



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**January 12, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada, Marty Anderson and Carol Haddock.

***Carol Haddock made a motion that the minutes of the meeting minutes of December 22, 2014, be approved, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons.

GUESTS: None.

The Mayor asked that the agenda be amended since the Latah County Library District called this afternoon regarding their lease agreement with the City.

***Dave Cada made a motion to amend the agenda as written in red, Carol Haddock seconded the motion, the motion was approved with “all ayes”.***

Chris Sokol, Director, called Shelly at 2:25 p.m. because she said that she just realized that the Latah County Library District's Lease Agreement was up on December 31, 2014, with the City. The Council reviewed the old lease agreement. The Potlatch Library was constructed in 2000 and is owned by the Latah County Library District. The construction grant agreement allows for the City to purchase the building in 2020 for \$1.00. (See attached old lease agreement.)

***Carol Haddock made a motion that the City renew the lease agreement and leave the lease as is, Dave Cada seconded the motion, the motion was approved with “all ayes”.***

The Council discussed the two grants that the City is applying for through the Idaho Department of Parks and Recreation. The Trail Grant is for \$20,000 with a match amount of \$5,000 from the City. The RV Grant is for \$48,090 with a matching amount of \$17,100 from the City.

***Carol Haddock made a motion that the City apply for the two grants as discussed above, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Curly Ely came into City Hall earlier today and asked why the City didn't conduct background checks on people staying long-term in the RV Park? The Council discussed this and will contact the City's attorney, Will Herrington, for his advice.

The Idaho Transportation Department paid the City two times for Pay Request #1 on the Sidewalk Project in the amount of \$14,199.95 in December 2014. Shelly talked with Ken Helm, Lewiston ITD Engineer, and he asked that the City send ITD a check in the amount of one of the payments for \$14,199.95 to keep the transactions cleaner with the return of the second amount.

## **NEW BUSINESS:**

## **REPORTS:**

1. **Mayor-David Brown**, Arlen Keck is done leveling the 10 acres that Potlatch Corporation donated to the City last year. There is 22 hours work left on the grant. Possibly purchase gravel with the rest? Tom can go down with the grader and spread the gravel around. The City needs to keep on top of the weeds and spray so that it doesn't become covered with weeds.

The Mayor said that he has talked with several people about the possibility of that land being used for a racetrack or demolition derby event. They would be able to rent the land with the stipulation that if a business wanted to lease the ground, the races would be discontinued.

Dwayne Priest has finished the surveying of Carol and Jim Haddock's property that they are going to donate to the City to construct the natural native plant park in honor of Mr. and Mrs. Swenson. Dwayne said that they are going to be recording the survey with the County. Jim McMillan is working on a design for a metal/wood sign for the entrance to the park. It will be a metal design on top of wooden posts and have

two hanging lanterns on each side. There needs to be electricity or have a heavy duty solar light battery for the lights. The Council discussed where the entrance to the natural park will be and it seems that entering through the cemetery would be the best entrance. Denny Dawes will be helping with the native plants that will be planted. The Council agreed that if the plants were there, the Boy Scouts would probably help with the planting.

Carol said that there needs to be a culvert installed at the bottom of the drop down area in that piece of property so that it drains correctly.

The Blinking Radar speed limit sign is going to be a little over \$4,100 because the City needed to upgrade to a heavy duty solar battery to run it. The sign will keep track of speeds and how many cars drive by every day. The City joined the US Communities group in order to receive a 5% discount on the sign.

**2. Parks-Carol Haddock,** hasn't talked with Chad Bartlett about the windows being installed upstairs yet, Carol will call him again.

Carol is working on plans for the Scenic 6 Depot bathroom/hallway remodel. Carol would like to see some storage in the hallway.

**3. Pool & Cemetery-Dave Cada,** nothing at this time.

**4. Vern Johnson - Water & Sewer,** all good.

**5. Streets-Martin Anderson,** the Latah County assessed land value is \$25,000 for Arlen Keck's property which is next to City Hall's parking lot. The Mayor hasn't spoken with Arlen about the possibility of the City purchasing the property yet. The Council told the Mayor to make him an offer.

**6. Scenic 6 -David Cada,** they had a good work party at the WIMHPG Railroad Depot last weekend and got the insulation batting in upstairs. Dave said that immediately it made the upstairs warmer. They will be having another work party this Friday.

Dave is working with Ryon Ownbey on the video of "I Love Potlatch because..." and is compiling a list of people for Ryon to interview in the

video. David is going to be talking with Ryon about the cost of the video and they will probably be going to the Senior Meal Site and contacting some people there that would like to be in the video.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**BILLS:** *A motion was made by Carol Haddock to pay the bills in the amount of \$42,185.43, seconded by Marty Anderson, motion carried with “all ayes”.*

*Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 7:45 p.m.*

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be January 26, 2015.**



## **Potlatch City Council Meeting**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**January 26, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada, Marty Anderson and Carol Haddock.

***Carol Haddock made a motion that the minutes of the meeting minutes of January 12, 2015, be approved, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons.

GUESTS: Jim Haddock.

The Latah County Library representatives, Chris Sokol and Donna Quiring, aren't going to be at the meeting tonight. They are still working with their attorney on the renewal contract with the City. Chris asked that they be added on the next Council meeting's agenda. The Council discussed who would pay for things if the City purchased the building in 2020? Carol Haddock said that the Latah County Library District pays the salary for all of the five different libraries in the county. The City's that own their own libraries are in charge of the maintenance costs of the libraries.

***Dave Cada made a motion to renew the liquor licenses for 2015 for the following businesses: Floyd's Harvest Foods, Dale's Wagon Wheel and Four Star Supply, Inc. Carol Haddock seconded the motion, the motion was carried with “all ayes”.***

Tom Garrison of Rim Rock Consulting, Inc., came in last week and talked to the Mayor about their contract with the City. Their current contract runs through the end of April 2015 but they would like to make a few changes to the

contract. Tom said that they must attend classes for certification and he would like the City to help with that cost. Also, they would like to add an administrative cost to the contract along with extraordinary circumstances reimbursement. (See contract)

The Mayor said that he would like to see the City receive an administrative cost that would go 100% to the City to administer the building permits. We will check on Moscow's fees that they charge. Jim Haddock said that when a builder has to have an electrical or plumbing inspection and the inspector has to come out after a certain amount of time, the customer has to pay the inspector an extra fee for that service. Rim Rock is also going to add fines to their contractor. For instance, when a contractor knows that they need to get a building permit and they don't, that would be a fine.

***Dave Cada made a motion that the Council go into Executive Session pursuant to Idaho Code 67-2345 ( c ) to acquire interest in real property. Marty Anderson seconded the motion, the motion was approved with "all ayes". The Council went into Executive Session at 7:11 p.m.***

***Dave Cada made a motion that the Council come out of Executive Session at 7:38 p.m., Carol Haddock seconded the motion, the motion was approved with "all ayes".***

Jim Haddock asked the Council what they need to do to turn their land over to the City that was surveyed? Jim wondered if a Quit Claim deed would work? Jim received the survey description that came from Duane Priest of Rim Rock Consulting, Inc., on the piece of property that they are going to deed to the City.

## **NEW BUSINESS:**

## **REPORTS:**

1. **Mayor-David Brown**, at last week's CEDA meeting in Lewiston, there were two speakers that are going around the area talking to people about removing the dams on the lower Snake River. Ben & Jerry's Ice Cream is the backer of this idea and they are trying to collect 50,000 signatures to get it in front of the legislature. There was also a man from the University of Idaho talking about a new machine that they take out into the woods and run the wood from slash piles through the machine to grind the wood into a fine wood dust. This is being

sold at the Coop in Moscow for people to put into their gardens. This product will also produce a liquid to put into oil stoves.

**2. Parks-Carol Haddock,** talked with Chad Bartlett about the windows to be installed in City Hall upstairs. Chad said that he is about three weeks out but he would like to have the job.

Carol has drawn up a plan for the Scenic 6 Depot bathrooms. They will split the existing two bathrooms into three bathrooms: One for handicapped/families, one for men and one for women. Carol is going to be presenting her plan to Salie Anderson. Carol would like to see the old water heater replaced with a 30 gallon hot water heater. There will be a new cabinet built outside of the bathrooms in the hallway.

Carol would also like to see: \*New flooring in the bathrooms and hallway, new stall dividers and doors in bathrooms. Carol has already talked with Don Scoles about the plumbing and there will have to be a new light installed in the men's bathroom.

Carol is working on the proposal to give to the Potlatch Recreation District.

**3. Pool & Cemetery-Dave Cada,** nothing at this time.

**4. Vern Johnson - Water & Sewer,** all good.

**5. Streets-Martin Anderson,** said that the City should make an offer to Arlen Keck on his piece of property that borders the City Hall parking lot.

**6. Scenic 6 -David Cada,** they are still working on the Railroad Depot and have the insulation in, the sheetrock is up and most of the walls are up on the east side in the building. Dave will be talking with Ryon Ownbey about the video. The Mayor suggested that Dave talk with Brett Hogaboam because he made a video about the City of Potlatch and he might be interested in making the type of video that the Scenic 6 Economic Development Council wants to make.

**7. Clerk- Shelly Hammons,** asked who would like to attend the CEDA Annual Meeting next month in Lewiston on February 19? Dave Cada said that he would like to attend.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**BILLS:** *A motion was made by Carol Haddock to pay the bills in the amount of \$19,688.55, seconded by Dave Cada, motion carried with “all ayes”.*

*Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 7:55 p.m.*

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David L. Brown, Mayor

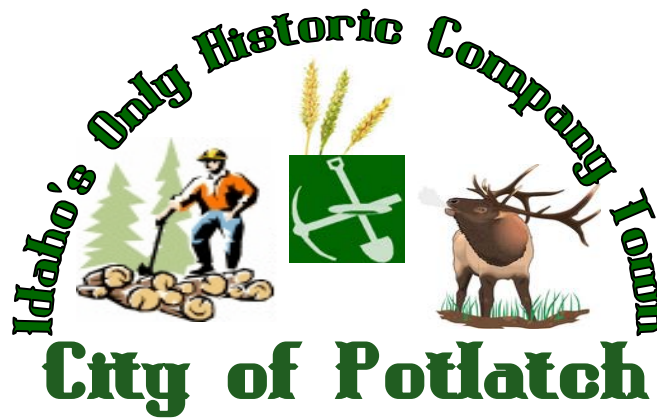
ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be February 9, 2015.**





## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**February 9, 2015 – 7:20 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson (arrived late), Dave Cada, Marty Anderson and Carol Haddock.

***Carol Haddock made a motion that the minutes of the meeting minutes of January 26, 2015, be approved, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons (arrived late).

GUESTS: Jim Haddock.

### **NEW BUSINESS:**

The Latah County Library District is still working on the lease agreement with the City. The Library Board must approve the lease agreement before it is sent to the City. The Council discussed the lease agreement and everyone thought that it is ok.

The Council discussed the Lion's Club Building that the City leases to the Lion's Club at no cost every year. They would like to write a letter to the Lion's Club and ask them to spruce the building and the area up. No one has taken care of the building in many years.

Latah County Solid Waste is increasing the fees that they are going to charge the City's for the next year. The Council discussed raising the City's fees but decided to revisit the rates in six months.

***Carol Haddock made a motion that the City review the Sanitation rates in six months and compare the rates to the budget. Marty Anderson seconded the motion, motion was approved with “all aye”.***

The Council discussed the Commercial hookup fees for water and sewer. Currently the rates read “Equivalent fee (determined by engineer) \$3,500 minimum”. Shelly will contact Idaho Rural Water Association and see if they will be able to help with determining the fees for commercial businesses.

### **REPORTS:**

1. **Mayor-David Brown**, the Mayor, Salie Anderson and Shelly Hammons all attended a meeting in Lewiston last week with the Lewiston Parks & Recreation Department. They would like to work with other cities on projects. Also attending the meeting was the Moscow Parks & Rec. Dept. and the Lewiston/Clarkston Boys and Girls Club.

Lewiston and Moscow both put out an event booklet for the public explaining what is offered in their respective cities. One of the things offered in Lewiston was a trip to attend the McCall Winter Carnival. They had a bus that was going to take people down to attend and stay for a night. Lewiston is also putting in a pump track in their Skate Park (cost \$40,000). Lewiston is also revamping a few tennis courts in Lewiston by drawing new lines on the court for Pickle Ball. This is quite a popular sport for the older generation and they even have Pickle Ball Tournaments.

Lewiston also offers Movie on the Wall for their residents. The Lewiston Parks & Rec. Dept. said that they would be willing to bring their movie equipment to the Potlatch and have a movie night in the summer. It was discussed that the movie might be on the back wall of the high school gym.

The Mayor would like to build a few more games for the RVers. We are going to be having two and possibly three RV groups staying in the RV Park this summer. It was discussed about putting horseshoe pits and a Bocce Ball court in at the RV Park. The Council discussed building a small shed to put the game equipment in.

Tia McKinney was in City Hall last week and discussed all of the problems at the pool. In the shower area, the women must use a bungee cord to hold the water on to take a shower, the urinal in the boy's bathroom was boarded up last year but sewer gas makes the whole bathroom smell bad, the deck needs repaired and the boiler is very dangerous to light and get it working. Dave Cada said that he thought that the pump room is about 1/3 of the structure now. The bathrooms are approximately 20x20. Carol suggested that we have a plan drawn up for a new building with bathrooms, office and public area before the Council makes a commitment.

The Mayor told the Council that Salie Anderson was in last week and she said that the Food Pantry would like to get out of the basement of City Hall. The stairs are very steep and it is hard for them to pack the food downstairs and then upstairs on Food Pantry Day. Last week, the Mayor met with four people from the Food Pantry and discussed the possibility of a new building to house the Food Pantry. Tom Bender said that he thought that people from his church would help building a building and also with the concrete work. Tom Bender also has searched a found a building that would compliment City Hall. The area that the Food Pantry building would be built on would be across the parking lot from City Hall.

The Mayor made an offer of \$15,000 to Arlen Keck for his land adjacent to the City Hall parking lot but we haven't heard back from Mr. Keck yet. The Mayor explained to Mr. Keck that the City would like to build a new Food Pantry building on the land. Carol asked if there would be enough land if the City didn't purchase Mr. Keck's land? The Mayor thought that there is approximately 15-30' of property beyond the parking lot that is City property.

CEDA supplied the City with a list of possible grant opportunities and Shelly is investigating the grants. The Mayor talked with the Building inspector and he said that on a 500 square foot building the cost with a concrete slab would be in the \$7,000 range to build.

We had vandalism on the street sweeper which is parked down by the lift station. Someone has broken the window out of the sweeper. Tom reported it to the police today and they came and made a report.

**2. Parks-Carol Haddock,** the bid is here from Don Scoles for the plumbing to be fixed in the Scenic 6 Depot. Carol explained that this quote, Don has included both a 50 gallon and a 30 gallon hot water heater. If we went with the 30 gallon, the plumbing would have to be redone. The cost on the quote will be lower when we decide which hot water tank to be put in the Depot.

Carol has been trying to get in contact with Chad Bartlett but he hasn't called her back yet. Carol does have someone else in mind that would be able to put the windows in at City Hall if Chad doesn't get back with her.

Carol asked where we were at with the Moderate Income Housing Project? The Mayor said that we heard back from them once and they are working in Nezperce with their contractor. The contractor wants to come to Potlatch and look at the sight sometime. The Mayor thought that the City would be able to use a local contractor to building the houses but it sounds like Idaho Housing will be using their own contractor for the project. Next week the Mayor and Shelly will be meeting with CEDA about the Housing project and then CEDA will be having their annual meeting that afternoon and evening.

**3. Pool & Cemetery-Dave Cada,** wanted an answer from the Council which they would rather see at the pool? A pole building or a stick-built building? Dave said that he would be willing to check with pole building contractors. The Council discussed asking Quality Fencing to attend a Council meeting and discuss a pole building at the pool.

**4. Vern Johnson - Water & Sewer,** all good.

**5. Streets-Martin Anderson,** asked if we had received our Blinking Radar Speed Limit sign yet? The Mayor said that we haven't received it yet.

Marty suggested that the City gravel roads around town because they are in need of gravel.

**6. Scenic 6 -David Cada,** they have had many great work days in the Depot and the sheetrock is being put in along with insulation around the windows. They will be having another work weekend this weekend.

Dave talked with Ryon Ownbey about the video for Potlatch and Ryon is still interested in making the video. Dave hasn't gotten in touch with Brett Hogaboam yet but Shelly will give him his phone number.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**BILLS:** *A motion was made by Carol Haddock to pay the bills in the amount of \$17,999.43, seconded by Dave Cada, motion carried with "all ayes".*

*Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with "all ayes", meeting adjourned at 8:25 p.m.*

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be February 23, 2015.**



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**February 23, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada, Marty Anderson and Carol Haddock.

