

# CITY OF IDAHO CITY



## REGULAR CITY COUNCIL MEETING

Wednesday, January 25, 2023

6:00 P.M

City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting

<https://us02web.zoom.us/j/4192717240?pwd=UWJUEHFjdM5GMUliNUhFNkJKHaUZ2QT09>

Meeting ID: 419 271 7240

Passcode: iccouncil

## MINUTES

CALL MEETING TO ORDER Mayor Everhart called meeting to order 6:00 PM

ROLL CALL Clerk Ptak called attendance Heffington, Adams, Secor, Here. Elliott absent.

PLEDGE OF ALLEGIANCE Mayor Everhart lead pledge of Allegiance.

An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the minutes.

**Per Idaho Code 74-204 (4) An Amendment was made to the agenda to allow for the 2022 Audit presented by Bailey and Company – Cassie Zattiero. The audit was not done in time for the previous meeting and had finished up before the clerk could add to the meeting agenda, only discussion of the audit will take place and no action.**

Secor made a motion to allow the 2022 audit for the above reason, seconded by Adams, 3 ayes.

### CONSENT AGENDA

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

A. APPROVAL OF MINUTES: Rescheduled Regular Meeting JANUARY 18, 2023, **ACTION ITEM**

Secor made a motion, seconded by Heffington. No discussion, 3 ayes. Motion carries.

B. IDAHO CITY EVENT CHECKLIST: **ACTION ITEM**

1. 36TH ANNUAL CHILI COOK OFF- RHONDA JAMESON

Tabled until February 8, 2023, meeting.

C. BILLS/PAYABLES: JANUARY 18, 2023 THROUGH JANUARY 25, 2023 **ACTION ITEM**

Heffington made a motion, seconded by Adams to approve bills dated January 18, 2023, through January 25, 2023, in the amount of \$36,811.99. No discussion. 3 ayes. Motion Carries.

### II. PUBLIC HEARINGS

Items listed as public hearings allow citizen comment on the subject matter before the Council. Residents or visitors wishing to comment upon the item before the Council should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for presentation by the applicant, submission of information from City staff, followed by public testimony. **ACTION ITEM**

### III. ENGINEER'S REPORT

### IV. OLD BUSINESS

### V. NEW BUSINESS

#### 1. 2022 AUDIT BAILEY & COMPANY PRESENTATION

Cassie Zattiero from Bailey & Company presented the 2022 Idaho City Audit to council members, mayor, city clerk and other attendees. After Cassie went through the audit, she discussed some items for the council and mayor to be aware of and take more time in the processes of, time sheets should be signed by supervisor and supplied for all employees, even salaried. This is to limit the risk of comp and vacation getting paid at the right

time and the right rate for the individual and not having the city must pay out a large sum if the employee leaves employment with the city. It was suggested that the clerk and mayor hand timecards back to supervisors if this has not been done correctly and no pay will be issued without these time cards. Law enforcement has been asked to update the way they submit their time sheets. Credit card receipts and statements should be signed by council, if employees do not provide a receipt to clerk, then there are a couple of options to take to ensure payment is made promptly. One suggestion was if an employee does not provide receipts, it may come out of paycheck or find alternative back up explaining the charge in case the receipt was lost. The 2022 Audit was done in a very timely manner due to the accounting procedures and new policies and procedures in place in the clerk's office. Councilman Secor commented on how nice it was to hear all the improvements since 2017.

2. RENEW LEASE AGREEMENT WITH IDAHO CITY FIRE PROTECTION DISTRICT-  
EVERY 2 YEARS **ACTION ITEM**

Automatically renews, lease will be on September 2023 agenda, to review.

3. RENEW LEASE AGREEMENT WITH D&S RESTAURANT, GROCER AND RENTALS  
LLC- EVERY 5 YEARS **ACTION ITEM**

Lease agreement will be on April Agenda. Real property leases will need to be done by resolution and discuss any potential changes. Mayor addressed Doug Pottinger and advised to Doug looks over lease agreement. Mayor would like lease to go to a 2 year lease. Tabled until February 8, 2023, meeting.

4. POSTAGE METER LEASE **ACTION ITEM**

Office clerk Emily Sinclair did research on postage meters and presented to council. Due to postage increase, and how much Clerks are sending out mail the postage meter will be a less expensive option, time, and money, to send out city business.

Motion made by Secor, seconded by Adams to authorize clerk to present lease agreement to city attorney, if approved, enter into lease for post base mini mailing system. No further discussion. 3 ayes. Motion Carried.

