

# CITY OF IDAHO CITY



REGULAR CITY COUNCIL MEETING  
Wednesday September 28, 2022  
6:00 P.M

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

## Join Zoom Meeting

<https://us02web.zoom.us/j/4192717240?pwd=UWJUeHFjdm5GMUliNUhFNkJHaUZ2QT09>

Meeting ID: 419 271 7240

Passcode: iccouncil

## MINUTES

CALL MEETING TO ORDER MAYOR KENNY EVERHART CALLED TO ORDER AT 6:02 PM  
ROLL CALL HEFFINGTON, ELLIOTT, ADAMS, SECOR, PRESENT  
PLEDGE OF ALLEGIANCE MAYOR EVERHART LEAD 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: SEPTEMBER 14, 2022, **ACTION ITEM**  
SECOR MADE A MOTION TO APPROVE MINUTES FOR SEPTEMBER 14<sup>TH</sup>. 2022,  
SECONDED BY ELLIOTT. 4 AYES
- B. IDAHO CITY EVENT CHECKLIST: **ACTION ITEM**
  - 1. PIONEER CEMETERY HISTORICAL GHOST TOUR – BASIN PTA/DANA ZOCH ICHS  
THEATER-

CHIEF OTTER DISCUSSED THE EVENT WITH OFFICER GOMEZ. GOMEZ HAS NO PROBLEM WORKING IT; HOWEVER, THE SCHOOL WILL NEED VENDOR PERMIT, AND PROOF OF INSURANCE. MOTION FROM SECOR, SECONDED BY ADAMS TO APPROVE THE EVENT CHECKLIST FOR PIONEER HISTORICAL GHOST TOUR, CONTINGENT ON PROOF OF INSURANCE AND VENDORS PERMIT DUE TO THE PTA HAVING CONCESSIONS ON FRIDAY OCTOBER 28<sup>TH</sup> AND 29<sup>TH</sup>. 4 AYES. MOTION CARRIES.

C. BILLS/PAYABLES: SEPTEMBER 15, 2022, THROUGH SEPTEMBER 28, 2022, **ACTION ITEM**  
MOTION FROM SECOR, SECONDED BY ELLIOTT TO PAY BILLS DATED SEPTEMBER 15<sup>TH</sup> THROUGH SEPTEMBER 28<sup>TH</sup>, 2022, IN THE SUM OF \$25,475.25 NO DISCUSSION. 4 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

1. TASK ORDER NO.294-07 SAND SEPARATOR DESIGN **ACTION ITEM**  
ED STOWE WITH MOUNTAIN WATER WORKS UPDATED COUNCIL ON SAND SEPARATOR TASK ORDER 294-07. MOTION FROM SECOR, SECONDED BY ELLIOTT TO APPROVE TASK ORDER 294-07 SAND SEPARATOR DESIGN FROM MOUNTAIN WATER WORKS. NO DISCUSSION. 4 AYES  
WATER FACILITY PLANT PROJECT IS STARTING, MOUNTAIN WATER WORKS WILL BE GATHERING DATA, AND OTHER INFORMATION THEY MAY NOT HAVE. MIKE WOODWORTH WILL SCHEDULE A SITE VISIT.