***Carol Haddock made a motion that the minutes of the meeting minutes of February 9, 2015, be approved, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons.

GUESTS: Jim Haddock, Chris Sokol, Bob Lambert, Tom Lamar and Donna Quiring.

### **NEW BUSINESS:**

Bob Lambert, School District Maintenance Supervisor, attended the Council meeting on behalf of Jeff Circa, School Superintendent. The Beautification Committee came to the School District asking if they would be able to remove the barriers on Elm Street and replace them with concrete flower planters? The flower planters would be an Eagle Scout project. The water meter is in front of the school and Bob would like to T off of the meter to provide a yard faucet for watering and an outside drinking fountain. Bob is asking the Council for permission to remove the concrete barriers between the playground and the school. The new flower planters would be 4'x2' and they would be moveable flowers planters.

***Carol Haddock made a motion that the Beautification Committee would be able to remove the concrete barriers on Elm Street and replace them***

***with the moveable concrete flower planters. Dave Cada seconded the motion, the motion was carried with “all ayes”.***

Tom Lamar, newly elected Latah County Commissioner, attended the meeting and asked if the Council has any concerns that they would like him to address? Tom has been attending all of the City Council meetings in Latah County and he has heard about different issues. Tom said that he has been on several ride-alongs with the Latah County Sheriff's Department and he has been working with the Habitat for Humanity in Genesee. Tom gave everyone a business card and let them know that he is taking his position seriously and he would like to do a good job for Latah County. Tom also told the Council that he is working on Transit issues for Latah County and Dave Cada asked Tom Lamar if he would like the Council to gather names of people who would be able to use commuter-type transportation? The Council didn't have any issues to address at this time.

Chris and Donna attended the Council meeting on behalf of the Latah County Library District. They brought with them a lease agreement for the City of Potlatch to sign that will be effect for the next five years. There are three changes to the lease:

1. The City will purchase the Potlatch Library building in 2020 for \$1.00.
2. Article 4 on page 2: ownership (see lease)
3. Formal acknowledgement that the City has been mowing the grounds.

Chris explained that their community room is being used extensively now and Donna explained the roles of the library.

The Mayor asked Chris what the Latah County Library District does with their tax revenues? Chris explained that there are seven libraries operating under the Latah County Library District. The District handles the budgets for these libraries and also pays for all of the personnel (salaries and benefits) and the District also pays for minor repairs to the seven libraries. The District must also pay for the databases, Consumer Reports, GED test preparations, E-books, pay First Step Internet to keep the public computers virus-free. They purchase new computers every two years.

When the City purchases the Potlatch Library, the Latah County Library District will continue to pay for the programs, the interior custodian, try to make improvements every year to show good-faith efforts and the salaries of the library employees.

Donna talked about having some of her contacts with the library attend the City's National Night Out Against Crime event in August.

***Carol Haddock made a motion that the City sign the Lease Agreement as read with the Latah County Library District, Dave Cada seconded the motion, the motion was approved with "all ayes".***

Jim and Carol Haddock are donating a portion of their land to the City to build a natural park. The Haddock's submitted a Quit Claim Deed to the City for this donation. Shelly will submit the Quit Claim deed to Will Herrington, attorney, for his review. If Will approves the Deed, Shelly will have it recorded with Latah County. The Mayor thanked Carol and Jim Haddock for their generous donation to the City.

### **REPORTS:**

1. **Mayor-David Brown**, the Mayor and Shelly attended the CEDA meeting on Thurs., Feb. 19, for the moderate income housing.

Dave and Kenny Cada and the Mayor and Grace Brown attended the CEDA Annual meeting and dinner that evening in Lewiston. The topic that was discussed was on Workforce training. Jeff Sayer of the Idaho Department of Commerce was supposed to attend but he sent a person in his place. The discussion was on the emphasis of training people on the technical trades.

2. **Parks-Carol Haddock**, asked if the windows were in yet? The windows haven't been installed yet. Carol said that she will get someone that will remodel the Scenic 6 Depot bathrooms.

3. **Pool & Cemetery-Dave Cada**, nothing at this time.

4. **Vern Johnson - Water & Sewer**, all good.

5. **Streets-Martin Anderson**, asked how the sidewalk project was coming? The Mayor explained that Taylor Engineering has been trying to obtain easements from the school and Mr. and Mrs. Pomponio for the sidewalk project. Marty asked if the construction has begun? The Mayor said no, that there were several more steps involved before construction can start.



The Mayor said that we had received the Solar Blinker Radar speed limit sign but we haven't put it together yet. It is quite large: 5'x2'. Donna Quiring suggested that the City move the sign to the entrance to the high school.

**6. Scenic 6 -David Cada**, nothing at this time.

**7. Clerk- Shelly Hammons**, nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$11,780.54, seconded by Dave Cada, motion carried with "all ayes".***

The Mayor asked for a motion to go into Executive Session for personnel issues according to: EXECUTIVE SESSION – IDAHO CODE 67-2345 (1) (a) and (b)

***Carol Haddock made a motion that the Council go into executive session under Idaho Code 67-2345 (1) (a) and (b), Dave Cada seconded the motion, the motion was approved with "all ayes". The Council went into Executive Session at 7:50 p.m.***

***Carol Haddock made a motion to come out of Executive Session at 8:27 p.m., Dave Cada seconded the motion with "all ayes".***

***Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with "all ayes", meeting adjourned at 8:29 p.m.***

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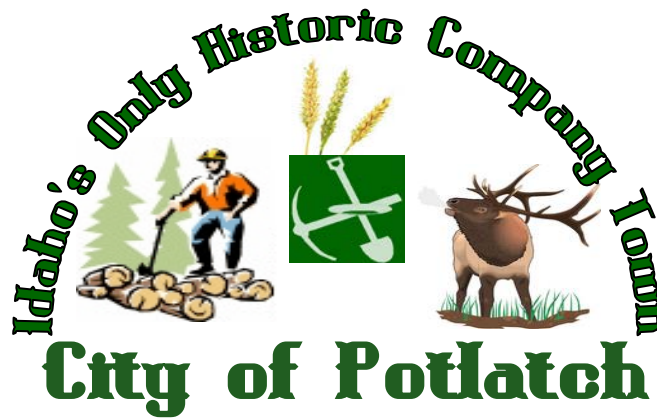
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be March 9, 2015.**



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**March 9, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada, Marty Anderson and Carol Haddock.

***Carol Haddock made a motion that the minutes of the meeting minutes of February 23, 2015, be approved, Dave Cada seconded the motion, motion was approved with “all ayes”.***

The Mayor asked for a motion to amend the agenda as written in red.

***Dave Cada made a motion to accept the amended agenda since the City is searching for a new employee at this time and the agenda would include the new wage scale for all employees. Carol Haddock seconded the motion, the motion was approved with “all ayes”.***

Also present: Shelly Hammons.

GUESTS: Jim Haddock.

### **NEW BUSINESS:**

Camas Prairie Winery would like to have a catering permit issued to them for April 11 from 6-10 p.m. The Lion's Club and the WIMHPG are going to be having a wine tasting function on that date at the railroad depot and all of the proceeds made will be split between the two clubs. The Lion's Club will be paying for the catering permit.

***Carol Haddock made a motion to issue a catering permit to the Camas Prairie Winery for April 11 from 6-10 p.m. Dave Cada seconded the motion, motion was approved with “all ayes”.***

The Mayor has made up a spreadsheet with wages for the City of Potlatch. The Mayor explained the wage scale and the Council discussed the different brackets on the wage scale. The Mayor explained that Fred Argelan is our contract operator for the Wastewater Land Application site and his wage works out to be \$0.85 per hour for the month. For each water and wastewater license that an operator obtains when they pass their exam, they would receive a raise of \$0.85 per hour.

***Carol Haddock made a motion to accept the wage scale as written, Dave Cada seconded the motion, the motion was approved with “all ayes”.***

Carol Haddock told the Council that she will be resigning her Council position effective April 1, 2015. Carol and Jim Haddock are moving to Boise. The Council let Carol know that it won't be the same without her.

### **REPORTS:**

1. **Mayor–David Brown**, the Mayor told the Council that Ben Anderberg called two weeks ago and he is still working on obtaining financing to build his business in Potlatch. The Idaho Dept. of Commerce has said that Potlatch is still eligible for grant funding to help install infrastructure. The grant funding available would be a job creation grant. The Mayor asked if the Council has noticed that the railroad is operating again? The trains starting travelling down the track last week.
2. **Parks–Carol Haddock**, talked with Reiland (a contractor) last week and he is going to be submitting a bid on what the cost will be to renovate the bathrooms in the Scenic 6 Depot. Carol gave him the instructions of what they would like to see. Carol will be working with him this month and then Carol said the project will be turned over to Shelly.
3. **Pool & Cemetery–Dave Cada**, Dave asked if there are enough lifeguards for this summer? Shelly said that Tia thinks that she has enough lifeguards but they need to be recertified.
4. **Vern Johnson - Water & Sewer**, all good.
5. **Streets–Martin Anderson**, asked if we had heard how the sidewalk project is coming? The Mayor said that we just heard from Ken Helm of

ITD and Ken wrote an e-mail to KJ Hanley of Taylor Engineering and the City and Ken specified that "NO" work can happen until the environmental is complete!

**6. Scenic 6 -David Cada,** Dave said that it would surprise everyone to see the Railroad Depot, almost all of the sheetrock is up and they are almost ready to install the doors and frames. Dave said that they are working with one individual on renting the SE corner upstairs.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$12,308.62, seconded by Marty Anderson, motion carried with "all ayes".***

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with "all ayes", meeting adjourned at 7:21 p.m.***

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be March 23, 2015.**



## **Potlatch City Council Meeting**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**March 23, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada, Marty Anderson and Carol Haddock.

***Carol Haddock made a motion that the minutes of the meeting minutes of March 9, 2015, be approved, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons.

GUESTS: Jim Haddock.

### **NEW BUSINESS:**

Arlen Keck talked with the Mayor last week and Mr. Keck would like to finish cleaning up the 10 acres down below the Depot. Mr. Keck said that it will take him about two more weeks to finish and he said to not worry about the money.

Mr. Keck also said that he is willing to accept the offer that the City made on his property that is adjacent to the City Hall parking lot. The City wrote him a letter offering \$15,000.00 for the land.

***Dave Cada made a motion that the City purchase Arlen Keck's land that is adjacent to City Hall for \$15,000.00. Carol Haddock seconded the motion, the motion was approved with a roll call vote:***

***Vern Johnson, aye  
Dave Cada, aye  
Marty Anderson, aye  
Carol Haddock, aye***

***Carol Haddock made a motion to approve an Alcohol Catering Permit for the Moscow Alehouse to cater Bryan Bryngelson's event on June 13 at the Log Inn. Dave Cada seconded the motion, the motion was approved with "all ayes".***

**REPORTS:**

1. **Mayor-David Brown**, we met with Clearwater Economic Development Council, Christine Frei and Kelly Dahlquist last week about the possibility of applying for a Job Creation Grant through the Idaho Department of Commerce. There are several steps to complete before the City would be able to apply for the grant: advertise an RFP for Engineering Services and issue an RFP for Grant Administration services to three grant administrators. The Mayor has e-mailed Jim Lemieux with Potlatch Corporation and asked if Potlatch Corp. would deed the road over to the City. The Mayor explained that the City must own the property in order to apply for the grant.

2. **Parks-Carol Haddock**, nothing at this time.

3. **Pool & Cemetery-Dave Cada**, nothing at this time.

4. **Vern Johnson - Water & Sewer**, all good.

The Mayor said that Tom has been working with Strom Electric on the drinking water booster station. One of the pumps is being repaired. The Mayor said that he asked Tom to order a new pump also. Tom said that the electronics at the wastewater plant must have a screen put in it. Tom is getting the price on this.

5. **Streets-Martin Anderson**, nothing at this time.

6. **Scenic 6 -David Cada**, there was another work party at the Railroad Depot and all of the sheetrock is up. Ryon Ownbey has his videos in and he is working on a video for the Scenic 6 Economic Development Council. Ryon will let them know where he is at during their next meeting.

Dave said that on April 25 there is going to be an event that will be sponsored by the Lion's Club and the Depot Group for a wine and beer tasting event.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**BILLS:** *A motion was made by Carol Haddock to pay the bills in the amount of \$26,183.94, seconded by Dave Cada, motion carried with “all ayes”.*

*Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 7:20 p.m.*

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be April 13, 2015.**



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**April 13, 2015 – 7:11 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada and Marty Anderson.

***Dave Cada made a motion that the minutes of the meeting minutes of March 23, 2015, be approved, Vern Johnson seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons.

GUESTS: Patrick Cunningham.

### **NEW BUSINESS:**

The Mayor would like to appoint Joan Bender to the Council Member position that Carol Haddock vacated.

***Dave Cada made a motion that the Mayor appoint Joan Bender to the Potlatch City Council, Vern Johnson seconded the motion, the motion was approved with “all ayes”.***

Joan Bender was appointed to the Potlatch City Council and Joan took the Official Oath of Office.

The City advertised for engineering RFPs and received three proposals. The Mayor said that the four Council members will be the selection committee for scoring the engineering proposals. The Council received their packets and will take them home and score them and at the next City Council meeting on April 27, 2015, the scores will be tallied and the winning engineering proposal will be chosen. The City sent out three grant RFPs for Grant Administrator and the



City received one proposal back. The winning Grant Administrator proposal will also be declared at the next City Council meeting.

The Mayor said that one year ago, the City of Potlatch hosted a dinner for Potlatch, Troy and Deary. The City of Deary will be hosting a dinner on Thursday, May 14, 2015, in Deary. Clearwater Economic Development Association will be attendance and also Douglas Peterson from Idaho Housing. The Mayor asked who will be attending the meeting? All Council members said that they will attend and some of the spouses will also be attending the dinner. Douglas Peterson will be speaking to all three cities about the housing program that they just completed in Nezperce. Idaho Housing built three moderate income homes in Nezperce and they just had their open house the beginning of April. One home has already been sold in Nezperce. Idaho Housing is interested in building homes in central Idaho now.

There has been an addendum made to the Latah County Agreement with the City of Potlatch for Solid Waste Collection, Recycling and Bulky Waste Programs. The addendum will be to have the Bulky Waste site open two weekends a month for the entire year and not have the site open on four Saturdays in the summer.

***Dave Cada made a motion that the Mayor sign the Addendum to the Latah County Agreement with the City of Potlatch for Solid Waste Collection, Recycling and Bulky Waste Programs. Joan Bender seconded the motion, the motion was approved with "all ayes".***

The Mayor told the Council that Scott Henkins has been hired to be the maintenance worker.

The Council discussed the rates for the swimming pool and decided that the rates will remain the same for this year.

Marty asked that Shelly contact Will Herrington, Potlatch attorney, and see if the City needs to have the land that Arlen Keck will be selling to the city surveyed?

Pat Cunningham just moved into the Scenic 6 RV Park last month and he came to the Council to make a complaint the owner of The Wagon Wheel. He felt that he had been discriminated against by the owner of the business because he made him leave his business. The Mayor said that the City doesn't have anything to do with how an owner runs their business and this would be

something that Mr. Cunningham should take to the Latah County Prosecuting Attorney.

Mr. Cunningham also wanted to know why the City didn't spray the park for mosquitos in the summer? The Mayor said that the City does spray for mosquitos in the summer in the park and around the Scenic 6 RV Park. Mr. Cunningham also wanted to know why the City didn't weedeat in the Scenic 6 Park? The Mayor explained that in the summer when the City hired the maintenance kids, the park is mowed and weedeated. Mr. Cunningham thanked the Council for allowing him to speak and the Mayor thanked Mr. Cunningham for attending the Council meeting.

### **REPORTS:**

**1. Mayor-David Brown**, nothing at this time.

**2. Parks-Joan Bender**, nothing at this time.

**3. Pool & Cemetery-Dave Cada**, nothing at this time.

**4. Vern Johnson - Water & Sewer**, all good.

**5. Streets-Martin Anderson**, asked where we are at with the pumps to the Booster Station? The Mayor said that he told Tom to order a new pump but Tom has had the pump repaired by Strom. The Mayor said that one week ago over the weekend, Tom was camping and the Mayor received phone calls about the Ridge Well being stuck on and the reservoir was overflowing. The Mayor shut the well off and discovered that the telemetry isn't working between the well and the reservoir.

Marty also wondered how the Sidewalk Project was doing? The City is still waiting on Idaho Transportation Department to finish the environmental. Taylor Engineering is ready to go when the environmental has been approved.

