417.61; STCU Savings = \$55,811.06; LGIP = \$639,686.81; Misc. income of \$2,756.05 was Shane \$50 & Josh's \$712.06 regular insurance premiums, S Hansen restitution of \$80.00, HJ Grathol invoice \$1,914.00. Attorney added he did follow-up with Councilman McDaniel's question about the city needing to do anything once Sally is out of jail. John found out he city will not need to do anything for about 20 years as the restitution order/judgement does not expire till then.

WATER REPORT-Lori submitted written report. June usage = 6,203,700 gal. (haulers 286,000) & **July usage = 11,633,236 gal. (haulers 524,000)**; Late fees are, 31 getting the fee & 8 accounts 60+ past due.

PLANNER REPORT-Written report submitted, by Rand and he recapped it as follows: DH Holdings Annexation Application- exchanged a few drafts the most recent approach to development on the site included the creation of 23 urban size lots (approx. 1/3 acres each) and leaving the balance of the parcel to wait for sewer to become available. The Health District had concerns with that approach, so the applicant is back to re-evaluating options for the property. Not sure if they will be moving forward, wait and see. There

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has been just 1 building location permit, for a garage. The Crossings at Athol- the developer still is continuing to work on infrastructure issues. The master sign program was ready to consider but has been delayed as the city attorney and planner found a few more areas that need to be addressed. The well site was posted by Lakes Hwy District for having an unpermitted approach on Howard Rd. The engineer for Hughes is working on a solution, which may entail having access from the new subdivision access road. Code Enforcement- met once with Gary Fast, no real progress. He asked about meeting a 2nd time, Rand asked about any additional information and no response from Gary. The notice of violations did get recorded this past month. Comprehensive Plan –There was a table at Athol Daze, but Rand had not yet had a chance to review the comments and notes gathered by Mary. Should know more by next month as to if he feels we got enough feedback to move forward or have another open house in October.

ACTION ITEMS:

1. APPROVAL OF THE August 7th REGULAR MEETING MINUTES:

Motion by Spencer, seconded by McDaniel that we approve the last regular meeting on the 7th, minutes with/without amendments. *DISCUSSION All in favor- **Motion passed. ACTION ITEM**

2. APPROVAL OF BILLS AS SUBMITTED: Motion by Hill, 2nd by McDaniel to approve paying July/August bills as submitted with/without amendments. *DISCUSSION-All in favor- **Motion passed. ACTION ITEM**

3. DISCUSSION/APPROVAL of Bond Election ORDINANCE #419 DISCUSSION regarding moving forward or not on the Bond Election ORD for the water infrastructure improvements. The range of potential water bills at this point is big, but Councilman McDaniel said he believes we need to move forward with the bond, have the open house get information out to the people so they understand it. But for sure he would not personally vote to commit the city if the city water bills are more than say the low \$50 range. Councilman Spencer raised his concerns that we are doing a survey to show that the city's poverty level is high enough to get a grant, and yet there is a requirement for some grants to increase the bill into the \$50 range. He liked the idea of making the commitment to the people that even though the bond is asking for the maximum, that council will commit to not going over a certain number. Overall council is most unhappy that there is so much gray area in the bond or end result of the water bills at this point, but also understanding that it part of how this process works. Council seemed to agree and like the idea of asking for the most authority and plan or commit to not go over a decided amount.

Motion by McDaniel, seconded by Hill to place proposed ORD #419 which is calling a special municipal revenue bond election to be held in November to finance the design, acquisition and construction of improvements to the water system, on its first and only reading by title only while under suspension of the rules. *DISCUSSION **Roll Call: Zichko-yes; Hill-yes; Spencer-yes; McDaniel-yes. Motion passed. ACTION ITEM**

The Mayor then read the proposed ordinance by title aloud.

ADOPT ORDINANCE #419,

Motion by Hill, seconded by McDaniel to approve the passing of Ordinance #419, which calls for a Special Municipal Revenue Bond Election in November for City Water Improvements, and direct city clerk to publish by summary only incorporating the title as to body of the summary.

