



Approved Minutes

Regular City of Athol City Council Meeting

Held in the Council Room in City Hall

Tuesday, February 7, 2023

6:00pm Regular Council Meeting

Council President McDaniel called the meeting to order at 6:01 P.M.

ROLL CALL: Present: Councilwoman Devine; Councilman McDaniel; Councilwoman Kramer; Clerk/Treasurer-Lori Yarbrough; and Public Works-Kevin Foster.

Not Present: Mayor Hill, Councilman Cutaiar, Zach Jones, Attorney and Rand Wichman, City Planner.

A quorum was met; Council President McDaniel presided over the meeting in the Mayor's absence.

Reports: Public Works Report – Kevin submitted a written report. Minor questions about load limit signs and which toilet in the bathroom he needed to fix.

ACTION ITEMS:

1) APPROVAL OF THE January 17th REGULAR MEETING MINUTES:

Motion by Devine, that we approve the last regular meeting minutes on the 17th, without amendments.

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

2) APPROVAL OF BILLS AS SUBMITTED: Motion by Kramer, that we approve paying the January/February bills as submitted with no amendments. *DISCUSSION Lori explained a few of the items so that council understood what they were, as they were not all regular reoccurring. All in favor-none opposed. **Motion passed. ACTION ITEM**

3) DISCUSSION/APPROVAL of the Annual Renewal of the Grandmothers' Club Rental Agreement. Sheryl McDaniel/Gloria Borders present, but there were not any questions. Lori thanked them for always decorating and being so helpful. **Motion by Devine, to approve the annual renewal of the Grandmothers' Club Building Rental Agreement as presented.** *DISCUSSION Roll Call: Kramer-yes; McDaniel-yes; Devine-yes; **Motion passed. ACTION ITEM**

4) DISCUSSION/APPROVAL of the Order of Decision for the John Sinclair Conditional Use Permit (CUP) on Grove, residential in a commercial zone. Lori reminded the council that this was the summation of their decision, and no one had any questions. **Motion by Devine to approve the Order of Decision for the Sinclair CUP on Grove Street.** *DISCUSSION- Roll Call: McDaniel-yes; Devine-yes; Kramer-yes. **Motion passed. ACTION ITEM**

5) DISCUSSION/DECISION to Attend the ACEC of Idaho Engineer's 1st Place Award for the Athol Water Improvement Project. Motion by Devine to deny sending anyone to represent the City at the Awards ceremony with Keller. *DISCUSSION – There was a brief discussion between this item and item #11 regarding Kevin wanting to go to either one or both. This was the motion after that conversation. Event date Monday April 10th and the city will need to cover travel, meals, and hotel if they send someone. **Roll Call Vote:** Devine-yes; Kramer-yes; McDaniel-yes. **Motion Passed. ACTION ITEM**

6) No action item to discuss, this item #6 was left blank.

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 48 hours in advance of the meeting date and time.

7) **DISCUSSION/APPROVAL for the Annual City Alcohol License Renewals** - Lori shared the list for the annual renewals and requested approval for all licenses to be renewed as they presented the appropriate documents. She reminded the council any new requests will still need to come before the council at the time of application. **Motion by Kramer to approve the renewal of all city alcohol licenses upon their completed request.** *DISCUSSION – Roll Call Vote: Kramer-yes; McDaniel-yes; Devine-yes. **Motion Passed. ACTION ITEM**

8) **DISCUSSION/APPROVAL to Purchase a Bulk Water Hauling Station** - Kevin wanted to recommend to the council to go ahead and purchase this unit for the future bulk/commercial water hauling station. He shared reasons for doing it and the potential savings for the city. It just makes sense. After a discussion, the following motion was made: **Motion by Devine to approve the purchase of a Bulk Water Hauling Station; not to exceed \$33,000.** *DISCUSSION – Shipping costs are expected to be at least \$2,000. **Roll Call Vote:** McDaniel-yes; Devine-yes; Kramer-yes. **Motion Passed. ACTION ITEM**

9) **DISCUSSION/APPROVAL of the Bennett Reconstruction Project Bids** Staff shared the results of how many bids were received (3), and this led to discussion on the project scope. Does the Council want to do both, one, or all of the added alternatives? Add alternative #1 was to chip seal Menser Avenue from 1st St to Old Hwy 95; and Add alternative #2 was to replace the gravel parking along 2nd and 3rd Streets at the city park. After a discussion regarding the alternatives and where the funds for the project were coming in at, the following motion was made: **Motion by McDaniel to include both of the Add alternatives for the Bennett Avenue Reconstruction / Menser Chip Seal Project; and select the lowest bidder, (that is contingent upon final review of the bids by Keller); and authorize the Mayor's signature on the Notice of Award.** *DISCUSSION – Big Sky Corporation appears to be low-bidder. **Roll Call Vote:** Devine-yes; Kramer-yes; McDaniel-yes; **Motion Passed. ACTION ITEM**

10) **DISCUSSION/APPROVAL for the Purchase of Automatic Door Openers in City Hall –** Lori shared her ideas to put in automatic door openers on a few doors in city hall. After a few minutes of discussion, the council decided to table the item and have Kevin do some more research on them. *DISCUSSION – **No Motion; Item Tabled. ACTION ITEM**