### IV. OLD BUSINESS

NO OLD BUSINESS AT THIS TIME

V. NEW BUSINESS

1. RECORD MANAGEMENT - EMPLOYEE RECORD PURGE AND RESTRUCTURE  
CLERK PTAK PROVIDED COUNCIL WITH NEW INFORMATION SHE GATHERED FROM THE CLERK'S CONFERENCE, IT WAS BROUGHT TO HER ATTENTION REGARDING EMPLOYEE RECORDS, ON HOW THEY ARE STORED AND FILED, HOW AND WHAT THE CITY SHOULD KEEP AND WHAT THE CITY SHOULD PURGE. THE CITY HAS BEEN NON-COMPLIANT FOR DECADES, THERE ARE CHANCES OF BEING AUDITED BY HOMELAND SECURITY AND THE CITY CAN'T JUST CLAIM WE DIDN'T KNOW ABOUT IT. PTAK LET IT BE KNOWN ON RECORD, OPEN TRANSPARENCY, SHE WILL BE GOING THROUGH EMPLOYEE RECORDS, REFILEING, REORGANIZING, AND PURGING. THERE WILL BE A RECORDS DESTRUCTION LIST. SHE BOUGHT A NEW 5 DRAWER LOCKED FILING CABINET FOR EMPLOYEE RECORDS SPECIFICALLY TO REMAIN COMPLIANT. FROM THE TIME IT TAKES TO PURGE AND REFILE EMPLOYEE RECORDS ACCORDING TO FEDERAL, STATE, AND LOCAL LAWS, MOVING FORWARD THE CITY SHOULD BE COMPLIANT. MAYOR EVERHART, AND COUNSELORS ARE ALL IN UNDERSTANDING OF RESTRUCTURE.

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**

1. RESOLUTION 2022-08 AUTHORIZING THE DISPOSITION OF CERTAIN SURPLUS PERSONAL PROPERTY TO THE BASIN SCHOOL DISTRICT 72-  
MOTION MADE BY SECOR, SECONDED BY ADAMS TO APPROVE RESOLUTION 2022-08 NO DISCUSSION. SECOR AYE, ADAMS AYE, ELLIOTT AYE, HEFFINGTON AYE. MOTION CARRIES.

VII. COMMITTEE REPORTS

A. PARKS & RECREATION COMMISSION

1. HANK ELLIOTT LETTER OF INTENT- TABLED UNTIL NEXT AGENDA AS AN ACTION ITEM.

B. HISTORIC PRESERVATION COMMISSION

C. PLANNING & ZONING COMMISSION

CLERK PTAK INFORMED THE COUNCIL OF THE UPCOMING MEETING ON MONDAY OCT. 3<sup>RD</sup>, 2022, AND THE PUBLIC HEARING ON THURSDAY OCTOBER 6<sup>TH</sup>, 2022

D. IDAHO CITY CHAMBER OF COMMERCE

COUNCILMEMBER ELLIOTT REMINDED EVERYONE OF IDAHO CITY DAYS THIS WEEK, PUTTING BARRELS OUT ON FRIDAY. CLERK PTAK REQUESTED FOR THE CHAMBER OF COMMERCE TO CREATE CONTACT INFORMATION FOR THE LARGE NUMBER OF REQUESTS FROM THE PUBLIC.

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 ON PROJECTS, DIANE ROEBER 100 HILL ROAD SEWER PROJECT IS ALMOST FINISHED, BACKHOE NEEDS TRANSMISSION WORK, TRANSMISSION PART IS STILL UNDER WARRANTY. DISCUSSION ABOUT THE WATER MAIN LINE IN A PORTION OF MORES CREEK SUBDIVISION. DIG LINE HAS BEEN NOTIFIED, CLAUS WILL PROVIDE PTAK WITH DATES TO NOTIFY THE PUBLIC ON THE WEBSITE OF THE WORK AND CLAUS WILL DELIVER NOTICE TO THE AFFECTED HOMEOWNERS OF THE DIG AND WATER SHUT OFF. THERE ARE AT LEAST 4 SERVICES THAT WILL BE DIRECTLY AFFECTED, BUT MORE COULD POSSIBLY BE WITHOUT WATER FOR A SHORT PERIOD OF TIME AS PUBLIC WORKS BURIES THE LINES DEEPER TO PREVENT FREEZE IN THE WINTER MONTHS. SEWER SAMPLES PULLED AND SUBMITTED. THERE WAS DISCUSSION OF COWBOY CAMPGROUND, MIKE WOODWORTH WITH MOUNTAIN WATERWORKS CALLED AND SPOKE WITH DIRECTOR CLAUS INFORMING THAT HE WOULD NOT BE WORKING WITH SABRINA ON THIS PROJECT, COWBOY CAMPGROUND WILL NEED TO GET ENGINEERING OF THEIR OWN SUBMITTED TO THE CITY, STATE INSPECTIONS FOR WATER AND SEWER, TESTED FOR I9I, SO THE CITY'S SEWER SYSTEM WILL REMAIN SAFE FROM OUTSIDE HAZARDS, SUCH AS CHEMICALS. COWBOY CAMPGROUND WILL NEED TO COMPLY AND GET IT RESOLVED OR DESIST IN THE ONGOING WORK.

