

CITY OF IDAHO CITY



REGULAR CITY COUNCIL MEETING

Wednesday January 26, 2022

6:00 P.M

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

Join Zoom Meeting

<https://us02web.zoom.us/j/4192717240>

Meeting ID: 419 271 7240

MINUTES

CALL MEETING TO ORDER: Mayor Everhart called the meeting to order at 6:01pm

ROLL CALL: Secor, Martin and Elliott present.

PLEDGE OF ALLEGIANCE: Mayor Everhart led the pledge of allegiance.

I. 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: December 31, 2021, and January 12, 2022, **ACTION ITEM**

Martin made a motion to approve the minutes dated December 31st, 2021, and January 12, 2022, seconded by Secor. 3 Ayes, Elliott abstains from December 31, 2021.

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

C. BILLS/PAYABLES: January 13, 2022, through January 26, 2022, **ACTION ITEM**

Martin made a motion to pay the bills dated January 13, 2022, through January 26, 2022 in the amount of \$39,375.81, seconded by Elliott. 3 ayes.

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

1. ALLOW MAYOR SIGNATURE ON 2021 WASTEWATER REUSE ANNUAL REPORT **ACTION ITEM**

Martin made a motion to allow the mayor to sign the 2021 Wastewater reuse annual report, seconded by Elliott. 3 ayes.

2. ALLOW MAYOR SIGNATURE ON PARTIAL PAY REQUEST # 2 ON DW1104 **ACTION ITEM**

Martin made a motion to allow the mayor to sign for a partial pay request #2 for DW1104, seconded by Elliott. 3 ayes.

3. ALLOW MAYOR SIGNATURE ON CHANGE ORDER #1 **ACTION ITEM**

Martin made a motion to allow the mayor to sign change order #1 in the amount of \$5726.00, seconded by Elliott. 3 ayes.

4. ALLOW MAYOR SIGNATURE ON CONTRACTOR PAY APPLICATION #5 **ACTION ITEM**

Martin made a motion to allow the mayor to sign the contractor pay application #5 in the amount of \$5914.70, seconded by Elliott. 3 ayes.

IV. OLD BUSINESS

1. PERSONNEL POLICY UPDATE

Clerk Ptak presented the council with information regarding the current updates she and the mayor will be working on before presenting the final to them for approval. The older version currently in use has many features to retain and update other areas with the newer version ICRPM provides. Tabled for future action item.

2. LOCAL OPTION TAXES UPDATE

City Attorney Joan Callahan updated the council regarding her intern has made some great progress on this and will be able to present to the council at the February 23rd meeting.

3. WATER LEAK FORGIVENESS POLICY UPDATE

Clerk Ptak is asking for guidance from council on how they would like to move forward with a policy regarding water leak forgiveness. Clerk Ptak feels to have a policy in place could be beneficial to the city office, they could

give citizens guidance as to what to expect when a leak has been detected through their billing. A few examples were, should there be a minimum before allowing forgiveness, a time frame to have the leak fixed, making sure the leak is fixed and checked out with public works before allowing the forgiveness?

4. **SHORT-TERM RECREATIONAL VEHICLE USE ORDINANCE UPDATE**

Councilmember Elliott had read through this and had many questions for the council and city officials, i.e.: has planning and zoning done their part in the zoning regulations? Whose properties would be affected. Attorney Callahan explained the planning and zoning still needs to work on and define what regulations RV and Trailer parks would need to meet and what that would mean for existing parks. There were divided feelings on how to pursue this as an action item last year and it was decided to wait until there was a full council before taking any action. The city currently has other ordinances in place that might be able to address the health and safety issue that originally brought this ordinance in front of the council. This item is only up for discussion and updates at this time and will be considered as an action item later.

V. NEW BUSINESS

1. **MICHROTECH SYSTEMS EMAIL MIGRATION FOR ALL CITY EMAIL ACCOUNTS
ACTION ITEM**

Elliott made a motion to allow the clerk to move forward with the Michrotech Systems email migration for all city email accounts and obtain a city domain, seconded by Martin. 3 ayes.

2. **ENGAGEMENT LETTER AND SCHEDULING AUDIT WITH BAILEY AND COMPANY,
ALLOW FOR CITY CLERK TO SIGN ENGAGEMENT LETTER AND SCHEDULE 2021
AUDIT. ACTION ITEM**

Martin made a motion to allow the clerk to sign the engagement letter and schedule the 2021 audit with Bailey and Company, seconded by Elliott. 3 ayes. Clerk Ptak thinks it will be possible May 16th.