11) **DISCUSSION/APPROVAL to send Kevin to the IRWA Conference in Boise March 8-10th** This was pretty much discussed earlier while talking about item #5. So, the following motion was made: **Motion by Devine to approve Kevin going to Boise for the Spring IRWA Water Conference; not to exceed \$1,300.00 and do option 1, which is flying.** *DISCUSSION – Roll Call Vote: Kramer-yes; McDaniel-yes; Devine-yes. **Motion Passed. ACTION ITEM**

DISCUSSION ITEMS:

12) **DISCUSSION about Athol Daze 2023 / the Budget Season.** This was a request by the Mayor, who ended up not being able to attend the meeting due to a family matter. The clerk, Lori, shared that she believed his concern was the timing of Athol Daze and the budget and felt the budget needs more attention and that maybe we should consider having Athol Daze some other time of year. Lori shared her thoughts on the matter: The budget calendar and timeline of information is out of our hands, and all timed out by the state and county. The past two years she would agree that time for the council to better review has gotten shorter and shorter; but that she believes this is for several other reasons too. **First,** we are now 2 years into a new accounting software, Pelorus. There is always a learning curve to getting the information into the system correctly, this is often something that takes a few annual audits to get straight again. We are getting better and more familiar with the changes and can notice things that still need adjusted or got entered in incorrectly. It's been a process, but nonetheless it has impacted on her ability to

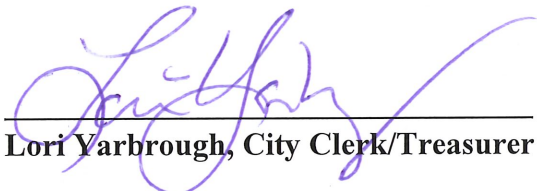
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get the council numbers needed for the audit, early in the past two years. Also, the Public Works staff changes affect us as far as potential projects in the budget and various other tasks. An increased volume of permitting because of the growth also contributes to our workloads. We are still a staff of 3, but we are seeing more residential and commercial growth and the water project itself has taken time we have not dealt with before. The matching up of various funding types, the requests to move money between those and to the contractor, and the preparation for loan payoffs have all contributed to her ability to get numbers for the budget. She knows that this year, even though some of the same factors exist, they will also not be nearly as much as they have been. **Second**, on the Athol Daze planning side of things, we have just had the biggest Athol Daze event this city has ever seen. Each year she has learned from the previous year and made improvements and tweaks, this will be her 8th year doing this, not counting 2020. Having a large group/committee of people helping and running their separate areas has also improved. What generally sets us back is the theme and graphic design aspects. We have to date, just been using volunteers of our community, which is great, but it also means we are subject to their time and ability to contribute. She has really enjoyed doing Athol Daze, but it is a long, several month long project. She and Tanya start in March each year, but it is a balancing act to do it and their regular fulltime job. She thinks it would be terrible for the event, and the community, to change the dates of Athol Daze now. She asks that the council trusts her to continue to have Athol Daze at its regular time, and that she acknowledges that the council wants to get back to having a bit more time to review the budget. After a few minutes of further discussion with the council they agreed it would be best to keep Athol Daze on its regular dates, of the second Saturday in August.

ANNOUNCEMENTS City Council – none. / **Staff** Lori- 1) New printer is here and operating. It wasn't the original one we wanted; that one was already spoken for, but we did save money because of it. 2) Readers Becoming Leaders Program-Lori shared that 3 Athol Elementary students' names were drawn, and the school will be given (3) \$100.00 checks from the Idaho League of Cities/AIC. She and Councilwoman Kramer will be going to the school this Thursday morning to present to the school. 3) BCATT – Lori shared that she and Kevin went to the last BCATT meeting and talked with a couple of ITD people. Lori was able to chat with Carrie Ann and Damon Allen, she shared the city's desire to meet and discuss the HWY railroad at grade crossing and well as just the increased traffic through town. Carrie Ann said they were doing some very preliminary brainstorming on eliminating the at grade crossing might look like and hopes to have a stakeholder meeting sometime this spring to discuss. There are lots of federal funds coming in the future to help reduce at-grade crossings. 4) Fee Study – Lori shared that she spoke with our engineers and has received an alternative option for the city to possibly do. Instead of a full capitalization fee study, like we had originally thought we could just enact a new service availability fee, that is reasonable to the costs and break up the connection from the new meter installation fees. More logical as long as council was not looking for some huge large figure; she will still need to discuss this with the city attorney and will also check with a few other similarly size cities but she thinks it will be a more sensible and cheaper route for the city to do. Why spend thousands of dollars if it's not legally necessary. The council agreed she should talk with the attorney and go this route if he agrees. 5) Rand on vacation 2/19-2/25, so the Code Amendments PH on March 7th. 6) Needed an idea of how much money to put into the new P1FCU account, since it hadn't been previously discussed. After a short conversation she will plan to put \$77,000 into the new Money Market account and \$3,000 into the new savings accounts at P1FCU. 7) Reminded everyone about the blocked railroad crossing link she found and put in the city newsletter. She encourages everyone to use it as much as possible to report issues with either set of tracks. Kevin – 1) Shared he's been pulling and cleaning up lots of wires in the office and helping the ladies move things around. It's looking and feeling good in the office. 2) Harms Way update- after the attorney drafted up an agreement, Mr. Harms and Mr. Thorne requested a few changes, which we did. But to date only Mr. Thorne has signed the agreement. The council agreed that all 5 of the property owners along Harms Way need to agree to it or the city won't be plowing that alley.

ADJOURNMENT at 7:54pm

ATTEST:



Lori Yarbrough, City Clerk/Treasurer



Bill Hill, Mayor

Approved at Council on 3/7/2023