

## Approved Minutes

### Regular City of Athol City Council Meeting

Held in the Council Room in City Hall

Tuesday, September 7, 2021

6:00pm Regular Council Meeting

Mayor Hill called the meeting to order at 6:02 P.M.

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

#### REPORTS:

**Public Works** – Anthony submitted the July written report. No questions.

#### ACTION ITEMS:

1) **APPROVAL OF THE August 17<sup>th</sup> REGULAR MEETING MINUTES:** Motion by Denis, that we approve the last regular meeting on the 17<sup>th</sup>, minutes without amendments. \*DISCUSSION All in favor-none opposed. **Motion passed. ACTION ITEM**

2) **APPROVAL OF BILLS AS SUBMITTED:** Motion by McDaniel, that we approve the August/September bills as submitted. \*DISCUSSION- Lori explained the bills briefly regarding which bills are related to the DEQ loan, Athol Daze related or are reimbursable bills. All in favor-none opposed. **Motion passed. ACTION ITEM**

3) **DISCUSSION/APPROVAL of an Alcohol Catering Permit for Trails End Brewery for the Final Farmer's Market Fall Festival on Friday, September 24<sup>th</sup>.** Motion by Denis, to approve the alcohol catering permit for Trails End Brewery on September 24<sup>th</sup>. \*DISCUSSION Roll Call: McDaniel-yes; Kramer-yes; Denis-yes; Cutaia-yes. **Motion passed. ACTION ITEM**

4) **DISCUSSION/APPROVAL of Resolution 2021-07 a Fee Waiver for Public Agencies** – Lori shared this is what was previously discussed, allowing no charge for applications to public agencies, but this only waives the fee, the application/approval process is still required. Motion by Denis, to approve Resolution 2021-07 a Fee Waiver for Public Agencies. \*DISCUSSION - Roll Call: Kramer-yes; Denis-yes; Cutaia-yes; McDaniel-yes. **Motion passed. ACTION ITEM**

5) **DISCUSSION/APPROVAL to Purchase Heat Pump and Air Scrubber for City Hall.** Councilman Cutaia – shared a short description of what it is and why he thinks it makes sense. It will both cool and heat and the air scrubber helps to clean the air. This was previously mentioned to the council at a past meeting. Motion by Kramer, to approve the purchase of a heat pump and air scrubber for city hall; not to exceed \$4,000.00. \*DISCUSSION Roll Call: McDaniel-yes; Kramer-yes; Denis-yes; Cutaia-yes. **Motion passed. ACTION ITEM**

**PUBLIC HEARING #1** (Mayor opened at 6:15pm) **Regarding the Water Improvement Project being at 50-70% Completed and as required by the Idaho Community Development Block Grant. The**

*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.*



Mayor invited Dorian with Panhandle Area Council to come and do a short presentation. She ran through a presentation that gave a project status update that included the added alternatives and change orders that have occurred. She spoke about the Engineers' description of any remaining work to be completed, the Idaho Community Development Block Grant (ICDBG) schedule of various activities and if they have been completed yet or not, and finally she gave a brief review of the budget. This reflected expenditures for the Month of July 2021 and where we are to date. From there it was opened for any public comments:

**Mary Zichko-** 1) When they hydroseeded they did it on the hottest day of the year and it's not going to grow its all weeds. She wanted to know that it's been budgeted for, for them to come back and hydroseed again because it is a mess? **Anthony responded that yes NNAC will be coming back to re-hydroseed and address the weeds.** 2) The city bought new meters and fittings and when will the new meters get installed. We can't tell the exact amount she is using each month. **She was told that when the work was done, we were expecting the meters to be in within the month, but it has been bumped out to three additional dates. We don't know either when they will come in and had expected to have them by now. We are hoping anytime now.**

**Tammy Porter-** 1) The nine water service connections, can you explain what those were? **Staff responded that there were eight connections, not sure what the ninth one was, but those were locations where there was one meter per two homes, for example a duplex. DEQ and USDA both said that every home must have its own connection and that it must be corrected at this time. Otherwise, the city would have been fine and continued the use as is. Letters were sent to each property affected.** She then asked a second, technical question related to how she needs to proceed with doing that connection. **Anthony gave her those steps. \*\*\* There were no other comments.** (The Hearing was closed at 6:41pm) **Dorian then ran through a brief slide show of pictures showing some of the work done on the project so far.**