**6. Scenic 6 -David Cada**, the Railroad Depot is moving along by working weekend to weekend.

Dave said that over the last few years the Scenic 6 Economic Development has tried to build bridges with the Potlatch School District. One of the requirements of the School District is every senior must

complete a Senior Project in order to graduate. This year, one senior's project was to refinish all of the doors that the Railroad Depot received from Portland. The senior worked over 80 hours on the project.

Dave said that on April 22, there will be a meeting at the school to explain about all of this year's Senior Projects. Dave would like permission to attend this meeting and recruit the Junior Class to work on projects that the City of Potlatch has for their Senior Projects. The possibilities are open but a few ideas would be: to build a Boccie Ball court and a Boule` court in the park. Dave said that if the Council has other ideas to contact him and let him know. The Mayor thought that it would be a good idea for Dave to attend the meeting and talk with the Junior class and encourage them to think about doing something for the City for their Senior Projects. Dave with talk with Jeff Circo, Superintendent, about this idea also.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Dave Cada to pay the bills in the amount of \$29,649.42, seconded by Marty Anderson, motion carried with "all ayes".***

***Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with "all ayes", meeting adjourned at 8:03 p.m.***

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be April 27, 2015.**



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**April 27, 2015 – 7:02 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada, Marty Anderson and Joan Bender.

***Dave Cada made a motion that the minutes of the meeting minutes of April 13, 2015, be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons.

GUESTS: Robert Barkley of the Idaho Department of Lands, Tom Garrison of Rim Rock Consulting, Inc.

### **NEW BUSINESS:**

Robert Barkley works out of the Deary Idaho Department of Lands Office and he is a Private Forestry Specialist. Robert attended the Council meeting to present to the Council the Tree City USA award for the sixth year. There are four criteria to become a Tree City USA City and the City of Potlatch met those requirements. Mr. Barkley presented to the Mayor and Council: a Tree City USA hat, placard date stamps to add to our current Tree City USA Plaque, a lapel pin, stickers to add to the Tree City USA signs on each entrance to Potlatch and a nice Tree City USA flag. The Council commented on how nice the flag is. Mr. Barkley told the Council that the Idaho Dept. of Lands appreciates the City's participation in the Tree City USA. Mr. Barkley told the Council that trees not only clean the air but they provide heat in the winter and cool shade in the summer. The Council thanked Mr. Barkley for attending the meeting.

Tom Garrison attended the meeting to make himself available if the Council had any questions regarding the contract with Rim Rock Consulting, Inc., for the Building Inspector services? Rim Rock Consulting has been the Building Inspector for Potlatch for the last year. Mr. Garrison explained that they have learned quite a bit over the past year about what it takes and the costs involved. There are many administrative hours that they didn't calculate into the first contract and they have taken many citizen calls regarding building inspection questions and also came to Potlatch many times to answer citizen inquiries regarding building permit questions.

One of the changes to the contract that Rim Rock would like to see is where the fines go. Currently the contract reads that the fines would go to Rim Rock but they feel that this would be a conflict of interest and Rim Rock would like to see the fines go to the City.

The Mayor said that he would like to see the customer pay the extra fees if there are any inspections over and above the contracted amount stated. Mr. Garrison said that Rim Rock is going to be providing five different Building Permit Applications for the next year that will be asking for a lot more information on the applications. Mr. Garrison said that the City will need to pass the 2012 Energy Code by Ordinance and also the fees will be changed and those fees will need to be adopted. Mr. Garrison said that Rim Rock will revise the contract and then bring it back to the table. At this time, Tom Garrison excused himself from the meeting because he said that he knew that the Council will be voting on the Engineering RFP next. Mr. Garrison and Mr. Barkley exited the meeting at this time.

The Mayor asked for the Engineering RFPs that the Council scored in the last two weeks. Vern Johnson didn't complete his individual evaluation form for Design Professional Engineering Services. The following are the results of the three other Council members and their scores:

**Martin Anderson:**

Taylor Engineering	80
<b><i>Rim Rock Consulting</i></b>	<b>80</b>
Welch-Comer	70

**David Cada:**

Rim Rock Consulting	90
Welch-Comer	99
<b><i>Taylor Engineering</i></b>	<b>100</b>

**Joan Bender:**

Taylor Engineering	100
Welch-Comer	95
<b><i>Rim Rock Consulting</i></b>	<b>100</b>

**Marty Anderson made a motion to award the Engineering RFP to Rim Rock Consulting, Inc., Vernon Johnson seconded the motion. The Mayor called for a roll call vote:**

**Vernon Johnson: Yes**

**David Cada: No**

**Joan Bender: Yes**

**Martin Anderson: Yes**

***\*\*Note:** After consulting with the City's attorney, the Mayor does not approve of the Engineering selection on the evaluation of points and wants to bring this back to the Council at the next Council meeting for reconsideration.*

The Mayor told the Council that the City requested three RFPs from Grant Administrators and the City only received one Grant Administrator RFP from Clearwater Economic Development Association (CEDA) out of Lewiston.

**Dave Cada made a motion to award the Grant Administrator RFP to Clearwater Economic Development Association (CEDA), Joan Bender seconded the motion. The Mayor called for a roll call vote:**

**David Cada, Yes**

**Martin Anderson, Yes**

**Joan Bender, Yes**

**Vernon Johnson, absent**

The Mayor told the Council that the City has received a request to allow a Garden Produce Stand to be placed down across from the WIMHPG Railroad Depot this summer. The Council discussed this and also suggested that the City adopt a Business License fee and a Vendor fee. The Council tabled this decision until next meeting after looking into this further. Questions: will the Produce Stand be open one day a week or more?

The City received a letter from a resident about a lot of skunks living under the "Old Hospital" on Pine Street. This house is owned by a person from out of the area and we can't request that he do anything about the problem. The bills are never paid and ultimately placed on the tax rolls every year. The Mayor suggested that moth balls be used to try to eradicate the skunks from under and around the hospital.

**Dave Cada made a motion to go into Executive Session, under Idaho Code 67-2345(c), Martin Anderson seconded the motion, the Council went into Executive Session at 8:04 p.m.**

***Dave Cada made a motion to come out of Executive Session, Martin Anderson seconded the motion, the Council came out of Executive Session at 8:28 p.m.***

***Dave Cada made a motion to sell or convey 10 acres of real property to the highest bidder. The City Council didn't establish a value of the land. The Mayor asked for a roll call vote:***

***Vernon Johnson, yes; Dave Cada, yes; Marty Anderson, yes; Joan Bender, yes.***

**REPORTS:**

- 1. Mayor-David Brown,** the Potlatch Recreation District has agreed to grant \$10,000 to help build a Bath House at the Potlatch Pool. The Mayor received a quote from Ziggy's out of Lewiston on a 30x30 pole building with 2 garage doors and 3 man doors. Erected the cost would be: \$14,200. The Council discussed this at great length and the City is going to contact the Health District and see what the rules and regulations will be on building a Bath House. Marty Anderson would like to see this idea go before the voters by passing a Bond. Salie Anderson has received \$3,000 from an anonymous donor and the Potlatch Recreation District has agreed to match this donation and place fitness equipment around the Scenic 6 Walking Trail. A therapist from Gritman Medical Center is going to come to Potlatch and walk around the track and suggest different types of equipment to be placed around the track.
- 2. Parks-Joan Bender,** nothing at this time.
- 3. Pool & Cemetery-Dave Cada,** would like the pool building to be placed on the agenda for the next Council meeting.
- 4. Vern Johnson - Water & Sewer,** all good.
- 5. Streets-Martin Anderson,** nothing at this time.
- 6. Scenic 6 -David Cada,** Dave met with Jeff Circa, Superintendent of the Potlatch School District, and he is waiting to talk with Cheryl Reidinger. Dave is going to be speaking to the junior class about their

Senior Projects next year and the different ideas for their projects working with the City.

The Scenic 6 Economic Development is working with Ryon Ownbey about the videos about Potlatch.

Last Friday, there was a Wine and Beer Tasting at the WIMHPG and it was a huge success. They sold 65 tickets to the event.

The WIMHPG is going to be participating in the Idaho Gives day on May 7, 2015. Last year they received \$9,000 and they hope to earn that again this year. The money is used to complete the sheetrock in the WIMHPG Depot.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**BILLS:** *A motion was made by Marty Anderson to pay the bills in the amount of \$31,481.65, seconded by Dave Cada, motion carried with “all ayes”.*

*Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 8:38 p.m.*

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David L. Brown, Mayor

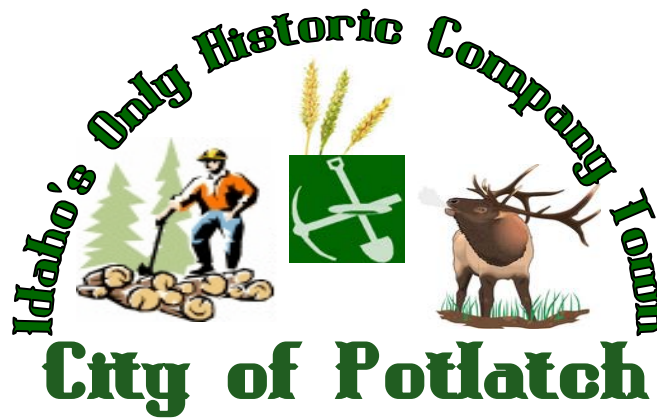
ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be May 11, 2015.**





## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**May 11, 2015 – 7:02 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada, Marty Anderson and Joan Bender. Also present: Shelly Hammons.

***Dave Cada made a motion that the minutes of the meeting minutes of April 24, 2015, be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.***

GUESTS: IDFY youth and instructors and FCCLA youth.

### **NEW BUSINESS:**

The Idaho Drug Free Youth group attended the meeting to ask for funding and offsetting costs to attend the 21<sup>st</sup> Annual IDFY Summit. They learn positive lifestyle habits at the Summit and make friends that will last a lifetime. It is a very good experience and they explained that a few of the attendees are tight on funding. The cost of the camp is \$250.00 and \$50.00 for a bus ticket to Camp Lutherhaven which is located south of Coeur d’Alene. They are seeking help with funding for five students for the Summit which will be in June. The staff will attend for four days and the students will attend for three days.

***Dave Cada made a motion to appropriate funds to the Idaho Drug Free Youth group in the amount of \$1,000, Joan Bender seconded the motion, the motion was approved with “all ayes”.***

Dave Cada asked the group to come back to the Council after the Summit and give an update to the Council on their experience.

Two members of the Potlatch Family Career and Community Leaders of America came to the City Council to ask for help in funding their trip to Washington, D.C. They will be attending the National Competition and the cost will be \$1,500 per student. Airfare has already been purchased for \$600.00 per student and the cost of the Competition is \$400.00 per student.

***Dave Cada made a motion to appropriate funds of \$200.00 per student to match what the Council just approved for the IDFY group, Joan Bender seconded the motion, the motion was approved with “all ayes”.***

The Mayor explained the morning after the last Council meeting, he met with the City’s attorney, Will Herrington, on the decision of the Engineering RFP. The Mayor rejected the vote on the Council’s decision for the Engineering RFP. The tally of the votes on the final score sheet did not add up to the decision on the engineering firm that the Council approved. Marty needs to explain how he came up with his numbers and Vern needs to complete his tally sheet. The Mayor asked the Council to redo their tally sheets and have the new score sheets turned into City Hall on Thursday, May 14, 2015, at 9:00 a.m.

Bret Hogaboam is making a video of Potlatch and he is looking for funding to help him purchase the equipment needed to make the video.

***Marty Anderson made a motion that the City appropriate funds to Bret Hogaboam in the amount of \$150.00 for his video project, Dave Cada seconded the motion, the motion was approved with “all ayes”.***

The Mayor explained to the Council that the City has received many applications for the Summer Maintenance positions but not too many for the lifeguard positions. The Mayor said that he has hired John Burnett to work in the cemetery this summer and Mathew O’Brien to work in the Scenic 6 Park. The City has the park project to complete this summer on the land that the Haddock’s donated to the City and the Mayor would like John Burnett to help with that project.

***Dave Cada made a motion to leave it to the Mayor to hire the City Maintenance positions and the Lifeguards, Marty Anderson seconded the motion, the motion was passed with “all ayes”.***

The Council cancelled the May 25, 2015, Council meeting because it falls on Memorial Day which is a holiday. The next meeting will be the Special Council Meeting on May 14, 2015, at 9:00 a.m., and the next regular Council meeting will be Monday, June 8, 2015.

***Dave Cada made a motion to go into Executive Session pursuant to Idaho Code 67-2345(c) to acquire interest in real property. Joan Bender seconded the motion, the Council went into Executive Session at 7:33 p.m. Dave Cada made a motion to come out of Executive Session, Joan Bender seconded the motion and the Council came out of Executive Session at 7:57 p.m.***

**REPORTS:**

- 1. Mayor-David Brown**, nothing at this time.
- 2. Parks-Joan Bender**, nothing at this time. The Mayor said that he would like to see the floor redone in front of the restrooms in the Scenic 6 Depot. The contractor has called for a final inspection from the Building Inspector for the bathroom remodel in the Scenic 6 Depot.
- 3. Pool & Cemetery-Dave Cada**, asked how the plans are going for a new bathhouse at the pool? The Mayor explained that he met with Tia McKinney, Pool Manager, and Nancy Becker, North Central Health District last week. They concluded that the old building is useful and would like to see it updated. The Mayor is working on getting bids on repairing the existing bathhouse roof. Tia said that they need a different kind of paint on the floors. Last year Tia and the lifeguards painted the floors but the paint peels off quickly. There is a window that is open all of the time at the top of the building and the City needs to build something that they can close at night. The Mayor talked with Nancy Becker about building a cart for the concessions at the pool. Nancy said that they will need to hook the cart up to water and sewer and then store their food at the Rebekah Hall.
- 4. Vern Johnson - Water & Sewer**, all good.
- 5. Streets-Martin Anderson**, wondered about the pile of gravel on the 10 acres of land that is to be sold? The Mayor said that they would like to put fencing up on the land past the bridge to store the City's equipment. There has been trouble down there recently, Tom's street sweeper has had most of the windows broken out.

**6. Scenic 6 -David Cada**, the WIMHPG entered into the Idaho Gives competition again this year and they won first place again. First place winners receive an extra \$2,500 grant on top of the money that is donated. Dave explained that the total amount of donations will be approximately \$10,000. Dave said that this will help purchase sheet rock, and help with the hiring of someone to hang the sheetrock, tape and mud. They will also be able to get the electrical work done.

**7. Clerk- Shelly Hammons**, there was a telephone conference call last week with ITD on the sidewalk project. The Environmental Review was approved through ITD and now ITD and Taylor Engineering are working on obtaining Construction Easements along the area where the sidewalk construction will be. Ken Helm of ITD hoped that the request for contractors will be able to be in June of 2015 but Ken Helm did say that there is a possibility that this project will be pushed back into 2016.

The dinner with Deary and Troy is this Thursday night at 6:00 p.m. in Deary. Everyone will be wearing their Potlatch shirts to the dinner.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Dave Cada to pay the bills in the amount of \$29,393.02, seconded by Marty Anderson, motion carried with “all ayes”.***

***Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 8:15 p.m.***

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**There will be a Special Council meeting on Thursday, May 14, 2015, at 9:00 a.m. in the City Council Chambers.**

**The next regularly scheduled Council meeting will be June 8, 2015.**



## **Potlatch City Council Special Meeting and PUBLIC HEARING**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**May 14, 2015 – 9:02 a.m.**

The Special City Council meeting was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada, Marty Anderson and Joan Bender. Also present: Shelly Hammons, City Clerk-Treasurer.

GUESTS: Donald Ball, Ben Anderberg and Terri Harber from the Daily News.

The Mayor called the PUBLIC HEARING to order at 9:03 p.m. At that time, the Mayor opened the Public Hearing for public testimony.

The Mayor explained that the City has been working to establish an Industrial Park in Potlatch and the 10 acres for sale is the land that Potlatch Corporation donated to the City for economic development.

Don Ball asked if there was a proposed buyer for the land? The Mayor said that the land is up for bid. Mel Taggart was the only person that came into City Hall in the last two weeks asking about the proposed land sale. Don Ball asked if there was a time limit on the bids? The Mayor said that the bids will be opened on May 21, 2015, at 3:00 p.m. in the Council Chambers at City Hall.

There was no other public comment. The Mayor asked for a motion to close the public hearing.

***Dave Cada made a motion to close the Public Hearing at 9:08 a.m. Joan Bender seconded the motion, the motion was approved with “all ayes”.***

The Council went back into their Council meeting at 9:08 a.m. The Mayor asked for a motion to accept Resolution No. 15-01.

