

Approved Minutes

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

Tuesday, March 2, 2021  
6:00pm Regular Council Meeting

Mayor Hill called the meeting to order at 6:00 P.M.

ROLL CALL: Present: Mayor Hill; Councilwoman Baldwin; Councilman McDaniel; Councilwoman Denis; Councilman Stack; Clerk/Treasurer-Lori Yarbrough,; Public Works-Anthony Brandt.  
Not Present: Caitlin Kling, Attorney & Rand Wichman, City Planner.

Amy Manning with III-A was present via zoom. Meeting ID: 858 4055 6284 Passcode: 827600  
<https://us02web.zoom.us/j/85840556284?pwd=ejJXeDhDYk9FOXRuWlpuV09CR0FGZz09>

**ACTION ITEMS:**

1) APPROVAL OF THE February 16<sup>th</sup> REGULAR MEETING MINUTES:

Motion by McDaniel, that we approve the last regular meeting on the 16<sup>th</sup>, minutes without amendments.

\*DISCUSSION All in favor-none opposed. **Motion passed. ACTION ITEM**

2) APPROVAL OF BILLS AS SUBMITTED: Motion by Baldwin, that we approve paying

Mar/April bills as submitted without amendments. \*DISCUSSION-All in favor-none opposed.

**Motion passed. ACTION ITEM**

3) DISCUSSION/APPROVAL of Resolution 2021-03, Transfer \$199,000 from

**Unrestricted Water Funds to Committed Water Funds-** for the Carryover into FY2021 Budget for matching funds used in the Water Improvements Project. – Lori shared this transaction amount was missed when we did the year end transfers between funds. It is just a housekeeping matter. This is part of what is being carried over into this fiscal year budget, for the water improvements city portion. **Motion by Denis, to approve Resolution 2021-03 to transfer \$199,000 from unrestricted to committed in the water fund.** \*DISCUSSION Roll Call: Denis-yes; Baldwin-yes; McDaniel-yes; Stack-yes. **Motion passed. ACTION ITEM**

4) DISCUSSION/APPROVAL of Park Use Free of Charge, for an event hosted by the Athol

**Chamber of Commerce** – Janet Ellis, President of the Athol Chamber of Commerce, addressed the council sharing their idea for a Community Spring Event in the Athol City Park. She said the Chamber Members believed it is time to have something fun for the community to gather like in years past with a Community Barn Dance and Picnic. Looking at having several bands performing on stage and local community members to bring along their lunch and enjoy the music in the park. They are still trying to decide what exactly they are doing, but they know they are doing it free to the community and therefore are asking the city to waive the event fees for this event. After a brief discussion of the various ideas, the council made the following motion: **Motion by McDaniel, to approve use of the city park on June 26<sup>th</sup> by the Athol Chamber of Commerce to host an Old-Fashioned Barn Dance type event, and to waive the event permit/power fee.** \*DISCUSSION Roll Call: Baldwin-yes; McDaniel-yes; Stack-yes; Denis-yes. **Motion passed. ACTION ITEM**

*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.*



## DISCUSSION ITEMS:

1. **III-A Executive Director, Amy Manning**, Gave a presentation, via Zoom, of the III-A Annual Report for Agencies Plan Year 2019-20. She reviewed each page highlighting various things such as: membership and how many agencies there are in the trust and how many new members we grew by for the year and who the trustees and staff are. She recapped Plan Benefit Changes/Updates, Financial Information and Claims by a percentage; also, administrative services and updates; COVID-19 Impacts and Data; and the successfulness of the Wellness Screenings. Each councilmember was given their own paper copy of the report and city hall also has a copy on file. There were no questions from of the council. Amy also reminded council to plan early for a 10% increase in benefit premiums, but hope for less than that. The board will decide what the rate increase will be the 3<sup>rd</sup> week in June, so plenty of time to plan in the budget.

2. **Fiscal Year 2022 Budget Timeline** - Lori shared it's that time for a plan for the FY22 Budget and due to the new Pelorus computer system, we need to still do some clean up on the budget numbers for this fiscal year and learn how the budget system works- so having extra time would be helpful.
- She is needing a date for the 1<sup>st</sup> workshop; she suggested May 4<sup>th</sup> at 5:00pm and a few others. Council agreed May 4<sup>th</sup> will work.
  - She also needs a date for the county clerk for our Budget Hearing Date, she recommends we try for August 17<sup>th</sup>, giving us a small window to push it out if necessary. The budget must be passed by the Sept. 7<sup>th</sup> meeting due to the property tax levy deadline being Sept. 9<sup>th</sup>. Council agreed.

