



## Regular City of Athol City Council Meeting

Held in the Council Room in City Hall

**Tuesday, November 16, 2021**  
**6:00pm Regular Council Meeting**

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**Mayor Hill called the meeting to order at 6:01 P.M.**

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

### **REPORTS:**

**Treasurer Report** – Lori submitted October written report and read aloud the bank account balances. Checking was \$115,335.67; Savings/MM was \$217,071.73; and LGIP was \$866,044.48.

**Water Report** – Lori submitted October written report and read the totals aloud. October usage was 3,578,992 gallons and coin haulers were 230,000 gallons. Coin Haulers money deposited in October was \$664.00, and bulk water payments received was \$5,299.00. There are 36 Accounts getting a late fee and 9 letters going out for shut off's.

**Public Works** – Anthony submitted October written report. (not present) No comments or questions.

**Planner Report** – Rand submitted written report and briefly ran through it by subject matter: Colton Acres- Infrastructure plans for the road and utility have been approved and are underway. It seems unlikely that they will complete paving this year. He anticipates they will seek final plat approval with a financial guarantee to ensure completion of the infrastructure maybe in January. Pastime/Freemont Street Improvements – He has received plans from the Hester's engineer for the street improvements and water line extension in the area of Pastime and Freemont. They have been forwarded to the City's Engineer. Idaho Forest Group – nothing new to report. Fast Subdivision – Consultants for Gary Fast were working towards finalization of the Fast Subdivision, but there has not been any activity on it in the last 3 weeks. March 2022 his preliminary plat approval will expire so we might need to address this. Active West Development – Has submitted a PUD and a Subdivision application for 35 residential units on 4.38 acres on Lot 22 at The Crossings. The application has been sent to the agencies for their review and comment. We have heard from the school and the fire department so far. It may be ready for a hearing January. Road Improvements on 2<sup>nd</sup> Street – Levi Thomason and his engineer are working on a design plan to improve 2<sup>nd</sup> Street. He expects to receive a formal request for right of way vacation and dedication before the end of the year. Then we will need to schedule a public hearing. There was a short discussion on if the nuisance letters were sent out yet. Rand said not that he is aware of but will work with the staff on that to get them done.

### **DISCUSSION:**

1. **Craig Pozega, Great West Engineering** – Craig shared a little bit about himself and the

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company he represents. His company is in Helena, MT, Spokane, WA and Boise, ID; they are hoping to get a Coeur d' Alene, ID office in the future. He has 20 plus years as an engineer, and they primarily like to represent small towns or communities, rather than developers. He came tonight to have a brief discussion on Wastewater Facility Plans. He shared it would be the guide for the city to get answers to their questions regarding existing systems not owned or operated by the city but located within the city limits. Also, what type of system or phases could be possible for the city be it an immediate or long-term interest. Athol being one of few remaining cities in the state to not have any type of wastewater system should score well as a priority. Great West is aware and works regularly with cities for funding options and they are willing to help the city get some applications in as the deadline is in January.

### **ACTION ITEMS:**

1) **APPROVAL OF THE November 2<sup>nd</sup> REGULAR MEETING MINUTES: Motion by Denis, that we approve the last regular meeting on the 2<sup>nd</sup>, minutes without amendments. \*DISCUSSION All in favor-none opposed. Motion passed. ACTION ITEM**

2) **APPROVAL OF BILLS & NNAC Pay Request #7, AS SUBMITTED: Motion by Kramer, that we approve paying November/December bills and the NNAC Pay request #7; DEQ Loan Draw #5 as submitted without amendments. \*DISCUSSION-- Lori explained the billing related to the NNAC pay request As explained by Stillman, she feels that the request reflects work actually done to date. All in favor-none opposed. Motion passed. ACTION ITEM**

3) **DISCUSSION/APPROVAL for Amendment to the Planner Services Contract – Rand briefly explained his rates and how he has not increased his hourly rate since he started with the city in 2015 and that further, with city staff doing code enforcement and some permits, much of his billing is pass-through. Motion by McDaniel to accept the terms of the amended Planner Services Contract and authorize the Mayor's signature. \*DISCUSSION Roll Call: Councilwoman Kramer-yes; Councilman McDaniel-yes; Councilman Cutaiar-yes; Councilwoman Denis-yes; Motion passed. ACTION ITEM**

4) **DISCUSSION/APPROVAL to Purchase Grader Chains, not to exceed \$600.00 – Per Anthony, he only needs one new pair this year, purchasing from Blue Jay Industrial. The council had a brief conversation regarding the need to add grader bits to this purchase. Motion by Cutaiar to authorize the purchase of grader chains and bits, not to exceed \$1,200.00. \*DISCUSSION Roll Call Vote: Councilman McDaniel-yes; Councilman Cutaiar-yes; Councilwoman Denis-yes; Councilwoman Kramer-yes. Motion passed. ACTION ITEM**

5) **DISCUSSION/APPROVAL of the Contract Extension Request from NNAC for the Water System Improvement Project – “NO Motion, this item was tabled.” DISCUSSION- Lori shared that because Keller Engineers have still not received a completed request from NNAC for an extension of dates, as well as no costs for the additional 3’3inches on the elevated tank, we need to wait. She said hopefully we will have it by the next meeting on Dec. 7<sup>th</sup>. NO ACTION TAKEN**

### **ANNOUNCEMENTS:**

**City Council- Steve Cutaiar** 1) Asked why we are not passing the fees for the Planner and City Attorney- with a bit of clarification of his question, it was explained to the councilman that much of the planner and attorney fees are paid for by applicants. But it does vary based upon what it is, as required by law. Further the council hasn't yet for this year received the current fees to see if there does need to be an adjustment in the fee schedule. That will be done hopefully this next month. 2) Wants to change whatever

ordinance necessary regarding subdivisions or annexations related to the 300-foot notification requirement. There was a brief discussion, where the city attorney further explained that rule is from the Local Land Use Planning Act and is a state law and that cannot be changed by cities. His concerns centered around the DH Holdings annexation a few years ago and the lack of notice to him and his neighbors. The Clerk offered to email him a list of those who were sent notice of the public hearing. / **Mayor – none.** / **Staff – Lori** 1) AIC is hosting their training from 9am-3pm on Tuesday Nov. 23<sup>rd</sup>. Lori needs to know who to register for the class. This is always the best training for the council, especially newly elected council, to attend. It was determined that the Mayor, Lori, Tanya, and Councilman Cutaiar and Councilwoman Kramer will all attend the training. 2) Lori asked if we want to plan for a night to go out to dinner for Christmas again this year- after a short discussion there was interest, but no specific date or location was decided on. Staff will work on a location, date and time and let the council know. Attorney, Caitlin Kling shared she will be leaving her firm, Lake City Law in January 2022 to take on a new job with a whole new company, not any municipality. She will introduce Jason from her firm, who the city can transition to, or she explained the city can also do a request for proposal and do a new attorney search.

**PUBLIC COMMENTS- None**

**ADJOURNMENT at 7:40pm**

**ATTEST:**

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**Bill Hill, Mayor**

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**Lori Yarbrough, City Clerk/Treasurer**

Approved at Council on