***Dave Cada made a motion to adopt Resolution No. 15-01 to sell the proposed 10 acres of land at 100 Mill Road, Potlatch, to the highest bidder. Joan Bender seconded the motion, the Mayor asked for a roll call vote:***

***Vern Johnson, aye***

***Dave Cada, aye***

***Marty Anderson, aye***

***Joan Bender, aye***

The Mayor said that the bidding process is now open until May 21, 2015. The bids will be opened at 3:00 p.m.

***Marty Anderson made a motion to adjourn the meeting, seconded by Joan Bender, the motion was carried with “all ayes”, meeting adjourned at 9:20 a.m.***

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer



## **Potlatch City Council Special Meeting and PUBLIC HEARING**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**May 21, 2015 – 3:03 p.m.**

The Special City Council meeting was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada and Joan Bender. Marty Anderson was absent. Also present: Shelly Hammons, City Clerk-Treasurer.

GUESTS: Delfred Cone and Wayne Glassman.

The Mayor called the Special Council Meeting to order at 3:03 p.m.

The Mayor explained that there are several items to address at this Special Meeting. First on the list is the bid opening for the 10 acres of land at 100 Mill Road in Potlatch, Idaho. At this time, Shelly Hammons opened the first envelope that was submitted and the Mayor read the bid:

1. Bid was submitted by Delfred Cone for the amount of \$41,000.00. The bid was hand delivered on 5/18/2015.

2. Bid was submitted by Ben Anderberg of NW Biomass for the amount of \$96,010.00. The bid was FAXed to City Hall on 5/20/2015.

These were the only bids that were received at City Hall. The Mayor asked for a motion to go into Executive Session and the Mayor thanked the attendees for their bids and their time.

Dave Cada made a motion to go into Executive Session pursuant to Idaho Code 67-2345(c) to acquire interest in real estate. Vern Johnson seconded the motion, the Council went into Executive Session at 3:07 p.m.

Dave Cada made a motion to come out of Executive Session and Vern Johnson seconded the motion, the Council came out of Executive Session at 3:15 p.m.

***Dave Cada made a motion to accept the highest bid for the land which was Ben Anderberg's bid of \$95,010.00 for the 10 acres of land at 100 Mill Road in Potlatch and the City will now have the City Attorney draw up the paperwork. Joan Bender seconded Dave's motion, the Mayor asked for a Roll Call vote:***

***Vern Johnson, aye***

***Dave Cada, aye***

***Joan Bender, aye***

***Marty Anderson, absent***

The Engineering RFPs were tallied and the Mayor asked for a motion to accept the highest score for the Engineering RFP.

348 – Taylor Engineering

344 – Welch Comer Engineering

375 – Rim Rock Consulting, Inc.

***Joan Bender made a motion to accept the highest Engineering RFP score which was Rim Rock Consulting, Inc. Dave Cada seconded the motion, the Mayor called for a Roll Call vote:***

***Joan Bender, aye***

***Dave Cada, aye***

***Vern Johnson, aye***

***Marty Anderson, absent***

The Mayor told the Council that he met with Nancy Becker, North Central Health Dept. and Tia McKinney about a new building for the pool. After their discussion, it was decided to keep the old building and repair the roof and the boiler. The roof bid came in at \$9,248. The boiler prices were: New: \$10,000-\$14,000; Repair the boiler will be \$2,000 to \$4,000. If a new boiler were to be installed, the pool will have to be closed for at least one week, maybe two.

***Dave Cada made a motion to repair the boiler for \$2,000-\$4,000 and to accept the bid to fix the roof for \$9,248. Joan Bender seconded the motion, motion was approved with "all ayes".***



The Idaho Department of Parks and Recreation awarded the RV Grant to the City for \$55,745. This grant will install a drainage system for the flooding in the RV Park, paint the RV Park bathroom/shower room building inside and out, install a sprinkler system and repair the 0.08 walking path surround the park. The Mayor explained that at a previous Council meeting the Council approved to fix the walking trail if the City received the RV Park Grant and did not receive the Recreation Trails Grant.

***Dave Cada made a motion to accept the Idaho Department of Parks and Recreation grant for \$55,740, the City's match for this grant was \$32,250 (\$25,000 of this match amount was applied for in the IDPR Recreational Trails grant). Joan Bender seconded the motion. The Mayor asked for a Roll Call vote:***

***Joan Bender, aye***

***Dave Cada, aye***

***Vern Johnson, aye***

***Marty Anderson, absent***

The Mayor told the Council that the Potlatch Recreation District will be placing exercise equipment along the walking path. Salie Anderson has donation money and the Rec. District will patch the amount to install the equipment.

Dave Cada said that Northwest Partners will be having a meeting in Pullman on June 3 about tourism. The Mayor asked who would like to attend and Dave and Kenny will be attending.

Wayne Glassman asked the Council just what does Northwest Biomass do? The Mayor explained that they make pellets.

***Dave Cada made a motion to adjourn the meeting, seconded by Joan Bender, the motion was carried with "all ayes", meeting adjourned at 3:47 p.m.***

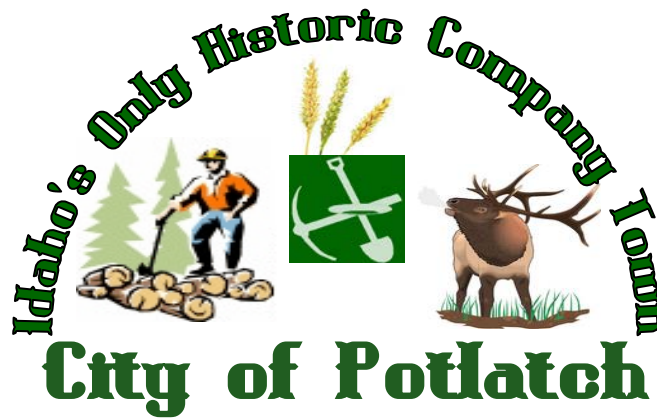
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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**June 8, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada and Marty Anderson. Joan Bender was on the speaker telephone. Also present: Shelly Hammons.

***Dave Cada made a motion that the minutes of the meeting from May 11, 2015, be approved, Vern Johnson seconded the motion, motion was approved with “all ayes”.***

***Dave Cada made a motion to approve the minutes from the Special Meetings on May 14, 2015, and May 21, 2015, Joan Bender seconded the motion, the motion was approved with “all ayes”.***

GUESTS: No guests were in attendance.

### **NEW BUSINESS:**

The Mayor has been working on the Budget for FY 2015-2016 and with the figures that he has, the water base rate must be raised \$1.00 for every connection. Electricity will be going up for the basic use and the street light costs will be going up. The medical insurance will be going up 2% and the dental and life insurance will be going up 5.9%. Currently it looks like there will be a shortfall of \$5,500 for the water. Dave Cada said that he doesn't like raising rates but it is better to raise them incrementally year by year rather than waiting every few years and have a substantial raise in the rates. Dave said to hold off on the actual amount for the raise until the Mayor comes back with definite figures next month.

The Mayor talked to the Council about purchasing two new vehicles with next year's budget. There was much discussion regarding this and this item was tabled at this meeting.

The Ordinance changes will be presented at the next Council meeting.

In the Scenic 6 RV Park there has been a tent camper who has been there close to one year. His tent was in the camping area until earlier this year when he placed his tent on an RV pad without asking permission. The man has been asked four times now to move his tent off of the RV Pad and he won't. The RV Park is full with a RV group this week and the City would be able to use the concrete pad for these campers. He has been paying the tent fee but not the RV Park fee. The Mayor said that the City has made major improvements in the RV Park and we don't want tents to be taking up RV pad spaces. We have been in contact with Will Herrington, City Attorney, on how to resolve this issue.

Annie Larson, has a small flower and plant growing business and she wanted to put up a small tent awning at the Railroad Depot and sell her plants. Ms. Larson was selling her plants at the Depot on two separate days and then Jim West told her that she could no longer sell her plants at the Depot. Ms. Larson came into City Hall on several occasions quite upset because of this situation and she claimed that she had been told by several individuals that the City was involved in the decision for her to move. The Mayor made it quite clear that the City was not involved in this decision to make her move. Ms. Larson talked to the Senior Citizens at one of their senior meals and was explaining her situation to them from her perspective. Ms. Larson is now going to be selling her product part-time at Tina Delph's antique store, Dad's Diner and in Princeton. The Council talked about implementing a Vendor Fee and the City will contact our attorney on how to charge a Vendor Fee.

- 1. Mayor-David Brown,** the Mayor has purchased picnic tables from Zandra Stolz for the Scenic 6 RV Park. Zandra built, sanded and stained 14 tables (4 handicapped tables and 10 regular) between Saturday and Sunday evening for the City. Zandra is earning money for her college fund and the cost for all of the tables will be \$2,940.

Tom asked if he would be able to purchase more 60 gallon drums for garbage cans. He would like to purchase two nice concrete garbage cans uptown and take the metal cans down to the park. Tom would also like to place two nice concrete garbage cans in the park next to the Depot.

The City was approved to purchase \$1,760 more in gravel to be spread on the 10 acres to be sold. This money is the last of the \$12,000 grant that was approved by USDA Rural Development for economic development improvements.

**2. Parks-Joan Bender,** nothing at this time.

**3. Pool & Cemetery-Dave Cada,** it is good pool weather as today was approximately 90 degrees. The Mayor went up to the pool this afternoon and at that time, Tia McKinney (pool manager) said that there were 229 people using the pool so far that afternoon.

The City received another bid from McPeak Roofing to repair the City Pool roof. The bid came in \$1,000 cheaper than the previous bid from a different company. McPeak be able to repair the pool roof without closing the pool down. He will also repair one end of the roof where the wood has rotted.

***Dave Cada made a motion that the City go with McPeak Roofing for the roof repair at the pool for \$8,500 and split this cost with the Potlatch Recreation District. Joan Bender seconded the motion, the motion was approved with "all ayes".***

**4. Vern Johnson - Water & Sewer,** all good.

**5. Streets-Martin Anderson,** wondered about the pile of gravel on the 10 acres of land has been moved yet? Not yet.

Marty also asked what was happening with Keck's property for the City to purchase? The Mayor said that we sent him another letter but haven't heard anything back yet.

Will the City be putting mag chloride on the roads this year? The Mayor said that yes, soon they will be doing that.

Marty said that he has a strip of gravel that was put on his road but it hasn't been spread out yet. Marty wondered if that was going to be done? The Mayor is going to check into it and see who placed the gravel on the road?

**6. Scenic 6 -David Cada,** attended the Inland NW Partners meeting in Pullman last week with Kenny Cada and the Mayor and there was a man from the U of I who is the Director of Political Science. Dave has invited him to come and speak at the Scenic 6 Economic Development meeting next Tuesday and Dave invited the Mayor to attend next week's meeting. This man would like to promote a Country Music Festival in Potlatch.

Scenic 6 Economic Development Council has been approached by two different groups asking if the City would purchase the Presbyterian Church that is for sale? The church is for sale for \$165,000 and the building would be used as a Civic Center in Potlatch. Dave is asking for permission from the Council to continue to pursue this venture and see what the interest would be from the community? The Council agreed that Dave should look into this idea.

There are several things in the building that would have to be upgraded: \*bathrooms (made into handicapped bathrooms) \*heating \*different approach to the door (make it handicapped accessible). Dave said that he talked with Kelly Dahlquist from Clearwater Economic Development Association about the possibility of grants to help and Kelly thought that there may be a possibility of grants available. APOD Productions would like to use the building for their play productions, there are several church groups who rent different buildings in Potlatch for their church services and there might be a possibility to rent the downstairs rooms out for offices.

**7. Clerk- Shelly Hammons,** Jesse Fruit came in this afternoon and asked if his parents, Bill and Shirley Fruit, would be able to cut their plum tree down? The Council discussed this and since most of the tree is growing on the Fruit's property, the Council agreed that the Fruit's would be able to cut the tree down. If the City were to cut the tree down, we would have to have waivers drawn up by the attorney for liability purposes and signed by the homeowner's and the Fruit's would have to pay the fees to have the City's attorney draw up the paperwork.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Joan Bender to pay the bills in the amount of \$33,338.57, seconded by Dave Cada, motion carried with "all ayes".***

***Joan Bender made a motion to adjourn the meeting, seconded by Vern Johnson, the motion was carried with “all ayes”, meeting adjourned at 7:49 p.m.***

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be June 22, 2015.**



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**June 22, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada and Marty Anderson. Joan Bender was on the speaker telephone. Also present: Shelly Hammons.

***Dave Cada made a motion that the minutes of the meeting from June 8, 2015, be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.***

GUESTS: Don Ball.

The Lion's Club is in charge of Potlatch Days and Don Ball is a member of the Lion's Club. Don attended the meeting to update the Council on what is happening at Potlatch Days this year. Don also brought everyone an agenda for Potlatch Day. Don also asked the Council for permission to dig an area for the Mud Races. The Council discussed this and approved the Lion's Club to have the Mud Races but to beware of the new drain pipes that will be placed around the park to drain the water. Don said that they will have the kid games again this year: Bouncy Castles and other games.

The Mayor explained to the Council that the water rates are not covering the expenses in the budget. In order to balance the budget for FY 2015-2016 the water rates must be raised \$1.12 per customer. The sewer revenue is just covering the expenses for next year. Dave Cada again stated that he and the Council do not like to raise rates but it is better to raise the raise incrementally rather than wait for several years and then have a large increase. Dave said that the rate increase is justified because Avista will be raising their electricity

rates this fall for everyone, this means more electricity for pumps, streets lights and all around power usage.

***Dave Cada made a motion that the City will raise the water rates by \$1.12 per user for the budget for FY 2015-2016. Vern Johnson seconded the motion, the motion was approved. Vern Johnson: “aye”; Dave Cada, “aye”; Joan Bender, “aye” and Marty Anderson voted “nay”.***

The Mayor told the Council that the City received good news from our medical insurance provider, the rates for FY 2015-2016 will decrease by -1%. The insurance will also be refunding the City \$164.00 for the Start-up investment paid by the founding members. The City will also be receiving a refund for the \$6,000 one-time assessment fee that was paid to the III-A, the refund received in four year reimbursements of \$1,620 per year. The City will also be receiving a \$15,000 life insurance policy which will be effective October 1, 2015, at no extra cost to the City.

The Mayor talked to the Council about the sign that the Potlatch Clinic would like to install. The City's Ordinance states that the dimensions for a sign must only be as large as 32 sq. ft. The sign that will be placed at the Clinic's dimensions are 48 sq. ft. The Mayor asked the Council to waive the 32 sq. ft. dimension limit and accept the 48 sq. ft. dimension of the new sign.

***Dave Cada made a motion to accept the 48 sq. ft. dimension of the Potlatch Clinic's new sign and review the Ordinance regarding sign dimensions, Joan Bender seconded the motion, the motion was approved with “all ayes”.***

## **NEW BUSINESS:**

- 1. Mayor-David Brown,** the City purchased a new lawn mower as one has blown up. Tom asked that he be allowed to purchased four new weed eaters as two of them have blown up. The Council discussed this and agreed that they are needed equipment and they should be purchased.

The Sidewalk Project was discussed and the Council agreed that the project should be bid this fall instead of this summer. The City will have to pay Taylor Engineering more money to bid it but ITD suggested that Taylor bid the job rather than ITD because it would take three months if ITD were to bid the project. ITD also said that it will be cheaper for Taylor Engineering to bid the project rather than ITD. The Mayor attended the School Board and the Board



agreed to sign the construction easement for the sidewalk. Jody and Jodi Pomponio have signed their construction easement.

**2. Parks-Joan Bender,** nothing at this time.

**3. Pool & Cemetery-Dave Cada,** it is excellent pool weather and the pool is doing well.

**4. Vern Johnson - Water & Sewer,** all good.

**5. Streets-Martin Anderson,** wondered about the pile of gravel on the 10 acres of land has been moved yet? We are ordering more gravel from the USDA grant and that will be placed on the 10 acres.