*DISCUSSION **Roll Call: Zichko -yes; Hill -yes; Spencer-yes; McDaniel-yes. - Motion passed. ACTION ITEM**

4. DISCUSSION/APPROVAL regarding the previously approved Trail maintenance agreement (MOU) with Idaho Transportation department as it has now become a “boilerplate maintenance agreement.” Still the same terms. ITD provides 10k and City paves and maintains bike path.-Says Damon with ITD. **DISCUSSION** Council wanted to get city attorney John’s feelings on this new contract. After a discussion the following motion was made. Motion by Spencer, seconded by McDaniel that we agree to enter into agreement with ITD under the new Maintenance agreement terms and the recently discussed terms of blue lining/making note of excluding snow removal from the trail itself as it’s not a road. (This is to be clear that the city agrees to the terms and they do not plan on plowing the snow from this trail at any time); for the completion of the trail from Hwy 95 and Hwy 54, along Hwy 54 to the Super 1 Foods lot/trail; with a onetime amount of \$10,000.00 payment from ITD to the city. Lori will submit this signed and blueline agreement and see if ITD has any issues with it. * **Roll Call Vote:** Councilman Spencer -yes; Councilman Hill -yes; Councilman McDaniel -yes; and Councilwoman Zichko -yes; **Motion Passed. ACTION ITEM**

5. APPROVAL/DISCUSSION/DIRECTION of a ~~Right of Way Vacation~~/ Water line Easement for the end of 2nd Street, just past Menser. -Rand has an estimate for the land survey work that should be done and a brief conversation of why this is an issue for the city and if council wants to move forward with trying to secure an easement for the water lines, as the current water line location does not have an easement for it; problematic if something were to happen to the line and it need repairing. The vacation of right of way is separate and should be initiated by the property owners. Motion by Hill, seconded by Spencer to allow Rand to engage H2 Surveying in an amount not to exceed \$2000.00. This will be to get a description on the discussed parcels but no recordation of survey or no monument is needed. ***DISCUSSION Roll Call Vote:** Councilman Spencer -yes; Councilman Hill -yes; Councilman McDaniel -abstained; and Councilwoman Zichko -yes; **Motion Passed. ACTION ITEM**

PUBLIC HEARING- Jeremy & Andrea Hester Mayor OPENED at 8:24pm to take public comment on the proposed zone change request to the city.

CASE No: ZC18-01, a request by Jeremy and Andrea Hester who have applied for a zone change from light industrial to residential on 11 lots within the City of Athol, generally located north of Grove Avenue, between Pastime Street and Railroad Street.

The Mayor- spoke to the process of how the public hearing will proceed: asking everyone to speak loud and clear- it is being recorded, those wishing to speak will have their information listed on the half white sheet – identifying if you are for, against, or neutral. 1st- Rand the Athol City planner spoke just to introduce the case before the council and identified an error in the map, as it includes the two city lots in the far southwest corner (grove street pump house lot) and that the applicant may ask to amend or withdraw a portion of his lots that he’s asking to be rezoned. Rand shared that proper notice has been posted and published and mailed out. Notice was also given to surrounding agencies, none of which had any comment or concerns. Further, he felt that this property makes the most sense to be residential rather than light industrial and that it fits with in the code to be so. He recommends approval of this zone change request. The applicant spoke next: Jeremy Hester said he would like to only consider lots 1- 4 in this re-zone request at this time. Now omitting lots 5-11, leaving them zoned as light industrial. They Mayor then opened up the public hearing asking if anyone wished to speak please come forward. The only 1 was the applicant which had just spoken(the applicant), no other comments were received at the hearing or city hall. No other comments for, against, or neutral.

PUBLIC HEARING – MAYOR CLOSED the public hearing at 8:39pm. The council then make the determination as to whether they want to make a decision now or wait.