B.LAW ENFORCEMENT

CHIEF OTTER UPDATED COUNCIL. HE IS PLEASED WITH HIS EMPLOYEES, AND EVERYTHING IS GOING FANTASTIC. TRAFFIC STOPS AND CITATIONS ARE STAYING UP, EVERYTHING ELSE IS SLOWING DOWN. BIDS ARE IN FOR SIGNS, COMPUTERS AND TICKET WRITERS. COUNCILMEMBER SECOR ASKED IF OTTER HAD SOME CAMERAS THAT THE CITY COULD PUT UP TO HELP IN PROSECUTION OF THOSE WHO ARE ABUSING OUR RV WATER AND SEWER DUMP STATION, AS A MISDEMEANOR, HE WOULD LOVE TO REOPEN. THE CITY IS PURSUING OPTIONS.

C.CLERK/TREASURER'S OFFICE

1. BUDGET UPDATES

CLERK PTAK UPDATED COUNCIL ON THE BUDGET, SEPTEMBER IS CLOSE TO CLOSING, OPENING FOR NEXT FISCAL YEAR IS IN PROGRESS. HOPEFULLY BY THE NEXT MEETING MOST OF SEPTEMBER WILL BE CLOSED AND CAN PROVIDE A BETTER BUDGET UPDATE FOR FISCAL YEAR END.

2. WATER AND SEWER UPDATES, **ACTION ITEM**

BILLING ADJUSTMENTS ARE GETTING DONE TO MANY ACCOUNTS. PTAK REQUESTS A COUNCILMEMBER COMES IN TO LOOK OVER ADJUSTMENTS AND GET SIGNATURES OF A COUNCILMEMBER, ELLIOTT OFFERED TO COME IN WEDNESDAY, OCTOBER 5TH TO SIGN AND APPROVE WITH CLERK PTAK. CLERK PTAK INTRODUCED NEW OFFICE CLERK EMILY SINCLAIR.

B. CITY ATTORNEY

NONE CURRENTLY

X. COUNCIL UPDATES

NONE CURRENTLY

XI. MAYOR UPDATES

NONE CURRENTLY

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 7:00 pm

ATTEST:

Date approved: 10/12/2022

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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.

<b>Mayor:</b> Ken Everhart <a href="mailto:idahocitymayor1@cityofic.org">idahocitymayor1@cityofic.org</a>	<b>Chief of Police:</b> Mark Otter <a href="mailto:icpd100@gmail.com">icpd100@gmail.com</a>	<b>Public Works Director:</b> Tami Claus <a href="mailto:idahocitypublicworks@cityofic.org">idahocitypublicworks@cityofic.org</a>	<b>City Clerk-Treasurer:</b> Nancy L Ptak <a href="mailto:idahocityclerk@cityofic.org">idahocityclerk@cityofic.org</a>	511 Main Street PO Box 130 Idaho City, ID 83631
<b>Council members:</b> Tom Secor Jr	<b>City officers:</b> Mathew Archuleta	<b>Public Works:</b> Gene Bettys	<b>Deputy Clerk:</b> Sue Robinson	(208)392-4584 operating hours

Dave Martin  
Ashley M Elliott  
Mari Adams  
Ryan Heffington

Ericca Robbins  
Brent Watson  
**Janitorial:**  
Dale Rutter

Dominick Nalley  
Chad Sinclair (Temp)

[4cityfolk@cityofic.org](mailto:4cityfolk@cityofic.org)  
**Office Clerk:**  
Emily Sinclair  
[idahocityoffice@cityofic.org](mailto:idahocityoffice@cityofic.org)

Monday- Thursday  
8 am - 5 pm