**6. Scenic 6 -David Cada,** Scenic 6 Economic Development Council met with Brian Ellison from the U of I last week. Brian is a country musician himself and he has an interest in Potlatch. Mr. Ellison has suggested that Potlatch stage a Country Music Festival next year and explained how it can be a money-maker for the City. They are searching for a good date to have the event next year. One of the suggestions was to extend the Pie in the Park Event in August to include the Festival.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Dave Cada to pay the bills in the amount of \$21,666.60, seconded by Joan Bender, motion carried with "all ayes".***

***Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with "all ayes", meeting adjourned at 7:53 p.m.***

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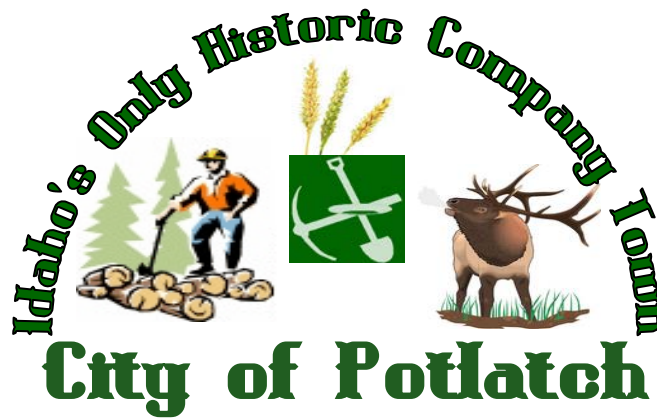
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be July 13, 2015.**



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**July 13, 2015 – 7:02 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Dave Cada and Marty Anderson. Joan Bender was on the speaker telephone. Vern Johnson was absent. Also present: Shelly Hammons.

***Dave Cada made a motion that the minutes of the meeting from June 22, 2015, be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.***

GUESTS: None.

The Council discussed the all-day pool party at the swimming pool on Potlatch Day.

***Dave Cada made a motion that if a person has a Potlatch Pool Pass they won't have to pay to swim on Potlatch Day but if a person doesn't have a Potlatch Pool Pass, they will pay \$5.00 for all day swimming. Joan Bender seconded the motion, the motion passed with: Dave Cada, aye; Joan Bender, aye and Marty Anderson, nay.***

The Mayor received an e-mail that there will have to be an environmental study done on the 10 acres that the City is trying to sell. The bank is requesting that the following tests must be completed:

\*Collateral Screen/Phase I Environmental Report: \$1,000 – Partner Engineering and Science, Inc.

\*Soil Management Plan: \$1,000 – Partner Engineering and Science, Inc.

***Dave Cada made a motion that the City help with the cost of these tests, Marty Anderson seconded the motion but added that the City split the cost of the tests with the purchaser, Joan Bender agreed. Motion was approved with “all ayes”.***

***Dave Cada made a motion that the City write a check to Idaho Transportation Department for the City’s match amount for the Sidewalk Enhancement Project in the amount of \$16,809. Marty Anderson seconded the motion, the motion was approved with “all ayes”.***

**NEW BUSINESS:**

- 1. Mayor-David Brown,** the Mayor asked the Council if they had any comments about the proposed budget for FY 2015-2015? The Council didn’t have any questions or comments. The Council voted at the last meeting to raise the water base rate by \$1.12 beginning October 1, 2015. The Mayor spoke with the auditor about the budget and he said that the water fund has been decreasing since the last audit in 2014.

The Mayor talked with Tom Moore and he suggested that the City conduct a study to drill a new well. Mr. Ralston is an expert in this field and it would cost approximately \$4,000-\$5,000 for the study. Marty said that he thinks that the City should drill a well at the “Y” where Highway 6 and Highway 95 intersect. He said that is where two underground rivers meet. The Mayor said that Tom Moore also said that would be the place to drill a new well.

The Mayor discussed with the Council that the City should repair the roads with sewer funds because in the sewer project, the contractor dug up the streets and they never repaired them correctly. The roads have all sunk and they aren’t very good.

The Mayor told the Council that the City received a compliment on the Scenic 6 RV Park this morning.

- 2. Parks-Joan Bender,** nothing at this time.

- 3. Pool & Cemetery-Dave Cada,** Dave was at the pool today and Tia told him that she had a visit from the Health Inspector several weeks ago and one of the items that is on the list for repairs are the cracks in the concrete. Marty said that he will check with a business in Palouse who

does concrete repair. The Mayor said that the pool roof was completed last week.

**4. Vern Johnson - Water & Sewer**, absent.

**5. Streets-Martin Anderson**, asked about the Land Application operator exam that Tom was supposed to take? The Mayor said that he did take the test but he missed it by one question. The next opportunity to test will be the middle of September.

**6. Scenic 6 -David Cada**, Dave said that the Depot had a good day last Saturday with the Speeder Event. Dave thought that they made about \$3,600-\$4,000 for the day.

**7. Clerk- Shelly Hammons**, told the Council that a man was in City Hall earlier today complaining about a man on Fir Street that is operating a business out of his garage. The Council said to send a letter to the resident and let them know that this is a residential area and not zoned business.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Dave Cada to pay the bills in the amount of \$42,786.42, seconded by Joan Bender, motion carried with “all ayes”.***

***Dave Cada made a motion to adjourn the meeting, seconded by Joan Bender, the motion was carried with “all ayes”, meeting adjourned at 7:47 p.m.***

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be July 27, 2015.**



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**July 27, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada and Marty Anderson, Joan Bender was on the speaker telephone. Also present: Shelly Hammons.

***Dave Cada made a motion that the minutes of the meeting from July 13, 2015, be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.***

GUESTS: None.

***Dave Cada made a motion to amend the agenda as written, Joan Bender seconded the motion, the motion was approved with “all ayes”.***

The Mayor explained that the amended item was added today because we received a telephone call from another business interested in purchasing Potlatch Corp. land. The Mayor asked the Council to approve hiring a person to research and recommend where the City should drill a new well.

***Joan Bender made a motion that the City hire a person to research and recommend where the City should drill a new well, Dave Cada seconded the motion, the Mayor called for a roll call vote: Joan Bender, aye, Vern Johnson, aye, Dave Cada, aye, Marty Anderson, nay. The motion was approved with a majority vote of the Council.***

The Mayor is going to have Tom Moore attend a Council meeting to discuss the well research.

The Mayor explained to the Council that Rebekah Payne would like to rent the Scenic 6 Depot again this fall and winter for play practice. Ms. Payne has rented the Depot for the last few years and the City has charged her \$25.00 per time to use the Depot.

***Dave Cada made a motion that the City rent the Scenic 6 Depot to Ms. Payne for play practice for \$25.00 per day, Joan Bender seconded the motion, the motion was approved with “all ayes”.***

***Dave Cada made a motion to approve Resolution No. 2015-07-27 from the Idaho Transportation Department for the Sidewalk Enhancement Project, Joan Bender seconded the motion.***

***The Mayor read the Resolution and asked for a roll call vote: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, aye, Joan Bender, aye.***

***Dave Cada made a motion that the legal address for the 10 acres of City property below the railroad depot be addressed as: 100 Mill Road. Vern Johnson seconded the motion, the motion was approved with “all ayes”.***

The Council reviewed and discussed the FY2015-2016 Proposed Budget. The Mayor explained that he included a 1% wage increase for the employees in the budget for next year. The Council discussed the possibility of applying for a Job Creation Grant from the Idaho Department of Commerce to help with infrastructure on Mill Road. If the City were to apply for the grant, the City's match would probably be between \$30,000 and \$40,000.

***Dave Cada made a motion to accept the FY 2015-2016 Proposed Budget that included the 1% wage increase and the possibility of a \$30,000-\$40,000 City match amount if the City were to apply for a Job Creation grant. Joan Bender seconded the motion, the motion was approved with “all ayes”.***

#### **NEW BUSINESS:**

- 1. Mayor-David Brown,** last Thursday a Potlatch Corporation realtor was in City Hall. He said that he had just placed a “For Sale” sign at the entrance to the Potlatch Corp. land just past the train tracks. The realtor said that Potlatch Corp. is searching for a developer to develop the hillside across the river. There isn't water available across the river but the sewer would be available.

Today another company called City Hall and said that they have been talking with Potlatch Corporation about purchasing land and moving here next spring. The caller said that there would be a possibility of 30 new jobs and they would like to purchase the northwest corner of the Potlatch Corp. property to be able to use the railroad.

Tyson Koehn has the drainage system installed at the RV Park, this is part of the Idaho Dept. of Parks and Recreation RV Park grant.

Brennan Pollock started Monday, July 27, as maintenance helper with Tom.

**2. Parks-Joan Bender,** nothing at this time.

**3. Pool & Cemetery-Dave Cada,** the City made \$320.50 over Potlatch Day weekend and the Council discussed doing this again next Potlatch Day. There were 225 people that swam on Potlatch Day.

**4. Vern Johnson - Water & Sewer,** everything ok.

**5. Streets-Martin Anderson,** Marty said that he saw that the Mag was done on the streets. The Mayor said that we did more streets this year than before. Marty asked where we were at with the letter to Lou Soule? Shelly said that Will Herrington (attorney) is still writing the letter.

The Mayor asked the Council if they wanted to fix the streets that have sunk because of the sewer project? The Council discussed this and the Mayor explained that there is money in the sewer fund for these street repairs. Marty suggested that we contact Motley-Motley and see what the repair cost would be per yard or per sq. ft. May have to take bids for the project.

**6. Scenic 6 -David Cada,** Speeder Day was a success and after all expenses were paid, the Depot made \$3,300. Last weekend, the Class of 1965 had their reunion and Dave gave them a tour of the Railroad Depot and City Hall. Dave said that there were lots of compliments towards the City and how many improvements have been made.

**7. Clerk- Shelly Hammons,** Latah County Commissioners donated \$400.00 to the City of Potlatch for pool passes. So far the City has given

out three family passes and one individual pass for \$350.00. Thirteen children were able to swim at the Potlatch Pool because of this generous donation.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**BILLS:** *A motion was made by Marty Anderson to pay the bills in the amount of \$10,882.30, seconded by Dave Cada, motion carried with “all ayes”.*

*Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 7:51 p.m.*

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David L. Brown, Mayor

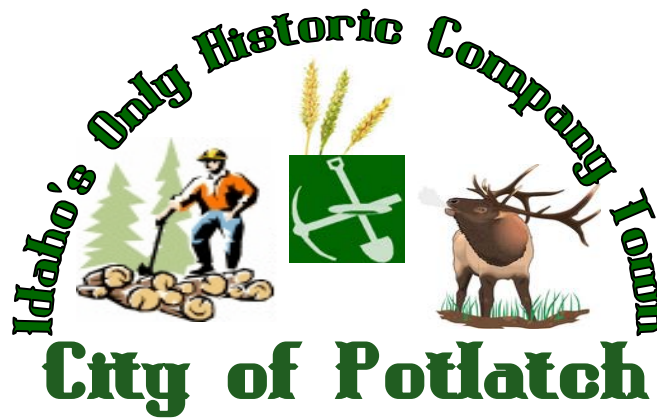
ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be August 10, 2015.**





## **PUBLIC HEARING FOR THE Proposed FY 2015-2016 Budget**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**August 10, 2015 – 6:40 p.m.**

The Public Hearing for the Proposed FY2015-2016 Budget was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada and Marty Anderson, Joan Bender was on the speaker telephone. Also present: Shelly Hammons.

GUESTS: None – no comments.

The Mayor read the Proposed Budget and asked the Council if they had any comments? There weren't any comments.

The Mayor asked for a motion to close the Public Hearing.

***Dave Cada made a motion to adjourn the Public Hearing, seconded by Joan Bender, the motion was carried with “all ayes”, the Public Hearing was adjourned at 7:47 p.m.***

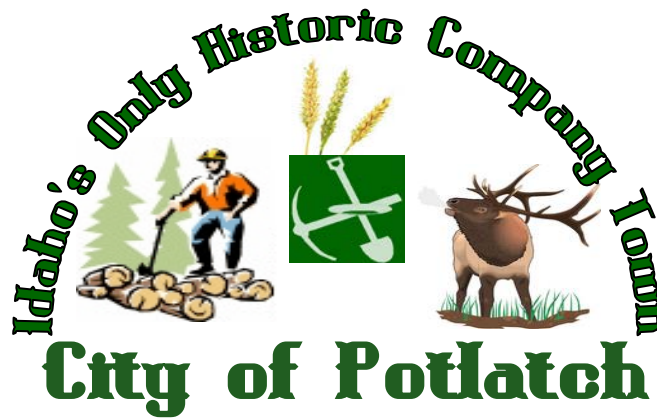
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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**August 10, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada and Marty Anderson, Joan Bender was on the speaker telephone. Also present: Shelly Hammons.

***Dave Cada made a motion to approve the minutes of the meeting from July 27, 2015, Joan Bender seconded the motion, motion was approved with “all ayes”.***

GUESTS: None.

### **NEW BUSINESS:**

The Mayor asked for a motion to Adopt the Proposed FY 2015-2016 Budget.

***Joan Bender made a motion that the City adopt the Proposed FY 2015-2016 Budget, Dave Cada seconded the motion, the motion was approved with “all ayes”.***

The Mayor wanted to Council to review the RV Park Grant that the City received from Idaho Parks and Recreation Department earlier this year. One of the components of the grant was to install a sprinkler system in the park. The total for the sprinkler system was quoted for \$19,350. The grant amount is for \$13,500 and the City's match will be \$5,850. The Council discussed this and Dave Cada said that he is still in agreement, Vern Johnson was in agreement, Joan Bender was in agreement and Marty Anderson asked when will the project be done? The Mayor said that he is meeting with AquaLawn, the contractor, who will be doing the sprinkler system on Thursday this week. The sprinkler system should be in by the end of August.

Tia McKinney came into City Hall last week and would like to close the pool on Monday, August 17. School starts on August 26 this year and this will give the lifeguards a chance to get ready for school.

The Mayor asked the Council for approval to give each of the lifeguards and the summer maintenance crew a bonus this year for their hard work? The Council discussed this idea.

***Joan Bender made a motion to give a \$25.00 bonus to the summer maintenance crew and all of the lifeguards, Dave Cada seconded the motion, motion was passed with “all ayes”.***

- 1. Mayor-David Brown**, earlier this year the City of Potlatch wrote a letter of support for Nancy Chaney to try to obtain a grant for Latah Whitman Counties. Yesterday Tiffanie and Ryan, from WSU, Center for Civic Engagement came to discuss their program and the help they give small communities in the surrounding areas with their volunteer help. They came to Potlatch to discuss the projects that the City had included in the letter to Nancy Chaney. Salie Anderson, Potlatch Rec. District president, also met with them. They are going to take the list of projects back to their students and teachers and see which projects they would like to help volunteer with in Potlatch.

Rick Fawcett (Centennial Renewable Energy) and his wife came to Potlatch several weeks ago and met with the Mayor about the possibility of their pellet company moving into Potlatch. Mr. Fawcett has called several times and talked with the Mayor about their business venture. Mr. Fawcett said that he has been meeting with Potlatch Corporation and other entities and Mr. Fawcett would like to purchase some land from Potlatch Corporation. Mr. Fawcett said that the business will employ up to 30 people.

Today an e-mail came from the Idaho Dept. of Commerce about one more large company that would like to build a large pellet company (100 employees) on some land somewhere in Idaho. They are requesting proposals why they should come to certain areas with their business. The Council discussed this request they would like to concentrate on Northwest Biomass and their company that is coming soon.

The Mayor told the Council that he has talked with the Idaho Dept. of Commerce about the possibility of applying for a Job Creation Grant to help with infrastructure on the industrial site. The City must own the road going down to the old mill site in order to apply for the grant. If the City owns the road and applies for the grant, Northwest Biomass must sign an agreement with Id. Dept. of Commerce stating how many jobs they are going to create and that they will employ that many people within two years. Rim Rock Consulting is designing the road with gutters and making up a cost analysis for the road. There would be a match amount required from the City for the Job Creation Grant but Commerce said that what Northwest Biomass building may be used for the match amount. The match amount could be anywhere from \$20,000 to \$50,000.

The Mayor asked the Council what they thought about using the sewer money to help repair the roads that the sewer project ruined? The Council would like Shelly to contact Motley-Motley and get a quote. Tom Andres would take the existing pavement out and the road company would make the repairs to the roads.

ITD e-mailed today and wanted the Certified Copy of the Warranty Deed that the School District signed for the sidewalk project. After much searching, it was discovered that what the School District had signed was indeed a Warranty Deed for the sidewalk project rather than a construction easement. The Council discussed this and wanted to notify Jeff Circa, School Superintendent, that this was a Warranty Deed that they had signed before the City. Shelly will send a message to Jeff Circa in the morning.

Last week was the City's 4<sup>th</sup> Annual National Night Out Against Crime event in the Scenic 6 Park. There were many police vehicles, fire and ambulance vehicles, Dave McGraw of the Troy Fire Department brought one of their fire vehicles over and Rick Skiles the Troy Policeman brought his police car. All three County Commissioners cooked hamburgers and hot dogs in the Lion's Club Cook Shack, and they ran out of food within one hour. The City built a Carnival type enclosure for the game booths and the cotton candy machine. There were many things for family to do: three different kinds of bouncy houses, the Latah County Sheriff's Posse brought three horses for horsey rides, the Fire/Ambulance had keg wars with their fire hoses,

there were other games to play and the MedStar helicopter landed and the kids were able to sit in the helicopter.