3. **IDAHO CITY MEMBERSHIP ENROLLMENT WITH LIFEFLIGHT NETWORK FOR CITY
EMPLOYEES ACTION ITEM**

Clerk Ptak will investigate existing budget and give the council an update on whether this is something the city could provide for employees this year and would like to see about getting this in the budget for the following year. This may be an item to offer commission members as an incentive down the road.

4. **IDAHO CITY FILMING INSIDE CITY LIMITS POLICY**

Clerk Ptak was given advice to contact Department of Commerce to see what other cities or towns might have. As it is right now, if someone would like to shoot film in city limits, they are asked to contact the city and if possible, come before council, maybe fill out an event checklist so law enforcement and others are aware of the filming. There has been a recent rise in the number of requests.

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

Mayor Everhart asked Clerk Ptak to advertise for letter of intent. Council would like to see Parks and Rec move forward with spring around the corner.

B. HISTORIC PRESERVATION COMMISSION

None currently.

C. PLANNING & ZONING COMMISSION

The current commission will need to update the commissioners and reappoint, either new members or existing with letter of intent. Clerk Ptak will advertise for these positions also. The last meeting was almost cancelled due to lack of quorum. A member came 15 minutes late and they were able to have the meeting. During the meeting it was discussed to have a few different public hearings, first being the interim moratorium on building permits and development applications that require or involve new connections to the City of Idaho City's water system with certain exceptions for pending building permits and permits related to a previously approved plan with documentation of serviceability. Second, regarding the proposed zoning of land upon annexation of a parcel of property located at 6 Proffer Lane, Idaho City. Thirdly, is regarding a zoning map correction for a vacant parcel of property in the Mores Creek Subdivision that was original platted and approved to be commercial property, but it is shown on the current zoning map as residential. All matters are scheduled to be heard February 17th to get the matters to council for the February 23 meeting as action items.

D. IDAHO CITY CHAMBER OF COMMERCE

None currently.

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 explained a final walk through she will be having with DEQ at the RO, trying to thaw out the hydrant by the RO. She will also have a training meeting at the RO. She asked the council to allow her to get a smaller hopper for the back of the city truck to use for sanding. The BIG sander on the dump truck is ancient and falling apart with not much more room to fix it. Mayor and council agree that it is something she should investigate as it is something that would make work much more productive when sanding the roads.

B. LAW ENFORCEMENT

Chief Otter was not available, he has been helping the county with calls on this side of the county. There has been a lot of county workers out due to illness.

C. CLERK/TREASURER'S OFFICE

1. WATER SEWER ACCOUNTS UPDATE

Not available. All accounts are getting updated and will have a report at the next meeting.

2. 1ST QUARTER BUDGET REPORT

Clerk Ptak gave the update for the first quarter budget; all departments are under budget and on track. She will share with councilmember Elliott the how's and why's many bills get paid from different funds. Elliott will be part of the next budget process and it is a good thing to understand.

3. CITY EMPLOYEE ID CARDS

Clerk Ptak will set everything up with the sheriff's office to get the city employee id cards.

Clerk Ptak also extended to the council a Blue Cross Community Funding Opportunity for a webinar for some grant funding coming available.

D. CITY ATTORNEY

Attorney Callahan's updates were already discussed during the council meeting regarding the upcoming public hearings, planning and zoning, local option tax and RV ordinance.

X. COUNCIL UPDATES

Martin gave an update on the purchase of a new fire engine for the Idaho City Fire Protection District.

XI. MAYOR UPDATES

Mayor Everhart shared about his staff meeting he had earlier that day and then with the department heads later. Just getting himself familiarized with the day to day of city employees.

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.

Jon Adams addressed the council, he just wanted to stress the importance of the life flight membership, he was glad to see the city take interest. He just wanted to thank all the city employees for the hard work they do and stepping up when they can. He asked if anyone is interested or knows anyone who might be interested in join the EMT's. They need volunteers.

Mayor Everhart also wanted to take the time to thank the EMT's and emergency services for all their dedication and hard work they put into it.

ADJOURNMENT 7:13pm.

ATTEST:

Date approved: , 2022

VOIDED 2/16/22

Nancy L Ptak, City Clerk-Treasurer

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	Chief of Police: Mark Otter	Public Works Director: Tami Claus	City Clerk-Treasurer: Nancy L Ptak	511 Main Street PO Box 130
Council members: Tom Secor Jr David Martin Ashley M Elliott tbd	City officers: Mathew Archuleta Ericca Robbins	Public Works: Gene Bettys Dominick Nalley	Deputy Clerk: Sue Robinson	Idaho City, ID 83631 (208)392-4584 4cityfolk@gmail.com idahocityclerk@gmail.com idahocitypublicworks@gmail.com
		Janitorial: Dale Rutter		