6.APPROVAL/Deliberation/Findings on the Application of Zone change submitted by

Jeremy & Andrea Hester. MOTION by Hill, second by McDaniel, to approve the zone change request from light industrial to residential with the lot changes discussed today and to direct staff to prepare the appropriates ordinance and documents as necessary. *DISCUSSION Roll Call: Councilman Spencer - yes; Councilman Hill -yes; Councilman McDaniel -yes; and Councilwoman Zichko -yes; Motion Passed on Hester Zone change. ACTION ITEM

OTHER BUSINESS:

- 1. Discussion/Follow-Up on the Athol Daze- Lori:** 42 Vendors of which 3 were food, Rudy's Classic Car Show went great, brought in more people. The Live auction did great and the Lawn Mower races had a snag with the wind and the timing lights but still 22 racers. Estimated of 2500 to 3000 people in attendance, its growing. Councilman Spencer added the Farmer's Market did better this year at Athol Daze as well as the Kootenai Electric bucket truck rides were pretty cool. Lori shared her appreciation for the help of the council, the mayor and his wife and everyone of the individuals and groups who really helped make this year's event "come together". She plans to have a follow-up meeting to gather input from the committee and anyone else interested- will post in newsletter when a date and time has been set.
- 2. Update on PAC Income Survey-** Lori shared that 163 surveys went out on August 7th and so far, 58 surveys have been counted, with 2 invalids due to incompleteness, and we need at least 67 more for the survey to count (75%). Tanya and Lori will start making contact via the phone tree next to encourage to submit their survey soon. Reminder, this income survey is being done by 3rd party Panhandle Area council (PAC) to help the city qualify for a Community Development Block grant for as much as \$500,000.00 towards our water facility improvements.
- 3. Discussion of applications for Public Works / Water Operator and Interview timeline.** Thirteen applications have been received for the public Works / Water Operator position- so who and when will interviews be done. After a discussion Council members Mary Zichko, and Josh Spencer will join with the Mayor and City Clerk to conduct interviews next week Monday and Tuesday morning, maybe interviewing the top 5 or 6 applicants. Councilman Spencer aske the Mayor what his top 3 hiring criterial were for this position, and he stated, "heavy equipment experience, water operation experience, and his location to the city".
- 4. Discussion on Who's Reading Water Meters this month and helping next month / Licensed operator for city?-** Mayor Wachter used a community service worker to read meters just today (Tuesday) as he will be out of the area this Thursday and Friday when meters are generally read. So, this wasn't an issue, next month might be if we haven't filled the public works position, this can be discussed further as necessary. City clerk also reminded the council she needed direction for the city having a licensed water operator for the city, upon the mayors last day of service. She reminded he has offered his services contracted to the city at \$300 a month upon his vacation of his position. Council briefly began discussion on how they might go about finding someone to contract with for a license until we have one on staff again.
- 5. Discussion of replacement process for the Mayor's position –** City clerk asked the council for their thoughts for direction of replacing the Mayor upon his last day of service (at this time is 9/4/18), asking if they will work on it themselves or would they like to put something in the city newsletter asking for citizens to submit a letter of interest in the Mayor position with their address, views for the city direction, availability and why they would like to be considered to serve. Council indicated they would take as long as they felt necessary to find the right candidate and wish to have something in the newsletter and encourages anyone interested to apply. The City attorney also reminded the council and staff of the legal requirements needed of applicates to meet before an appointment can be made as well as he shared it could be a derelict of your duties to not select someone, or at least be in the process of looking. Upon the mayors last day of service, the council president, Mary Zichko, will fill-

in for the Mayor, until such time that at least 3 of the 4 council can approve an appointment for a replacement. That replacement Mayor shall serve until the next general election in November 2019.

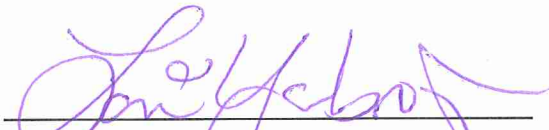
CHAMBER OF COMMERCE UPDATE- No-one present

PUBLIC COMMENTS: None/ Tamara Ratcliff- spoke sharing her concerns on how to handle her soon to be expiring of the time allowed to get the Pit Stop Espresso parking lot to be paved because she will be on the agenda for the 9/18/18 meeting. Rand and council responded that it will be ok to wait until the 18th meeting as she's already requested to be on the agenda.

ANNOUNCEMENTS City Council – none; City Staff- none; Mayor Wachter- none.

ADJOURNMENT at 9:25pm

ATTEST:



Lori Yarbrough, City Clerk/Treasurer



Bob Wachter, Mayor

Approved at Council on 9/4/18