**2. Parks-Joan Bender,** nothing at this time.

**3. Pool & Cemetery-Dave Cada,** it has been a good summer and the kids have worked really hard. Dave said that he can't remember a summer where we have had so many good days of swimming.

**4. Vern Johnson - Water & Sewer,** everything ok.

**5. Streets-Martin Anderson,** is the Land Application site running? The Mayor said that Tom has been operating the Land Application site and within two weeks the land over there has gotten really green. We can run the site until the end of October or the lagoons get too low.

Marty also wondered if we were going to wait to bid the sidewalk project? The Council discussed this again and they would like to wait to bid until this fall and construction start next year.

**6. Scenic 6 -David Cada,** the construction on the railroad depot has been postponed until the weather cools down in the fall.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Marty Anderson to pay the bills in the amount of \$37,947.51, seconded by Dave Cada, motion carried with "all ayes".***

***Dave Cada made a motion to adjourn the meeting, seconded by Joan Bender, the motion was carried with "all ayes", meeting adjourned at 7:37 p.m.***

ATTEST:

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David L. Brown, Mayor

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be August 24, 2015.**



## **Potlatch City Council Meeting**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**August 24, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson and Marty Anderson, Joan Bender was on the speaker telephone. Dave Cada was absent. Also present: Shelly Hammons.

***Joan Bender made a motion to approve the minutes of the meeting from August 10, 2015, Vern Johnson seconded the motion, motion was approved with “all ayes”.***

GUESTS: James Huggins and Cathy Perillo.

The next order of business is a proposed ordinance whose Title reads as follows:

AN ORDINANCE OF THE CITY OF POTLATCH, IDAHO, ENTITLED THE ANNUAL APPROPRIATION ORDINANCE INCREASING THE AMOUNTS APPROPRIATED TO **\$2,101,874.00** TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF POTLATCH FOR SAID FISCAL YEAR (FY 15-16) PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS, AND PROVIDING AN EFFECTIVE DATE.

**MAYOR:** I would entertain a motion that the rules be suspended and the proposed ordinance pass its first read by Title only.

***Marty Anderson made a motion that the rules be suspended and that the proposed ordinance pass its first read by Title only and its second and third readings under suspension of the rules. Joan Bender seconded the motion.***

**MAYOR:** It has been moved by Marty Anderson and seconded by Joan Bender that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third readings under suspension of the rules.

Discussion? None

This is a ROLL CALL VOTE: Vern Johnson, aye. Marty Anderson, aye. Joan Bender, aye. Dave Cada was absent.

The ordinance passes its first read by Title only and its second and third reading under suspension of the rules.

MAYOR: I would entertain a motion that the ordinance be formally adopted.

*Joan Bender made a motion that Ordinance No. 2014-08-24 be formally adopted. Vern Johnson seconded the motion.*

MAYOR: It has been moved by Joan Bender and seconded by Vern Johnson that Ordinance No. 2014-08-24 be formally adopted.

This is a ROLL CALL VOTE: Joan Bender, aye. Vern Johnson, aye. Marty Anderson, aye. Dave Cada was absent.

The Mayor and the Council discussed purchasing more land from Potlatch Corporation when the City receives payment for the 10 acres of land.

James Huggins came to ask the Council's approval to start his Eagle Scout project of building a Disc Golf Course in the Lion's Club Park below the elementary school. James explained that there will be nine different baskets which will make it a 9-hole Disc Golf Course. James would like to complete his project by the end of September 2015. The baskets would all be installed along the sides of the park in the trees. James explained that the Potlatch Recreation District funded his project with \$5,000.

*Joan Bender made a motion that the City allow James Huggins to build the 9-hole Disc Golf Course in the Lion's Club Park below the elementary school. Vern Johnson seconded the motion, the motion was approved with "all ayes".*

*Marty Anderson made a motion to allow Codi Jo's Wagon Wheel to purchase a Liquor License for 2015. Joan Bender seconded the motion, the motion was approved with "all ayes".*

## **NEW BUSINESS:**

1. **Mayor-David Brown**, there is another company who is looking at building another pellet factory on the old Potlatch Mill site. They are working with Potlatch Corporation to purchase 40 acres of land with the possibility of donating acreage to the City. Environmental test pits have been dug on the property and they have talked with the Idaho Transportation Department regarding turning lanes into the property across from the Forest Service road. The company would need 50-60

gallons of water per minute to operate. The Mayor spoke with Tom Moore, City engineer, and Tom said that the City does have the capacity for that amount of water. They would also require a 10" water line. The Mayor said that we need to check the Ordinance requirements on the payments for the water line. The Council discussed this and Marty said that they would have to have a settling pond and also a storm water plan. The Mayor said that the company has been informed that in order to have City utility services, they must annex into the City before the services will be supplied.

The Mayor said that with the Big Creek Fire that burned above Harvard, the Idaho Dept. of Lands has been supplied with drinking water from the City of Potlatch. The Council discussed making a designated fire hydrant for tanker trucks to fill and also for the public to use rather than getting drinking water from the RV Park.

The Mayor said that Sunday was the Pie in the Park celebration in the Scenic 6 Park. There were 75-100 people in attendance. The Potlatch Recreation District pays for the band and the food for this event. There are donations collected at the event and the donations usually go for the fireworks fund. This year, the Mayor would like to donate the money to the Kamiah Fire Relief Fund. There were 64 homes destroyed by the fire in Kamiah and 2 to 4 times that many homes with smoke damage.

The City is also going to be having a "Christmas For Kamiah" collection. We will be collecting wrapped Christmas gifts to be delivered to Kamiah in late November.

The City has ordered the parts to extend the drinking water line to the 10 acres being sold to NW Biomass. When the building starts going up, if the owner signs the paperwork agreeing to provide 14 jobs, then the City will be able to apply for a Job Creation Grant through the Idaho Dept. of Commerce.

The pool is closed at this time and all of the summer help is gone with the exception of John Burnett. The Mayor told the Council that Tom can use another man for six months out of the year.

**2. Parks-Joan Bender,** nothing at this time.



**3. Pool & Cemetery-Dave Cada**, absent.

**4. Vern Johnson - Water & Sewer**, everything ok.

**5. Streets-Martin Anderson**, Marty said that he noticed that Tom has moved all of the equipment from around the old well on the 10 acres that is to be sold. Marty wondered what Tom did with the rock pile that was there? The Mayor said that he put it in the park.

Marty wondered where we were at with the letter to Lou Soule about him not running his business out of his garage? Shelly said that Will Herrington, attorney, is still working on the letter.

**6. Scenic 6 -David Cada**, absent.

**7. Clerk- Shelly Hammons, nothing.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Vern Johnson to pay the bills in the amount of \$16,087.07, seconded by Marty Anderson, motion carried with “all ayes”.***

***Marty Anderson made a motion to adjourn the meeting, seconded by Joan Bender, the motion was carried with “all ayes”, meeting adjourned at 7:34 p.m.***

ATTEST:

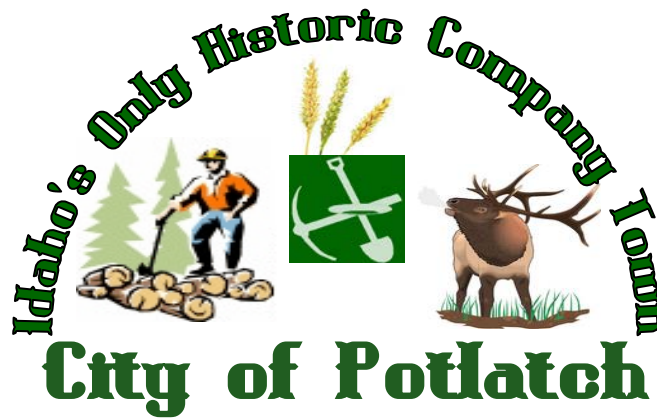
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David L. Brown, Mayor

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be September 14, 2015.**



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**September 14, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Marty Anderson, Joan Bender, Dave Cada and Vern Johnson was absent. Also present: Shelly Hammons.

***Joan Bender made a motion to approve the minutes of the meeting from August 24, 2015, Dave Cada seconded the motion, motion was approved with “all ayes”.***

GUESTS: Amanda Bashaw of Latah County.

***Dave Cada made a motion to refund Dale Spring \$125.00 for a partial refund on his 2015 liquor license from the City, Marty Anderson seconded the motion, the motion was approved with “all ayes”.***

Amanda told the Council that she just received notification from the owner of the land where the Potlatch Bulky Waste site sits that there is an intent to sell the land. They had a lease with Lois and Vern Johnson from 2013-2017 for \$1,500 a year to have the Bulky Waste site located there. In every other city in Latah County, the City helps pay for their Bulky Waste sites by providing the land. Amanda said that she doesn't feel that it is in the best interest for Latah County to purchase the land where the Potlatch Bulky Waste site sits now. There is a possibility that the Bulky Waste site could be moved to where the City has property by the new bridge. The Council discussed this and they moved to table it until the next meeting. The Bulky Waste site is used only two times a month.

Amanda also told the Council that Latah County will begin to charge customers for the use of the Recycling Boxes in Potlatch. The price will be \$4.10 per year per customer. Amanda said that she will get the numbers of the people who

use the Potlatch Bulky Waste site and send them to Shelly to give to the Council.

The City of Moscow is increasing their disposal costs for FY 2015-2016 by 1.622%.

The Mayor told the Council that there are young boys getting in trouble all over Potlatch for riding their bicycles and scooters. The Mayor would like the City to provide the land next to City Hall for an area to ride their bikes and scooters. The City could install more lighting for them to ride at night.

***Dave Cada made a motion that the City provide dirt on the land next to the City Hall parking lot for a bike and skate park for young people, as long as it doesn't preclude future use of the land, Joan Bender seconded the motion, the motion was approved with "all ayes".***

***Dave Cada made a motion that the City allow Steve Austin from WSU to design the Swenson Nature Park for \$1,000 or less, Joan Bender seconded the motion, the motion was approved with "all ayes".***

The Mayor said that Denny Dawes will be donating native plants for the Swenson Park and the park will be a nature, quiet, meditative park. Marty asked if the plans will be stamped? The Mayor will speak with Steve and find out if he stamps the plans. Marty suggested that the City fill in part of the swale with dirt to provide more parking. Jim McMillan made the sign for the entrance of the park and Tom has it in the City shop.

## **NEW BUSINESS:**

- 1. Mayor-David Brown,** the Mayor told the Council that he and Shelly met with Rick and Shana Fawcett last week for several hours. They own Centennial Renewable Energy. Mr. Fawcett has plans to purchase 40 acres of land from Potlatch Corporation and then donate 13 acres of the land to the City for recreation. Mr. and Mrs. Fawcett were going to be meeting with Jim Lemieux of Potlatch Corporation that afternoon and then meet with ITD later in the day regarding turning lanes into the area that they would like to purchase.

NW Biomass has purchased the 10 acres of land that the City owned. The City received the check last week. NW Biomass has also submitted their building permit application to build their factory.

The Mayor wrote a letter to Potlatch Corporation asking that they donate part of Mill Road to the City. If the City owned the road, then we would be able to apply for a Job Creation Grant to help with infrastructure.

The Mayor received a call from Jerry Shaffer who used to be the wastewater engineer from DEQ. Jerry is working with Syringa Trailer Court in Moscow and they are looking for places to dump their effluent and Jerry asked the Mayor if Potlatch would accept the waste next spring? Also, the City of Troy needs to get rid of some sludge and Jerry asked if the City would accept their sludge and spread it on the Land Application site? We will look at the test results from the lagoons and the land application site and see if the City can support this.

**2. Parks-Joan Bender,** nothing at this time.

**3. Pool & Cemetery-Dave Cada,** Dave wanted to know if the cracks in the pool had been repaired? The City was almost written up by the Health District this summer for the cracks and if they aren't repaired now, over the winter they will widen and the City may receive a violation next year from the Health District. Marty is going to contact a concrete man and have him call City Hall to schedule a consultation for the crack repair. Dave said that the pool did really well this year and every time that Dave was up at the pool it was very busy.

**4. Vern Johnson - Water & Sewer,** everything ok.

**5. Streets-Martin Anderson,** Marty asked if the attorney had written the letter to Lou Soule yet? The Mayor said that he hadn't.

**6. Scenic 6 -David Cada,** Scenic 6 started painting Depot. They just received a \$3,500 grant from US Bank and they are applying for other grants.

Scenic 6 will be meeting with Brian Ellison about the possibility of having a country music festival next year.

Dave and the Mayor attended the Potlatch School District's public meeting regarding their heating system problems. Currently the heating system doesn't work well and they have an estimate to fix the problem ofr \$8 million. If the District were to build a new school, the cost would be \$14.9 million. It would be two new schools and an ag building. There are looking into the possibility of grant funding availability.

Dave and Kendria Cada will attend the Inland NW Partners meeting on September 17 in Hayden Lake.

**7. Clerk- Shelly Hammons,** *\*\* September 15, 9:00 a.m., Council Chambers, meet with Chris Danley,Vetruvian Planning \*\*September 17, Inland NW Partners meeting, Hayden Lake Country Club, 8:30-2:00 p.m \*\*October 22, 2015 – PRIMA Training in Moscow, 8:30-4:00 p.m.*

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**BILLS:** *A motion was made by Marty Anderson to pay the bills in the amount of \$38,531.30, seconded by Joan Bender, motion carried with "all ayes".*

*Marty Anderson made a motion to adjourn the meeting, seconded by Joan Bender, the motion was carried with "all ayes", meeting adjourned at 8:46 p.m.*

ATTEST:

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David L. Brown, Mayor

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be September 28, 2015.**



## **Potlatch City Council Meeting**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**September 28, 2015 – 7:02 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Joan Bender, Dave Cada, Vern Johnson. Marty Anderson was absent. Also present: Shelly Hammons.

***Dave Cada made a motion to approve the minutes of the meeting from September 14, 2015, Joan Bender seconded the motion, motion was approved with “all ayes”.***

GUESTS: None.

The Mayor explained to the Council that the City must create new easements across Potlatch Corporation land. The current easements do not follow the sewer lines correctly. The City must abandon the old easements and create new easements. There is another line going to the Scenic 6 Park that doesn't have an easement. The Mayor has talked with Jim Lemieux from Potlatch Corp. about creating the new easements.

There was a wreck at 8<sup>th</sup> and Pine Street last week. Two cars were involved and the officer said that both cars were fender to fender and he declared it a no fault accident. The Council discussed several problem streets in Potlatch.

***Joan Bender made a motion that the City place two (2) Stop Signs both on north and south side of three streets that intersect with 8<sup>th</sup> Street:***

***\*Pine Street \*Larch Street \*Cedar Street***

***Dave Cada seconded the motion, the motion was approved with “all ayes”.***

The Mayor told the Council that he would like to split the Park and RV Park up in the budget. The City would then have its own fund under the General Fund for the RV Park income and expenses. The RV Park creates its own income to fund the expenses, the biggest expense being the electricity. The Park received property tax funds.

The Mayor also said that he would like to see the City build a few cabins down there and rent them out. Use the RV Park money to building the cabins and eventually build a Camp Host Cabin that would have a small office in the entrance. The City would also be able to put a few things in the RV Office for sale for the campers.

***Dave Cada made a motion that the City split the Park and RV Park up in the budget and make each its own fund. Joan Bender seconded the motion, the motion was approved with “all ayes”.***

The Mayor has talked with Jim Lemieux of Potlatch Corporation about the City purchasing some land from them. The Council discussed this option and decided to meet in the morning to walk the Potlatch Corp. land to see which part would be meet the needs of the City.

Joan Bender asked the Council if the Food Pantry would be able to change the lock on the Food Pantry door coming into City Hall by the restrooms? Joan said that when there are people working in the Food Pantry in the evenings, they would like to have a form of escape into City Hall and be able to lock any offending person in the Food Pantry so that the volunteers could call 911. The Council agreed that they would be able to change the lock.

The City hasn't talked with anyone regarding the repair of the concrete at the pool but the Mayor will be meeting with Motley-Motley on Wednesday and he will ask if they do concrete repairs.

The Mayor had a Proclamation submitted to the City by the Daughters of the American Revolution.

***Dave Cada made a motion that the City sign and return the Proclamation by the Daughters of the American Resolution, Joan Bender seconded the motion, the motion was approved with “all ayes”.***

Amanda Bashaw sent the statistics regarding the use of the Potlatch Bulky Waste site for the last few months. On an average, the Bulky Waste site has approximately 1,500 people using it.

