

## Approved Minutes

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

Tuesday, April 2, 2024  
6:00pm Regular Council Meeting

Mayor Ruch called the meeting to order at 6:03 P.M.

**ROLL CALL:** Present: Mayor Ruch; Councilwoman Devine; Councilwoman Kramer; Councilman McDaniel; Councilwoman Porter; City Clerk/Treasurer-Lori Yarbrough; Not Present: Public Works-Kevin Foster; Zach Jones, Attorney, and Rand Wichman, City Planner.

**REPORTS: PUBLIC WORKS** - Kevin didn't get his report submitted before he left for the water conference in Boise.

#### **ACTION ITEMS:**

**1) APPROVAL OF THE March 19<sup>th</sup> REGULAR MEETING MINUTES:**

**Motion by Kramer, that we approve the last regular meeting minutes for the 19<sup>th</sup>, with no amendments.**

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

**2) APPROVAL OF BILLS AS SUBMITTED: Motion by McDaniel, that we approve paying the**

**March/April bills as submitted without amendments.** \*DISCUSSION- There was a short conversation regarding the breakout of the various bills from Kootenai Electric and if the current amounts are consistent and normal or have, they gone up. Staff will do some reviewing and let the council know. All in favor, none opposed. **Motion passed. ACTION ITEM**

**3) DISCUSSION/APPROVAL regarding possible Forgiveness with the March Water Bill for**

**Timberlake Fire District.** The Fire Chief, Brandon Hermenet, addressed the council sharing that you are aware there was a water leak found a couple of weeks ago. The leak has been repaired, but it is unknown as to how long it may have been occurring since the last time meters were read was the end of October 2023. Brandon shared how much of a hardship this large amount would be to the fire district. There was a brief conversation with the council. He then stated if he finds the pipes are poly, then he will be recommending to the fire commission to get those fully replaced, as he is concerned there could be more problems with this area. This is the 2<sup>nd</sup> time there has been an issue and it also concerned pockets that might cause further issues from the volumes of water, some of it is under the driveway into their building that the trucks drive upon. The total gallons used was 2,759,000 = for a bill total of \$5,408.00; \$5,318.00 is overage and \$90.00 is their base rate for 20k gallons and it is \$2.00 for every 1k gallon over the 20k. This leakage used approximately 500,000 gallons per month. After a further conversation of options such as splitting the bill 50/50; waive a specific amount, and or allowing for 6 months for a payback period, waiving the late fee, then the following motion was made: **Motion by Kramer to deny any forgiveness request for Timberlake Fire District water bill.** Roll Call: Porter-yes; Kramer-yes; McDaniel-no; Devine-no. **Motion failed. ACTION ITEM** Then another motion was made: **Motion by McDaniel to approve the forgiveness request for Timberlake Fire District and split the overage portion of the water bill (\$2,659.00) and to allow for up to 6 months for them to pay the balance without a late fee.** \* DISCUSSION - Roll Call: Porter-yes; Kramer-no; McDaniel-yes; Devine-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 48 hours in advance of the meeting date and time.*

4) **DISCUSSION/APPROVAL to Set Public Hearing Date for the County Notice & 1<sup>st</sup> Workshop Date** – Lori shared her proposed timeline for the 2025 Budget and how this date will still give a cushion should we need to push back the public hearing date. **Motion by Devine, to direct the clerk to submit Tuesday August 20<sup>th</sup> as the proposed date for the Public Hearing for the FY2025 Annual Budget Appropriation to the Kootenai County Clerk.** \* DISCUSSION Roll Call: Kramer-yes; McDaniel-yes; Devine-yes; Porter-yes. Motion passed. **ACTION ITEM**

5) **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.** **ACTION ITEM**

**MOTION by Devine, 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.**

*NOTE: Annual employee merit review is for the employees.*

EXECUTIVE SESSION -began at 6:45pm and Ended it at 7:45pm.

**ACTION ITEMS CONTINUED:**

6) **DISCUSSION/APPROVAL of Resolution 2024-04 an Update of the Personnel Policy.** The council had a discussion asking the clerk for some clarification on a few areas, then each of them pointed out a few areas in which they wanted to see changed. Once they were all happy the following motion was made: **Motion by Kramer, to approve Resolution 2024-04 an Update of the Personnel Policy with the following changes just discussed and is effective immediately; the bigger significant changed was the removing of allowing for compensation time, no boots allowance, removing the word director from the public works title, and just a few other minor insignificant word changes.** Roll Call: McDaniel-yes; Devine-yes; Porter-yes; Kramer-yes. Motion passed. **ACTION ITEM**

7) **DISCUSSION/APPROVAL of Annual/Merit Increases for all 3 City Employees, Lori Yarbrough, Kevin Foster, and Lisa Lawson.** **Motion by Devine, to approve/deny the annual increase of 5% for Lori Yarbrough, 5% for Kevin Foster and \$0.50 for Lisa Lawson; there will not be cola increase, and it is effective the pay period beginning March 1<sup>st</sup>, 2024 and will be retroactive back to such date.** \*DISCUSSION- *this is based upon the previously determined pay scale chart and discussion today in the policy manual from executive session.* Roll Call: Devine-yes; McDaniel-yes; Porter-yes; Kramer-yes. Motion passed. **ACTION ITEM**

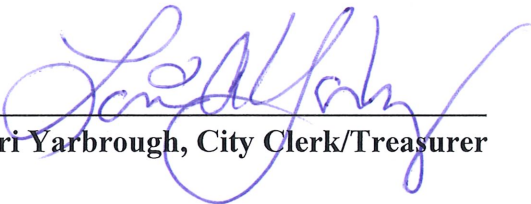
**ANNOUNCEMENTS City Council – Councilwoman Porter** – Shared she notice the City of Hayden used flyers at Super 1 foods, to get people the information about their survey; maybe that’s something we can do here when the time comes. / **Mayor** – nothing. / **Staff – Lori** 1) The engineers said the cost for them to help the city apply for the Community Development Block Grant application is \$5,000.00, not the \$2,500 she was thinking, is this something the council is still interested in getting on a future agenda? They responded yes. 2) Reminder Lori will be off most of next week for vacation. 3) There is some current legislation in the making that a local business owner shared. He would like to see if there is interest from the council, if it passes, in looking at Athol pursuing to become a resort city. Lori will send the council some information about the bill and what it takes to become a resort city, to better understand the pros and cons of it. 4) The Annual City Tree Lighting event is generally the 1<sup>st</sup> weekend in December, but the market is asking the city to consider moving it up 1 week, making it the weekend of Thanksgiving, she wanted to know if the council had any opinions of it, there were none. 5) The T-Mobile lease on 6<sup>th</sup> street is coming up

for renewal in June of 2025. They are already asking to begin negotiations on a new lease, she initially told them we would look at it about 3 months before, but not this soon. They attempted this a few years ago and the council wasn't interested in doing that soon. The question is how much time do you want to begin negotiations, 3 months or maybe 6 months? The council agreed 6 months in advance might be good. Staff will bring it to the council when that time comes. 6) Lori shared that the big TV in the main room has been broken, we attempted to find which group was here when it happened or how it happened, but unfortunately, we do not know. Staff is thinking to wait and see if there is interest in anyone helping to replace it, as they feel like a lot of groups do use the TV during their rental use.

**Public Comments:** none

**ADJOURNMENT at 8:50pm**

**ATTEST:**

  
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Lori Yarbrough, City Clerk/Treasurer

  
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Steven Ruch, Mayor

Approved at Council on 4/16/2024