

CITY OF IDAHO CITY



SPECIAL CITY COUNCIL MEETING

Wednesday, February 16, 2022

6:00 pm

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88574298693?pwd=VIYxak05YlJYemszSHJLQmpKSWpOdz09>

Meeting ID: 885 7429 8693

Passcode: 173045

MINUTES

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

ROLL CALL: Secor, Martin and Elliott present.

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

I. 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.

1. COMMUNICATE WITH LEGAL COUNSEL REGARDING PERSONNEL MATTERS AND PENDING/IMMINENTLY-LIKELY LITIGATION [IDAHO CODE § 74-206(1)(b),(f)] **ACTION ITEM**

Secor made a motion to enter executive session to communicate with legal counsel regarding personnel matters and pending/imminently-likely litigation [Idaho code § 74-206(1)(b),(f)], seconded by Martin. 3 ayes.

Secor made a motion to end the executive session, seconded by Elliott, 3 ayes.

II. OPEN MEETING LAW

1. IDENTIFY OPEN MEETING LAW VIOLATION AND INTENT TO CURE VIOLATION **ACTION ITEM**

Mayor Everhart gave a statement regarding the reason behind the special meeting and why the upcoming items will be addressed. The city website did not automatically update the year for 2022 in the calendar of events so the meeting notice of when council meetings would take place was not posted in the required five (5) day notice requirements by open meeting law. It had been posted at city hall, but NOT on the website. It is required by open meeting laws to have it posted on the website if the city has one. As soon as the violation was pointed out, it was remedied within minutes. The first two meetings of the year did not have proper NOTICE even though the agendas were posted before the 48-hour requirement.

2. DECLARE THE PRIOR ACTIONS AND DELIBERATIONS FROM JANUARY 12 AND JANUARY 26 TO BE VOID **ACTION ITEM**

All actions and deliberations from the previous meetings on January 12, 2022, and January 26, 2022, are to be consider void, the council will revisit all actions and deliberations and ratify any actions by clerk and mayor. Motion made by Secor and seconded by Elliott. 3 ayes.

III. OLD BUSINESS

1. APPROVAL OF MINUTES

a. DECEMBER 22, 2021, AND DECEMBER 31, 2021, **ACTION ITEM**

Martin made a motion to approve the minutes dated December 22, 2021, and December 31, 2021, seconded by Secor. 2 ayes. Elliott abstained.

b. ~~JANUARY 12, 2022, AND JANUARY 26, 2022, **ACTION ITEM**~~

Void.

2. BILLS PAYABLE

a. DECEMBER 23, 2021, THROUGH JANUARY 12, 2022, IN THE AMOUNT OF \$16,779.64 AND RATIFY CLERK'S ACTIONS **ACTION ITEM**

Secor made a motion to ratify clerk's actions and allow for the bills dated December 23, 2021, through January 12, 2022, in the amount of \$16,779.64 be paid, seconded by Martin. 2 ayes. Elliott abstained.

- b. JANUARY 13, 2022, THROUGH JANUARY 26, 2022, IN THE AMOUNT OF \$39,375.81 AND RATIFY CLERK'S ACTIONS **ACTION ITEM**

Secor made a motion to ratify clerk's actions and allow for the bills dated January 12, 2022, through January 26, 2022, in the amount of \$39,375.81 be paid, seconded by Martin. 3 ayes.

3. MICHROTECH SYSTEMS EMAIL MIGRATION FOR ALL CITY EMAIL ACCOUNTS **ACTION ITEM**
ACTION VOIDED 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
NEW ACTION Elliott made a motion to allow the clerk to move forward with the Microtech email accounts and obtain a city domain, seconded by Martin. 3 ayes.

4. ENGAGEMENT LETTER AND SCHEDULING AUDIT WITH BAILEY AND COMPANY, ALLOW FOR CITY CLERK TO SIGN ENGAGEMENT LETTER AND SCHEDULE 2021 AUDIT FOR MAY 16, 2022, AND RATIFY CLERK'S ACTIONS. **ACTION ITEM**
ACTION VOIDED 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
NEW ACTION Martin made a motion to ratify clerk's action and allow the clerk to sign the engagement letter and schedule the 2021 audit with Bailey and Company for May 16, 2022, seconded by Elliott. 3 ayes.

5. IDAHO CITY MEMBERSHIP ENROLLMENT WITH LIFEFLIGHT NETWORK FOR CITY EMPLOYEES **ACTION ITEM**
ACTION VOIDED 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.
NEW ACTION Council would like clerk to investigate existing budget and give the council an update at the next regular meeting.

6. ALLOW MAYOR SIGNATURE ON CONTRACTOR PAY APPLICATION #5 IN THE AMOUNT OF \$5914.70 AND RATIFY MAYOR'S ACTIONS **ACTION ITEM**
ACTION VOIDED 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.
NEW ACTION Secor made a motion to ratify mayor's action and allow mayor to sign the contractor pay application #5 in the amount of \$5914.70, seconded by Martin. 3 ayes.

7. MOUNTAIN WATERWORKS TASK ORDER NO. 294-06 **ACTION ITEM**
ACTION VOIDED Secor made a motion to approve Mountain Waterworks task order no. 294-06, seconded by Martin. 3 ayes.
NEW ACTION Secor made a motion to approve Mountain Waterworks task order no. 294-06, seconded by Martin. 3 ayes.

8. ALLOW MAYOR SIGNATURE ON 2021 WASTEWATER REUSE ANNUAL REPORT AND RATIFY MAYOR'S ACTIONS **ACTION ITEM**
ACTION VOIDED Martin made a motion to allow the mayor to sign the 2021 Wastewater reuse annual report, seconded by Elliott. 3 ayes.
NEW ACTION Secor made a motion to ratify mayor's action and allow the mayor to sign the 2021 Wastewater reuse annual report, seconded by Elliott. 3 ayes.