**NEW BUSINESS:**

- 1. Mayor-David Brown**, said that next year at budget time, the Council should meet and go over the budget on each member's fund that they oversee?
- 2. Parks-Joan Bender**, nothing at this time.
- 3. Pool & Cemetery-Dave Cada**, asked how the pool did this summer according to the budget? Shelly said that without the grant from the Potlatch Recreation District, the pool made approximately \$1,700 after all of the expenses. Dave said that this is the first year that the pool has ever made money since he has been the Chairman of the pool committee. Tia McKinney did a great job this year managing the pool.
- 4. Vern Johnson - Water & Sewer**, everything ok.
- 5. Streets-Martin Anderson**, absent.
- 6. Scenic 6 -David Cada**, Dave and Joan Bender met with Chris Danley of *Vetruvian Planning* who would like to create an Activity Connection Plan for the City of Potlatch. Dave said that Chris was very surprised that the City has already had a Safe Route to Schools Plan finished and that the report was used when the City applied for a Community Choices Grant through the Idaho Transportation Dept. Dave also explained to Chris that the City was approved for a \$380,000 grant through ITD to build our Phase I sidewalk project and that the City has Phase II and Phase III ready to go. Another suggestion that Chris brought up was that the City may want to place exercise equipment around the walking path in the Scenic 6 Park. Dave said that they explained that the Potlatch Recreation District has already ordered two pieces of upper body strengthening machines to place around the walking path. Chris said that he will be back in November.

Dave and Kenny Cada attended the Inland NW Partners meeting in Hayden and Dave said that the thing that he enjoys about these meetings is that there are all sizes of communities that attend the meeting. There was an economist from Columbus, OH, speaking on



fundraising for community development. Dave said that they always receive information of value to use in our community.

The railroad depot has received its first stain on the east side of the upstairs rooms.

**7. Clerk- Shelly Hammons,** Thanked the Council for allowing her to attend the ICCTFOA Conference in Boise. Shelly gained a lot of knowledge by attending the conference.

*\*\*October 7, 2015 – CEDA Financial Training in Lewiston. Those attending: Mayor, Joan Bender, Dave and Kenny Cada and Shelly Hammons.*

*\*\*October 22, 2015 – PRIMA Training in Moscow, 8:30-4:00 p.m. Those attending: Mayor, Joan Bender, Dave and Kenny Cada and Shelly Hammons.*

Shelly told the Council that the City received notification this morning from the Idaho Department of Parks and Recreation that the City had been approved for the Recreation Trail Grant that was submitted in January 2015. The amount of the grant is \$20,323. This grant will help repave the walking path around the Scenic 6 Park.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Joan Bender to pay the bills in the amount of \$14,421.77, seconded by Dave Cada, motion carried with “all ayes”.***

The Mayor explained that the storage unit payment for \$35.00 is because a family donated the contents of the storage unit to the City to use as they see the need. The City will pay the storage unit rental for a few months.

***Dave Cada made a motion to adjourn the meeting, seconded by Joan Bender, the motion was carried with “all ayes”, meeting adjourned at 8:22 p.m.***

ATTEST:

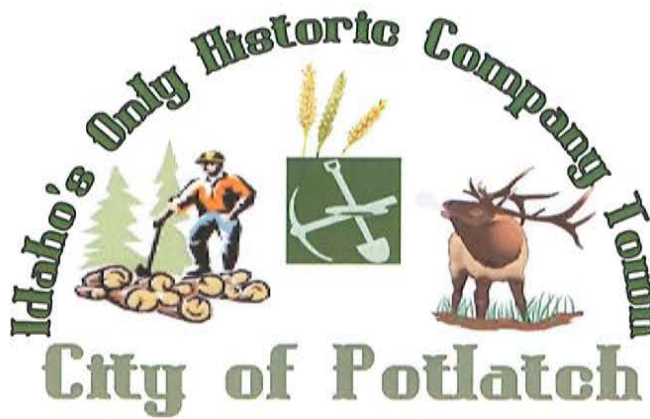
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David L. Brown, Mayor

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be October 12, 2015.**



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**October 12, 2015 – 7:10 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada and Joan Bender. Marty Anderson was absent.

***Dave Cada made a motion that the minutes of the meeting minutes of September 28, 2015, be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons.

GUESTS: Latah County Commissioner Tom Lamar.

### **NEW BUSINESS:**

The next order of business is a proposed ordinance whose Title reads as follows:

AN ORDINANCE OF THE CITY OF POTLATCH, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PERTAINING TO BUILDING CODES; AMENDING TITLE 7, CHAPTER 1 OF THE POTLATCH CITY CODE; ADOPTING THE 2012 INTERNATIONAL BUILDING CODE, THE 2012 INTERNATIONAL RESIDENTIAL CODE, PARTS I, II, III, IV AND IX, THE IDAPA RULES OF BUILDING SAFETY; THE 2012 INTERNATIONAL MECHANICAL CODE (IDAPA RULE 07.01.06), THE 2012 INTERNATIONAL ENERGY CONSERVATION CODE, THE 2012 INTERNATIONAL FUEL GAS CODE, THE IDAHO STATE PLUMBING CODE, THE IDAPA RULES OF PLUMBING SAFETY, THE CROSS CONTROL PLUMBING MANUAL, THE 2014 NATIONAL ELECTRICAL CODE, THE IDAPA ELECTRICAL ADMINISTRATIVE RULES, THE 2012 UNIFORM FIRE CODE;

PROVIDING FOR VOIDING PERMITS CONTRARY TO LAW; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The asked for a motion that the rules be suspended and the proposed ordinance pass its first reading by Title only.

***Dave Cada made a motion that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third readings under suspension of the rules.***

***Joan Bender seconded the motion.***

Mayor: It has been moved by Dave Cada and seconded by Joan Bender that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third readings under suspension of the rules.

Discussion? Joan Bender asked which ordinance this new ordinance will replace. Shelly showed her the original ordinance.

This is a Roll Call vote:

Vern Johnson, aye

Dave Cada, aye

Joan Bender, aye

Marty Anderson, absent

The ordinance passes its first reading by Title only and its second and third reading under the suspension of the rules.

The Mayor asked for a motion that the ordinance be formally adopted.

***Dave Cada made a motion that Ordinance #500 be formally adopted and Joan Bender seconded the motion.***

The Mayor said that it has been moved by Dave Cada and seconded by Joan Bender that Ordinance #500 be formally adopted.

This is a Roll Call vote:

Vern Johnson, aye

Dave Cada, aye

Joan Bender, aye

Marty Anderson, absent

The Mayor showed the Council the contract with Taylor Engineering for the Sidewalk Project Bidding Services. Taylor Engineering, Inc., agrees to furnish their professional services listed in the contract, on an hourly basis not to exceed \$8,880.96. Dave asked if this amount will come out of the grant from ITD? The Mayor said that this amount will not come out of the grant and it can't be used as a match amount either. ITD originally said that they would be bidding the project but Ken Helm, with ITD, said that if the City contracted with Taylor Engineering it would be a faster and cheaper process than having ITD bid the project.

***Dave Cada made a motion that the City accept the contract with Taylor Engineering, Inc., for the Sidewalk Project Bidding Services and that the Mayor sign the bidding contract, Vern Johnson seconded the motion, the motion was approved with "all ayes".***

The Mayor explained that the City may be able to "Piggyback" off of another city's bid for sidewalk installation. We will check with Moscow tomorrow and see if Potlatch will be able to "Piggyback" off of their newest bid for their sidewalk project.

Latah County Commissioner Tom Lamar attended the Council meeting to discuss the recycling in Potlatch. There is going to be a meeting next Monday in Moscow between the Latah County Commissioners and the rural cities regarding the recycling options. Commissioner Lamar wanted to get the Potlatch City Council's input on recycling. The Council said that the recycling bins in Potlatch are well used and they must be dumped two to three times per week. The City would be able to use more bins as the citizens use them. Commissioner Lamar explained that the City of Moscow is going to single-stream recycling: you would put all recycling material in one roll cart and then all household garbage in another cart.

#### **REPORTS:**

1. **Mayor-David Brown,** Ben Anderberg is clearing his property and waiting for the blueprints for his building to be submitted to the Building Inspector. The Mayor said that when Ben's plant is up and running, there will be steam going to waste. The Council discussed the different possibilities to use this excess steam: greenhouse use or making beer? Dave Cada said that when the Potlatch Lumber Company was in existence they used the excess steam to heat businesses, houses and churches in Potlatch.

The Mayor said that the City hasn't heard anything more from Centennial Renewable Energy. There was a press release in the St. Maries Gazette Record newspaper about this company coming to Potlatch.

**2. Parks-Joan Bender**, nothing at this time on the park. Joan said that she had received a complaint regarding the stop signs that were just put up. Joan said that the person that complained about the stop signs also said that there is a manhole on Cedar and 8<sup>th</sup> Street that is raised up. The Mayor said that the road sank from the sewer project. It may be one of the areas that Tom Andres showed the paving contractor to have fixed.

The Council discussed the complaints and the solutions. The Council thought that the public will get used to the stop signs. If an accident occurs at one of these intersections, the person going through the stop sign would be at fault.

**3. Pool & Cemetery-Dave Cada**, nothing at this time.

**4. Vern Johnson - Water & Sewer**, all good.

**5. Streets-Martin Anderson**, absent.

**6. Scenic 6 -David Cada**, next year on Memorial weekend there will be a group from the Railroad and Locomotive Historical Society in Moscow for a convention. They will also tour Potlatch when they are here. Tomorrow Dave and the WIMHPG will be meeting with Tom Berg, author of White Pine Route, regarding the convention next year.

The Depot group has put the painting out for bid. They have received three bids but haven't opened the bids yet.

Dave and the Mayor both attended the School District public meeting last week regarding the condition of the junior/senior high school and also the grade school. The grade school was built in 1952 and the jr./sr. high school was built in 1969. The grade school is in relatively good shape except for the plumbing but the jr./sr. high school was built for only 25 years of occupancy. The School District is having these meetings

to educate the public of the two options: repair the schools or build new schools.

**7. Clerk- Shelly Hammons,** PRIMA meeting on October 22 in Moscow. LHTAC meeting in Lewiston on October 28.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**BILLS:** *A motion was made by Joan Bender to pay the bills in the amount of \$8,607.72, seconded by Dave Cada, motion carried with "all ayes".*

*Dave Cada made a motion to adjourn the meeting, seconded by Joan Bender, the motion was carried with "all ayes", meeting adjourned at 8:08 p.m.*



David L. Brown, Mayor

ATTEST:



Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be October 26, 2015.**





## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**October 26, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Joan Bender, Dave Cada, and Marty Anderson. Also present: Shelly Hammons.

***Dave Cada made a motion to approve the minutes of the meeting from October 12, 2015, Joan Bender seconded the motion, the motion was approved with “all ayes”.***

GUESTS: Ike Carpenter, Gwen Rowe and Kent Chambers.

***Dave Cada made a motion to Amend the Agenda for October 26, 2015, to allow the Council to vote on the quote from Motley-Motley to repair different streets in the City in a 2-phase project. Joan Bender seconded the motion, the motion was approved with “all ayes”.***

***Marty Anderson made a motion to accept the address for Swenson Park as “6<sup>th</sup> and Aspen”. Dave Cada seconded the motion, the motion was approved with “all ayes”.***

Ike Carpenter asked the Council why was there was a stop sign change on Pine Street, Larch Street and Cedar Street? The Mayor explained that there had been two accidents on Pine and 8<sup>th</sup> a few weeks ago and he had talked with a Latah County Deputy and it was suggested that the City either put up two stop signs or two yield signs.

Ike said that after living in this town for 60 years, why put stop signs on Pine Street which is a main drag? Also, if you are travelling south on Pine Street and stop at that stop sign, you can't see when you are looking west because of the trees and also the pickup and camper that are parked there. Ike would like to



see the stop signs be placed on 8<sup>th</sup> Street going east and west at Pine, Larch and Cedar.

After much discussion between the Council, Ike Carpenter and Kent Chambers, the Council agreed to change the stop signs and place them on 8<sup>th</sup> Street.

***Marty Anderson made a motion that the City place stop signs on the east and west side of 8<sup>th</sup> Street at:***

***\*Pine Street \*Larch Street and \*Cedar Street***

***The City will remove the current stop signs going north and south on Pine Street, Larch Street and Cedar Street. Joan Bender seconded the motion, the motion was approved with “all ayes”.***

Gwen told the Council that she is still researching for grants and sponsorship money to help with the rejuvenation of the City Pool. Dave Cada would like to meet with Gwen at a future date and review her plan to search for funding sources.

Kenny Ailor of Motley-Motley drove around Potlatch with Tom Andres a few weeks ago. Tom showed Ken the bad spots in the roads that need fixed. Ken submitted a quote on the cost of repairing the streets in Potlatch (see attached). The quote is for \$29,890 (see exclusions in quote).

***Marty Anderson made a motion that the City accept the quote from Motley-Motley for \$29,890 to repair 610 square yards of roads in Potlatch. This project will be completed in two phases and the sewer fund will pay the costs because the roads were damaged in the sewer project and were never repaired correctly. The cap for the repair of the road project will be at \$50,000 unless there is a reason to do something else at the time. Dave Cada seconded the motion, the motion was approved with “all ayes”.***

## **NEW BUSINESS:**

- 1. Mayor-David Brown,** said that he was invited to attend a County Commissioner’s meeting with the other Mayors in Latah County regarding the recycling program. There is a proposal to charge all of the city residents in Latah County an additional \$0.34 per month for the recycling program. All of the other cities were in favor of this



increase except Troy. It was decided that this raise won't happen until the 2016-2017 fiscal year.

Tom Andres dug two test holes for Ben Anderberg last week on his land and there was wood, sawdust and cables in the test holes and they ran into groundwater at a shallow depth. Ben needs to hit hardpan in order to erect his building. Ben told the Mayor that he will have to have more engineering done for his building. The internet has already been installed down on his property.

After the last Council meeting the Mayor, Dave Cada and Joan Bender all looked at more land that the City may purchase from Potlatch Corporation. It is a piece of property that is next to the RV Park. This would be an area that the RV Park would be able to be expanded on and there may be extra land for economic development. This piece of property has a ditch for water runoff from the park and there isn't any sewer on this property. There is also a wetland area in the middle of this property.

The City has written a letter to Potlatch Corporation offering \$7,500 per acre for this approximate 10 acres of land but we haven't received a response back yet.

Will Herrington has written an easement for the water line extension across Potlatch Corporation's road to Ben's property (Rim Rock Consulting Inc. provided the description of the easement). We have forwarded the easement on to Potlatch Corporation for their approval.

**2. Parks-Joan Bender,** asked who was going to design the Swenson Park? The Mayor told her that there is a professor from WSU who has agreed to do the design work for a fee. Denny Dawes has made an offer to donate some native plants and the Boy Scouts may help lay out the park. The City may purchase some powerful solar lights to put by the sign that was erected.

Joan had a question for the Council: would the Potlatch Food Pantry Corporation be able to put up storage sheds on the south end of the parking lot at City Hall? The storage units would be approximately 14'x30'. The Food Pantry needs to purchase another freezer and it would be easier for the workers to have food stored on one level. The

Council discussed this option and agreed that they would be able to put up one or two storage sheds.

**3. Pool & Cemetery-Dave Cada,** likes the idea of a citizen becoming involved in renovating the city pool. Dave will work with Gwen to help find funding to repair the pool and building.

**4. Vern Johnson - Water & Sewer,** everything ok.

**5. Streets-Martin Anderson,** had a phone number for a concrete repair company out of Palouse to contact about repairing the City's pool deck.

**6. Scenic 6 -David Cada,** all rooms have been textured in the railroad depot.

The Scenic 6 Economic Development Council met with Brian Ellison from the University of Idaho about the possibility of Potlatch having a Country Music Festival here next year. The Scenic 6 Council will have a public meeting on Wednesday, November 11, at the Rebekah Hall for public input.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Marty Anderson to pay the bills in the amount of \$45,306.15, seconded by Joan Bender, motion carried with "all ayes".***

***Marty Anderson made a motion to adjourn the meeting, seconded by Joan Bender, the motion was carried with "all ayes", meeting adjourned at 8:20 p.m.***

ATTEST:

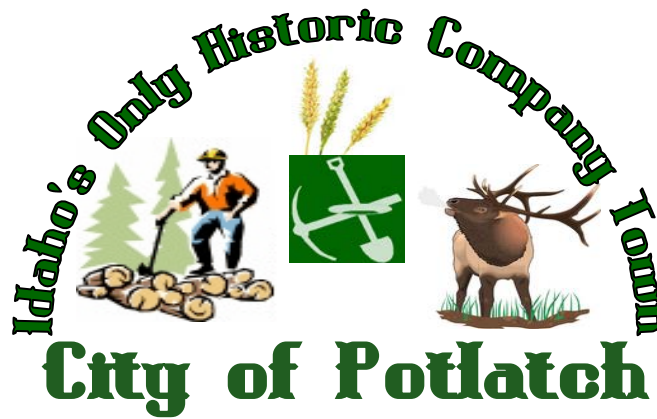
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David L. Brown, Mayor

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be November 9, 2015.**



## **Potlatch City Council Meeting**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**November 9, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Joan Bender, Dave Cada and Marty Anderson. Vern Johnson was absent. Also present: Shelly Hammons.