**PUBLIC HEARING #2** The Mayor next opened the public hearing at 6:43 for the Fiscal Year 2022 Annual Budget Appropriation. He allowed Clerk, Lori to begin. She shared that the proper notice has been given and posted in the Coeur d'Alene Press and that there were just a few minor changes were made since the last draft. They were related to the property tax levy, since she had plugged in the real values and used the new forms, we were given to calculate them. She can talk more about that with the council once the public hearing is done. **It was opened for public comment:** 1) **Mary Zichko (city resident)** – (1<sup>st</sup> question) - was the levy rate set for the 3% this year? Lori responded yes; we have done the same now for the past several years. She asked how much that was, Lori responded \$168,000, about \$10,000 more total than last year to the city. (2<sup>nd</sup> question) – regarding the water fund are you including what you want to do outside the building with the water haulers? She means the water hydrant and says good because she has backed into it again. Lori responded that project is listed in the budget. The mayor asked if there were any other comments; hearing none he closed the public hearing at 6:45pm.

### **ACTION ITEMS CONTINUED:**

**Clerk Lori** ran through the brief 3 small changes made to the budget: **1<sup>st</sup>** being the property tax levy value as she just previously stated. The first draft was her guess and the value of \$170,000 was used, then just before the public approved draft for public notice she bumped it by \$10,000 more just in case the new construction values were higher than expected as the approved draft sets the ceiling, and we cannot make it higher. But once she ran the actual the numbers it really is now \$168,805 so she had to adjust the figures for that. She also shared that under the new ruling regarding capping at 9% total with the 3% levy and any annexation or new construction dollars, at least this year, it did not affect us. We didn't lose any money there. The new forms this year were a bit more challenging to navigate, but we got through it. **2<sup>nd</sup>** was we lessened the planner budget by \$5,000 for the year, dropping it to \$20,000. At an upcoming

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meeting he will be talking to the council more regarding updating his contract, but also, we haven't been spending as much as we have budgeted for him either. 3<sup>rd</sup> - we took \$5,000 from other professional fees as we haven't been spending as much there. Together, these offset the \$10,000 tentative line item the Mayor would like to recommend for a possible future market rate adjustment for staff later in the year. There was a brief conversation about having a workshop sometime this year to discuss this matter further; but for now, this is related to the budget, and it does not authorize or allow it, it only makes it a budgeted possibility. The last area was just a name change to the public works part time position, removing the specificity of public works to allow for the part-time help we had previously discussed as a project to work on records retention. No change in the funds allocated to this line item. This led to a brief recap of the potential projects listed in the budget to do this year. With no further questions from the council the following motions were made:

**6) APPROVAL of Ordinance #434 the FY2022 Annual Budget Appropriation. Motion by Kramer to waive the reading of the rules for Ordinance #434 the fiscal year 2022 Annual Budget Appropriation. \*DISCUSSION Roll Call: Kramer-yes; Denis-yes; Cutaiar-yes; McDaniel-yes. Motion passed. ACTION ITEM**

The Mayor then read ORD #434 Summary for the FY2022 Annual Budget Appropriation. AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, APPROPRIATING THE SUM OF \$ 5,845,490.00 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF ATHOL FOR SAID FISCAL YEAR, AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY, DIRECTING THE CITY CLERK TO FILE CERTIFIED COPIES OF THIS ORDINANCE WITH THE COUNTY COMMISSIONERS AND IDAHO SECRETARY OF STATE, AND PROVIDING AN EFFECTIVE DATE.

**APPROVAL of Ordinance #434 the FY2022 Annual Budget Appropriation.** Lori shared the few updates and changes they made since the last draft presented to the council. After a brief discussion the following motion was made. **Motion by Kramer to approve the fiscal year 2022 Annual Budget Appropriation Ordinance #434 without amendments under the waving of the reading of the rules and authorized the Mayor's signature and direct the clerk to publish by summary only.** \*DISCUSSION Roll Call: Kramer-yes; Denis-yes; Cutaiar-yes; McDaniel-yes. Motion passed. ACTION ITEM