9. ALLOW MAYOR SIGNATURE ON PARTIAL PAY REQUEST # 2 ON DW1104 AND RATIFY MAYOR'S ACTIONS **ACTION ITEM**
ACTION VOIDED Martin made a motion to allow the mayor to sign for a partial pay request #2 for DW1104, seconded by Elliott. 3 ayes.
NEW ACTION Secor made a motion to ratify mayor's action and allow the mayor to sign for a partial pay request #2 for DW1104, seconded by Martin. 3 ayes.

10. ALLOW MAYOR SIGNATURE ON CHANGE ORDER #1 IN THE AMOUNT OF \$5726.00 AND RATIFY MAYOR'S ACTIONS **ACTION ITEM**
ACTION VOIDED Martin made a motion to allow the mayor to sign change order #1 in the amount of \$5726.00, seconded by Elliott. 3 ayes.
NEW ACTION Secor made a motion ratify mayor's action and allow the mayor to sign change order #1 in the amount of \$5726.00, seconded by Martin. 3 ayes.

11. PERSONNEL POLICY UPDATE **DELIBERATE**

ACTION VOIDED 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.

DELIBERATED This was discussed by council and decided to have clerk Ptak work on an updated version supplied by ICRMP and present to council at a future meeting.

12. LOCAL OPTION TAXES UPDATE **DELIBERATE**

ACTION VOIDED 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.

DELIBERATED It was discussed with council and decided to have City Attorney Joan Callahan have her intern present to the council at the next regular meeting.

13. WATER LEAK FORGIVENESS POLICY UPDATE **ACTION ITEM**

ACTION VOIDED Clerk Ptak had asked for guidance from council on how they would like to move forward with a policy regarding water leak forgiveness. 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?

DELIBERATED It was discussed with council and Elliott had found some information from another city and asked clerk to present to the council at the next regular meeting.

14. SHORT-TERM RECREATIONAL VEHICLE USE ORDINANCE UPDATE **DELIBERATE**

ACTION VOIDED 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.

DELIBERATED It was discussed and council would like to have on next agenda.

15. IDAHO CITY FILMING INSIDE CITY LIMITS POLICY **DELIBERATE**

ACTION VOIDED 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.

DELIBERATED It was discussed and council would like to have on next agenda.

16. PARKS & RECREATION COMMISSION **DELIBERATE**

ACTION VOIDED 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.

DELIBERATED It was discussed and council would like to have on next agenda

17. PLANNING & ZONING COMMISSION **DELIBERATE**

ACTION VOIDED During the regular planning and zoning 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.

DELIBERATED It was discussed and council will take action at the next regular meeting.

II. NEW BUSINESS

1. COUNCIL TO APPROVE NEW COUNCILOR FOR VACANT SEAT WITH RECOMMENDATION FROM MAYOR **ACTION ITEM**

Mayor Everhart recommended to the council to appoint Mari Adams as the newly appointed councilor. Elliott made a motion to accept the mayor's recommendation to appoint Mari Adams as the newly appointed councilor, seconded by Martin. 3 ayes.

2. MAYOR APPOINTS NEW COUNCILOR **ACTION ITEM**

Mayor Everhart read the oath of office to Mari Adams, and she recited. She is now the newly appointed councilor that will finish out Everhart's council position before he became mayor.

3. THE COMMUNITY PROJECT FUNDING OPPORTUNITY **ACTION ITEM**

Elliott and Clerk Ptak attended the Blue Cross sponsored Community Project Funding Opportunity webinar. There are 3-5 grants that will be announced in March. The deadline to apply is February 28, 2022. The amount of the funding is up to 85,000 to spend on a city community project that will bring the community together and get the greatest use. It needs to run through the city, be on city property and be maintained afterwards by the city. First thought is covered pavilion and restrooms at the city community hall. Clerk Ptak has asked if she could apply for this grant and have help and support from council members. Secor made a motion to allow the clerk to apply for the community funding project and seek a pavilion and restroom facilities for the community hall area in Idaho City, seconded by Martin. 4 ayes. Councilor Elliott also updated the council about the mayor walk, also sponsored by Blue Cross, Everhart is willing to give it a go.

4. IDAHO CITY EVENT CHECKLIST **ACTION ITEM**

a. 36TH ANNUAL IDAHO CITY CHILI COOK – RHONDA JAMESON

Secor made a motion to approve the 36th annual Idaho City Chili Cook Off for Saturday March 5, 2022, seconded by Elliott, 4 ayes. Secor made a motion to approve an alcohol variance for the chili cook off event, seconded by Martin. 4 ayes.

Mayor Everhart will be one of the judges for the chili cook off.

5. BILLS/PAYABLES: JANUARY 27, 2022, THROUGH FEBRUARY 11, 2022, **ACTION ITEM**

Secor made a motion to approve the bills dated January 27, 2022, through February 11, 2022, in the amount of \$19,291.58, seconded by Martin. 4 ayes.

ADJOURN 7:02pm

ATTEST:

Date approved: February 23, 2022

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

Council members:

Tom Secor Jr

Dave Martin

Ashley M Elliott

Mari Adams

Chief of Police:

Mark Otter

City officers:

Mathew Archuleta

Ericca Robbins

Public Works Director:

Tami Claus

Public Works:

Gene Bettys

Dominick Nalley

Janitorial:

Dale Rutter

City Clerk-Treasurer:

Nancy L Ptak

Deputy Clerk:

Sue Robinson

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