## VI. ORDINANCES AND RESOLUTIONS

Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements. **ACTION ITEM**

## VII. COMMITTEE REPORTS

### A. PARKS & RECREATION COMMISSION

A form was presented to council by members of community in order to use rodeo grounds more often. The council liked the idea but would like to have some revisions made and re submit to the council.

### B. HISTORIC PRESERVATION COMMISSION

### C. PLANNING & ZONING COMMISSION

Mark Carignan presented to council the Secor -Holbert annexation. Signed documents will be sent after review from the city attorney. It should be ready for the next council meeting for council to review and set a public hearing date. Clerk Ptak will have the documents ready for the next meeting.

### D. IDAHO CITY CHAMBER OF COMMERCE

## VIII. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Council may enter executive session to discuss such matters. **ACTION ITEM**

## IX. EMPLOYEE UPDATES

### A. PUBLIC WORKS

Public Works Director Tami Claus updated the council that the grader has, oil leak, sensor problems and maintenance will be done on grader. Surplus list for public works has been started and gave to clerk. Sewer samples were pulled today; Tami is the only public works employee. Please be patient until the city hires employees. Mayor instructed Claus to do the daily tasks and then go home. Mayor has reached out to several business to get information about leasing or buying a backhoe or loader. Hopefully next meeting Mayor will hear more, and council can do some comparisons. Tami sanded the roads other day, very impressed with the new sander that was installed into pickup.

### B. LAW ENFORCEMENT

Chief Otter updated the council that he attended a training, following that training he has gone through records to show the achievements of the city officers.

### C. CLERK/TREASURER'S OFFICE

The 2022 Audit went well, as they could tell when presented. Clerk Ptak will be out of the office until the next Council meeting, she will be using up some vacation and comp time.

### 1. BUDGET UPDATES

Clerk Ptak presented first quarter budget, the 2022 annual street and road report and the monthly budget, clerk asked council if they prefer to have monthly budget presented similar to quarterly budget. Council agreed that it

was easier to understand. Mayor asked clerk to present quarterly budget like the current monthly budget so they can get the full breakdown of the expenditures and revenues by line item.

2. WATER AND SEWER UPDATES

GONZALES WATER USAGE FORGIVENESS DUE TO LEAK, THEY FIXED. **ACTION ITEM**

Heffington made a motion, seconded by Adams to authorize clerk to make a 50% reduction on overage amount for the water usage on account 20207-00. 3 ayes. Motion carried.

D. CITY ATTORNEY

City Attorney Joan Callahan has been looking at old documents that were given to her by the previous city attorney, trying to find any information on BLM lease. She has not found anything including that particular BLM lease agreement but still has a few boxes of documents to go through.

X. COUNCIL UPDATES

Secor has had complaints about seasons property and the conditions of it from various member of the community. He has also seen it and would like to see some major improvements on the condition of this leased city property.

No updates from other council members.

XI. MAYOR UPDATES

Mayor Everhart reiterated the job opening for public works. Full, or part timework is available, CDL is not a necessary requirement.

He also agrees that behind Seasons, part of lease agreement, needs to be cleaned up and presentable. Chief Otter commented that there has been movement and there has been some clean up.

XII. CITIZEN COMMENTS

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. To ensure adequate public notice, Idaho Law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have 5 minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the mayor, either by subsequent appointment or after tonight's meeting, if time permitting.

ADJOURNMENT 7:19 PM

ATTEST:

Date approved: February 8, 2023

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Nancy L Ptak, City Clerk-Treasurer

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Ken Everhart, Mayor

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 511 Main Street or call 208-392-4584.

**Mayor:**

Ken Everhart

[idahocitymayor1@cityofic.org](mailto:idahocitymayor1@cityofic.org)

**Council members:**

Tom Secor Jr

Ashley M Elliott

Mari Adams

Ryan Heffington

**Chief of Police:**

Mark Otter

[icpd100@gmail.com](mailto:icpd100@gmail.com)

**City officers:**

Ericca Robbins

Brent Watson

**Janitorial:**

Dale Rutter

**Public Works Director:**

Tami Claus

[idahocitypublicworks@cityofic.org](mailto:idahocitypublicworks@cityofic.org)

**Public Works:**

**City Clerk-Treasurer:**

Nancy L Ptak

[idahocityclerk@cityofic.org](mailto:idahocityclerk@cityofic.org)

**Deputy Clerk:**

Sue Robinson

[4cityfolk@cityofic.org](mailto:4cityfolk@cityofic.org)

**Office Clerk:**

Emily Sinclair

[idahocityoffice@cityofic.org](mailto:idahocityoffice@cityofic.org)

511 Main Street

PO Box 130

Idaho City, ID 83631

(208)392-4584

operating hours

Monday- Thursday

8 am - 5 pm