#### DISCUSSION ITEMS:

- 7) **Fee Resolution Update** – Lori shared the current fee schedule, and we will need to review our fee schedule and are required to have a public hearing for any new or increased fees greater than 5%. She also noted the council had previously said they didn't want to make any changes to the water rates until the project was finished, so we have a few more months there. She just wanted to share this will be coming up in October if any of the council knows of any changes they think need to happen, let her know.
- 8) **Employee Policy Updates** – This is something that we have been needing to do again for a while. The Mayor asked if we should have a workshop to cover any changes or updates? The clerk agreed if maybe we can set a date to review this. After a brief discussion, no definitive date was agreed upon. Lori will need to continue to work with the council to find a date that works best for everyone. It did seem no one wanted to do it on the same night as a regular council meeting.
- 9) **Elections** – Candidate's reminder to get your information to me for the newsletter by the 14<sup>th</sup> or 15<sup>th</sup> at the latest. Also, we need to set a Meet & Greet Date. In the past we have just done the hour before the last council meeting about 2 weeks before the election date. Elections are held this year



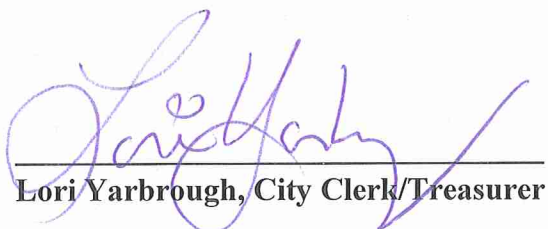
on November 2<sup>nd</sup> from 8am to 8pm and we heard that they are considering moving the polling election for this upcoming vote to the Athol Baptist church. Council was fine with Oct 19<sup>th</sup> at 5pm. There were questions from the council as to why they are considering moving the polling place. While there were no specific complaints for the current location, the county only mentioned the new location may be more ADA compliant. The council was concerned and wished to know why this is even being considered. The added confusion might lose voters, it being in a church, and it technically located outside of the city limits for electing city officials were among the top concerns by the council.

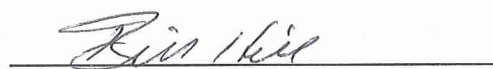
**PUBLIC COMMENTS:** 1) Pastor Chris Antone (county resident)- 1<sup>st</sup>) Said they were contacted by the elections department, and they asked if the church would be willing to hold the elections at their church. They said it had a lot to do with traffic flow, parking, and the ADA compliance from their understanding. They offered the building as an option and would always make their facility open to the community. 2<sup>nd</sup>) His congregation has made the decision to be more involved in the community public politics. They have about 350 people in his church, and he will be here to represent those people to inject biblical morality and some sort of voice in decisions the council is making. They are hoping to comment and speak to the morality in reference to whatever is going on. He then gave an example related to the city issuing a catering permit for someone to serve alcohol in the park at an event or function. They want to ensure the council is being aware of what they are allowing and help ensure these people are being responsible and use common sense and compassion. They are planning on being at every meeting going forward. He then asked about how the agendas work and the timelines for getting on them. Clerk, Lori then recapped the options or procedures: Agendas are posted the Friday before the Tuesday council meeting. They are posted on the city website, at city hall and at the post office. If you want to be on the agenda that would need to be requested by the Wednesday before the agenda gets posted. His concern was how do they get to comment on things on the agenda before the council votes if public comment is offered at the end of each meeting. She replied, unfortunately you don't unless the council or mayor open it up or asks for input, other than when there is a scheduled public hearing. If you wish to comment or share something you can also send me an email and ask me to forward it to the rest of the council. This helps for public records requests and to help us ensure we are following the Local Land Use Act, as the council are not permitted to comment or engage outside of a council meeting on any open land use application. 2) Marg Whallon (city resident) – another location would be more convenient at times because of the food bank and set up times. 2) Mary Zichko (city resident)- Had one more question – what kind of funds do we have to do paving on the street? Lori said she would need to look at it and can get it to you or come by the office and she will tell you.

**ANNOUNCEMENTS** **City Council**- none. **Mayor Hill** – Shared the current salary range for the staff with the council whenever we want to consider addressing it. / **Staff**- Lori -1) City Hall will be closed much of the week of 23<sup>rd</sup>- 27<sup>th</sup>. 2) New Benefits quick reference sheet is here, and please sign up for Wednesday, September 15<sup>th</sup> for on-site III-A check-up visit and blood draws.

**ADJOURNMENT at 7:40pm**

**ATTEST:**

  
Lori Yarbrough, City Clerk/Treasurer

  
Bill Hill, Mayor

Approved at Council on 10/5/2021