Lori also included a brief outline she prepared of the city's budget process for the newer council members and encouraged them to ask as many questions as needed through this process. Also reminded them of the Budget Manual that Association of Idaho Cities has available on-line. It what she uses for a large part of preparing the budget. It provides a lot of history on the evolution of property taxes, sales tax, and other state revenues.

3. ~~**Review Recommended Changes in the Employee Policy Manual**~~ Not discussed, as staff did not have it ready. They had hoped for a full discussion. It will be on a future meeting for discussion.

**Mayor Hill then wanted to provide a few minutes for a short discussion regarding the upcoming renewal of the Athol Farmers Market (FM) rental contract for the 2021 season.** City Clerk- Lori shared that as they were working on a draft to present to the council at a future meeting, there was a change in location requested by the FM to move to the big city park rather than near the basketball courts as in past years. President of the Farmers Market, Nikki Conley, was present and she spoke briefly on the numerous reasons why they hoped to move over into the big park, siting: safety for vendors and kids as 3<sup>rd</sup> street is busy with no barrier to traffic; better stage for music performances, more power for such performances and vendors; more shade for all, and just an overall better feel and enjoyment of their vendors and customers. They are growing and this will give them some room to spread out a little more. There was a brief discussion on matters such as signage for the water hauling station, parking and traffic, trash and clean-up, and the impact of heavier weekly traffic on the lawn in the park. Overall, the council was open to a contract with the FM moving to the big park, if there was a provision that if the City or the Market encountered an unforeseeable negative impact/damage to the park, it could be asked to return to the original location of the Market near the basketball courts during the season. The formal contract will now be drafted up to reflect those terms and presented to the council at the next regular meeting for their approval.

**ACTION ITEMS CONTINUED:**

**EXECUTIVE SESSION:** Idaho Code 74-206(1)(b) “to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.” -Annual employee reviews for all 3 employees. **ACTION ITEM**

5) **MOTION by Denis, to go into executive session under Idaho Code 74-206(1)(b) “to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.”** All in favor. **Passed.**

EXECUTIVE SESSION Began at 7:13pm and Ended at 7:30pm

**ACTION ITEMS CONTINUED:**


6) **DISCUSSION/APPROVAL of Annual/Merit Increases for all 3 City Employees: Lori Yarbrough, Anthony Brandt, and Tanya Ziegler. Motion by Stack, to approve the annual increase of 5% for Lori Yarbrough, 5% for Anthony Brandt and 5% for Tanya Ziegler; there will not be cola increases this year; and it is effective the pay period beginning March 1<sup>st</sup>, 2021. \*DISCUSSION- this is based upon the previously determined pay scale chart and their executive session discussion today.**  
**Roll Call:** Stack-yes; McDaniel-yes; Denis-yes; Baldwin-yes; - **Motion passed.** **ACTION ITEM**

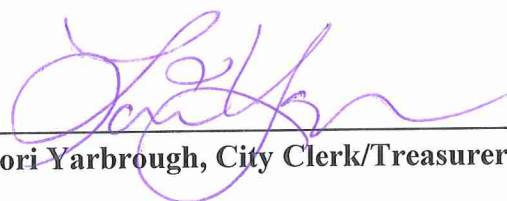
**PUBLIC COMMENTS:** None

**ANNOUNCEMENTS** City Council- none / Mayor-shared his concerns with the internet speed times and connection warning we just saw during the Zoom call with Amy, flashing on the screen something about connection unstable or insufficient. He asked about the internet in the office. Lori shared that she was having slower connections, but that Tanya did not seem to be having any issues. Lori will contact IT Mike and probably Ednetics to see if there is something going on. / **Staff-Lori** shared a copy of the SB1149 regarding the Broadband Communications Infrastructure and systems for municipalities. She again encouraged the council to review the Association of Idaho Cities (AIC) website’s bill tracker. This broadband was something she mentioned to council at the last meeting and now there is a bill related to this. She reminded again about several bills that would directly affect the City revenues and property tax revenues if passed. There are a lot of things for the council to be watchful for right now in the legislation.

**ADJOURNMENT at 7:42pm**

**ATTEST:**

  
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**Bill Hill, Mayor**

  
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**Lori Yarbrough, City Clerk/Treasurer**

Approved at Council on 3/16/21