***Joan Bender made a motion to approve the minutes of the meeting from October 26, 2015, Dave Cada seconded the motion, the motion was approved with “all ayes”.***

GUESTS: Gary Crumley.

The Mayor congratulated the newly elected officials for winning the election. (See election results.)

The City received a letter from Latah County to review the City of Potlatch's Area of Impact map. The Council reviewed the area and agreed to stay with the current Area of Impact on the map that the County sent.

***The Mayor asked the Council to review Resolution No. 11-9-2015. (Resolution No. 11-9-2015 in its entirety on file in the City's Resolution file.) The following resolution was introduced by Councilman Marty Anderson who moved for its adoption. Second by Councilman Dave Cada. Roll call vote:***

***Vern Johnson, absent***

***Dave Cada, aye***

***Marty Anderson, aye***

***Joan Bender, aye***

***The motion passed with “all ayes”. Mayor Brown then declared Resolution No. 11-9-2015 duly approved and adopted.***

The Mayor told the Council that the City has received several complaints in the last few months about citizens parking their cars in front of their neighbor's house. There is one resident in the city whose neighbor's have five or six vehicles in front of his house and his neighbor's house. The Council discussed the possibility of passing an Ordinance declaring that there will be only one car per licensed driver parked on the street. The Mayor asked the Council if the City should put a limit on how many cars people can park on the street? Dave Cada said that he would like to see that vehicles on the street don't hinder traffic. The Council discussed having a workshop regarding this issue. The City will be having a public meeting in the future and this could be put on the agenda for the public to discuss.

***Marty Anderson made a motion that the Council cancel the November 23, 2015, Council meeting. Dave Cada seconded the motion, the motion was approved with “all ayes”.***

Gary Crumley came to the Council and asked that they reduce his bill because his wife is experiencing medical problems. The Council agreed that the City will reduce Mr. Crumley's bill by 45%. Mr. Crumley also has a \$50.00 payment coming from the Salvation Army.

#### **NEW BUSINESS:**

1. **Mayor-David Brown,** The Mayor told the Council that Ben Anderberg has started working on his pellet mill but he was red-flagged by the Building Inspector last week. Tamara Minor, the Building Inspector, told Mr. Anderberg that she needs all of his building plans to approve a building permit.

The City had our attorney draw up a utility easement across the road and sent that to Potlatch Corporation for their approval for the City to extend and install a drinking water line to Mr. Anderberg's property line. Tom and his crew extended and buried the water line and they also got the fire hydrant installed. Jim Lemieux of Potlatch Corporation gave the City a verbal agreement to install the water line across the road.

The Mayor and Shelly attend the ID Parks & Rec meeting in Lewiston on October 28 for the 2016 grant period. At that meeting, the Mayor showed Tami and her boss from Boise photos of the murals that have been

painted in and on the RV Park bathroom/shower room building. The Mayor and Shelly met last week with Tami Johnson, Technical Assistance Specialist, for the Idaho Department of Parks and Recreation. Tami is encouraging the City of Potlatch to apply for grant funding for 2016 for the Scenic 6 RV Park. The Mayor would like to build several camping cabins in the RV Park and Tami said that this may be an approved grant expense. Tami suggested that the City apply for grant funding to pave the road into the RV Park and also to upgrade the electricity to the RV Park so that every spot has a combination 30/50 amp outlet. Tami suggested that the City contact an electrician to see what the electrical upgrade would be. Tami said that her boss in Boise doesn't like the fact that there are long-term campers in the Scenic 6 Park. It was discussed that the purchase more land and build a regulation Baseball field on that land. The Parks and Rec. Land and Water grant would help purchase land for a sports complex (this grant would require 50% matching funds).

The Mayor asked the Council permission to purchase one unit of 2x6 tongue and groove and one unit of pine for the insides of two cabins. The City would then be able to build two cabins as an experiment. The cost between the two units of lumber would be around \$1,000.

***Dave Cada made a motion that the Council approve that the Mayor purchase one unit of 2x6 tongue and groove lumber and also one unit of pine for the inside of the cabins. Joan Bender seconded the motion, the motion was approved with "all ayes".***

**2. Parks—Joan Bender,** asked if the walking path will be paved this year? Shelly will check with Kenny Ailor of Motley and Motley and see.

**3. Pool & Cemetery-Dave Cada,** nothing at this time.

**4. Vern Johnson - Water & Sewer,** absent.

**5. Streets-Martin Anderson,** nothing at this time.

**6. Scenic 6 -David Cada,** there will be a public meeting at the Rebekah Hall on November 11 at 7:00 p.m. regarding the Country Music Festival next year. Brian Ellison and his students will be there.

Dave attended the LHTAC (ITD) meeting in Lewiston on October 28. ITD still plans on straightening the curve in Potlatch in 2019. ITD is currently working on Mineral Ridge and Tensed route and ITD just completed the four-lane road from south of the Coeur d'Alene Casino through Worley.

7. **Clerk- Shelly Hammons**, newly elected training by the Association of Idaho Cities on November 23 in Lewiston. The Council reviewed the 4<sup>th</sup> Quarter Report for 2014-2015.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Dave Cada to pay the bills in the amount of \$18,361.95, seconded by Joan Bender, motion carried with "all ayes".***

***Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with "all ayes", meeting adjourned at 7:51 p.m.***

ATTEST:

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David L. Brown, Mayor

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be December 14, 2015.**



## **Potlatch City Council Meeting**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**December 14, 2015 – 7:02 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Joan Bender, Dave Cada, Marty Anderson and Vern Johnson. Also present: Shelly Hammons.

***Dave Cada made a motion to approve the minutes of the meeting from November 9, 2015, Joan Bender seconded the motion, the motion was approved with “all ayes”.***

GUESTS: None.

### **NEW BUSINESS:**

The Council reviewed the “Official” Election Results that were certified by the Latah County Commissioners. The Mayor’s position was up for election along with two City Council positions. The Mayor received 77 votes, Joan Bender received 51 votes, Charles Johnson received 51 votes and Bonnie Rohn received 46 votes.

Joan Bender said that she and Charles Johnson attended the Newly Elected Officials training in Lewiston on November 23.

***Dave Cada made a motion to allow the Potlatch Recreation District to install a Pickle Ball Court near the RV Park in the Scenic 6 Park, the Pickle Ball court may be asphalt instead of concrete. Joan Bender seconded the motion, the motion was approved with “all ayes”.***

***Dave Cada made a motion that the City of Potlatch apply for another Idaho Parks and Recreation Grant for the RV Park. This grant application would be to upgrade and add to the electrical system in the***

***RV Park and pave the road from the entrance at Highway 6 into and around the RV Park (the RV Park grant doesn't have a match requirement but the larger the match amount, the better that a grant scores). Joan Bender seconded the motion, the motion was approved with "all ayes".***

The Mayor told the Council that Tami Johnson from the Idaho Department of Parks and Recreation (IDPR) will be in Potlatch this Friday, Dec. 18, at 10:00 a.m. She will be bringing two area representatives to tour the RV Park and see the improvements that the last two grants from IDPR have been made.

The Mayor also told the Council that the IDPR has another grant fund (Land and Water Conservation Fund) that the City could apply for and this would be to purchase land for recreation purposes and the match requirement on this grant would be 50/50. This grant would have a lot more involved: would have to have Council approval to apply, a Public meeting, and have the project designed by an engineer.

The City has sent a letter to Jim Lemieux at Potlatch Corporation offering \$7,500 an acre to purchase more land but we haven't heard back from them. If we were to apply for the Land and Water Conservation Grant, possibly the City would be able to purchase 15 acres of land instead of 10 acres. Then a new regulation baseball field would be built on this land.

In the big windstorm on November 17, part of the drinking water reservoir roof was damaged. A roofer came to Potlatch and looked at the damage but it seemed to be a bigger job than he wanted to attempt. The roofer suggested that the City contact a contractor to bid on the job. The Council discussed the possibility of the City repairing the metal roof by using screws on the roof rather than nails.

The Council discussed the garbage rates in Potlatch. When a person goes away for the winter, people want to have their garbage service stopped so that they don't have to pay but the County goes by a homeowner exemption. If the property owner receives a homeowner exemption; and they go away for the winter, then they continue to receive a bill for their garbage service. If they don't have a homeowner exemption, then the County will stop their garbage service for the times that they are gone.

The City has a house that was just sold to someone that lives outside of Potlatch. They will be remodeling the house and taking the debris to the Bulky Waste Site. The County suggested that they need to continue paying for their



garbage service even though no one is living in the house because they will be using the Bulky Waste site to get rid of their waste while remodeling. The Council discussed this and thought that the owners should pay what the City will be billed by the County for this residence.

***Marty Anderson made a motion that the City charge the homeowners the base rate that the City is charged by the County when they are remodeling their newly purchased property, Dave Cada seconded the motion, the motion was approved with “all ayes”.***

The City received a letter from the Mayor of Pocatello along with a copy of the Ordinance that Pocatello adopted that supported Urban Renewal Agencies. There is also a letter that Pocatello wrote to the Idaho Legislature in favor of URAs.

***Dave Cada made a motion that the City of Potlatch show solidarity with other Mayor’s around the state and adopt the Resolution that Pocatello adopted and also write a letter to the Idaho Legislature showing support of URAs. Joan Bender seconded the motion, the motion was approved with “all ayes”.***

The Mayor explained to the Council that our Building Inspector, Tom Garrison, had been working with the State of Idaho on the local schools. The state has since hired Tom Garrison and he has moved to Meridian. Tamara Minor was training alongside Tom Garrison and she is certified to be a Building Inspector but she doesn’t have her certification for Mechanical Building Permits. Tamara suggested that the City contact the State of Idaho and have the State become our Mechanical Building Inspector. The City sent a letter to the State of Idaho requesting that the State of Idaho become the City’s Mechanical Building Inspector. The City received a letter back from the State but we will have to amend the City’s Building Ordinance and Will Herrington, City Attorney, amended the Ordinance today. The Council agreed that the City would amend the Ordinance and then the State of Idaho would become the Mechanical Building Inspector.

The next order of business is a proposed ordinance whose Title reads as follows:

AN ORDINANCE OF THE CITY OF POTLATCH, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PERTAINING TO MECHANICAL CODES; AMENDING SECTION 7-1-2 B TO PROVIDE THAT FEES MAY BE ADOPTED BY RESOLUTION AND THAT A SEPARATE PERMIT BE OBTAINED FROM THE IDAHO DIVISION OF BUILDING SAFETY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The asked for a motion that the rules be suspended and the proposed ordinance pass its first reading by Title only.

***Dave Cada made a motion that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third readings under suspension of the rules.***

***Joan Bender seconded the motion.***

Mayor: It has been moved by Dave Cada and seconded by Joan Bender that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third readings under suspension of the rules.

Discussion? None

This is a Roll Call vote:

Vern Johnson, aye

Dave Cada, aye

Joan Bender, aye

Marty Anderson, aye

The ordinance passes its first reading by Title only and its second and third reading under the suspension of the rules.

The Mayor asked for a motion that the ordinance be formally adopted.

***Dave Cada made a motion that Ordinance #501 be formally adopted and Vern Johnson seconded the motion.***

The Mayor said that it has been moved by Dave Cada and seconded by Vern Johnson that Ordinance #501 be formally adopted.

This is a Roll Call vote:

Johnson, aye

Cada, aye

Anderson, aye

Bender, aye

Last Saturday, Dec. 12, was Christmas in Potlatch and there have been many favorable comments about the festivities. The Mayor said that he needs more help putting this event on. This is the 20<sup>th</sup> year that the Mayor has done this and every year it is getting bigger and bigger and harder to get everything done. Next year Rick Minden is going to quit helping with the parade so a new person will have to do it.

In November when the community helps put up the lights in the park, there are too many children and not enough adults. Not only do you have to decorate the park, but the maintenance crew helps with putting up Christmas decorations around town, setting up the speakers and the sound system for the announcers and banners are put up all over town.

This year the fireworks were from a new company and they did things differently from other years. There were more ground displays than aerial fireworks. The City did receive a \$1,000 donation from Latah Federal Credit Union, \$500 from Avista and \$100 from Busch Distributors. The total cost for the fireworks was at \$11,000. The Potlatch Recreation District granted \$5,000 to the City to help cover the cost of the fireworks. Every year Bruce Spangler of NAPA always donates \$250 to the Mayor.

#### **COUNCIL REPORTS:**

**Mayor-David Brown,** a couple weeks ago the Mayor met with Jim Lemeiux, Rick Fawcett and two representatives from the Railroad and ITD. They looked at the possibility of creating a new entrance onto the Potlatch Corporation site across from the Forest Service road. The entrance would come off of Highway 6 and come over the railroad tracks onto their land. The railroad man said that the amount of cars that Rick Fawcett is talking about (120 cars a year) right now the railroad would not support it. The railroad would have to be repaired and the cost would be approximately \$1.5 million at this time. The Council discussed repairing the railroad crossing but then again, it is not City property. Potlatch Corporation would benefit by the repair of the crossing, not the City.

The Mayor asked Kathy Nygaard to draw up a proposal for the land that City would like to purchase from Potlatch Corporation. The Mayor then talked with Jim Lemieux and Jim said that if the City went with Kathi as the realtor, then the City would have to pay the realtor's fees that may be as high as 8% of the total cost.

If the City were to apply for a grant to pave the Mill Road, the City would have to own the road. Potlatch Corporation hasn't said if they are willing to donate that road to the City.

The City has put about \$80,000 into the drinking water line to bring it to NW Biomass's property. The City received a GEM grant for \$50,000 and the City has put close to \$30,000 into all of the drinking water parts (pipe, fittings, valves, fire hydrant and time etc.)

Ben Anderberg, NW Biomass, has been working on his land and has his concrete pit poured for the trailer dump. Ben plans on pouring his floor for the building this Friday.

The Mayor had an e-mail from the professor of Washington State University who is designing the nature park on Aspen Lane. He will be in Potlatch the middle of January. This will give the City time to get a group of people together to help him with the park design and planting the plants.

The Mayor would like to have another town meeting to meet with the citizens and get their ideas and input on what they would like to see in their community. It would be a good place to let them know that the City needs helps with different events throughout the year. A suggestion was to put a survey in the CIA Newsletter and ask what the citizens would like to see happen.

The drain system in the park is working pretty well but there are a few areas that have to be modified.

**2. Parks-Joan Bender,** nothing at this time.

**3. Pool & Cemetery-Dave Cada,** nothing at this time but Dave did suggest that the City might think about a Polar Bear Plunge for the New Year?

**4. Vern Johnson - Water & Sewer,** everything is good.

**5. Streets-Martin Anderson,** Marty asked if Motley-Motley has been back out to meet with the Mayor? The Mayor said that a new man (Ed

Griner) is going to be coming to the City to meet with him. Ken Ailor is in Mexico until after the first of the year. The Mayor said that he talked with Ed about the price that Motley-Motley quoted to fix the streets seemed pretty low, they will review that when Ed gets here. The walking path rehabilitation price is a firm price with Motley-Motley.

**6. Scenic 6 -David Cada,** Dave said that this past week has been a bright week for the WIMHPG Depot group. They received an Idaho Heritage Trust grant for \$5,000. The group also received a \$24,900 grant from the Inland NW Community Foundation group. Scott Winther donated \$1,000 to the group last Friday night. All of the money that they have received will help to finish the upstairs at the Depot.

Dave said that they are now getting local recognition for the Depot and in 2016 they will receive National recognition when the Rail Group comes in May. The date that they will be here in Potlatch is May 28. It will be a three-day event in Moscow and while they are in the area, they will tour the Potlatch Depot.

Dave said that the Scenic 6 group had a public meeting in November about the proposed Country Music Festival. There weren't enough people in attendance at that meeting so the group would like to have another meeting sometime in the middle of January. Dave said that they discussed having the event in August but he is concerned because of all of the other events that happen in the summer. Mabel Vogt suggested that they have the festival on the same day as the Old Time Fiddler's Show (first weekend in August). The Council thought that was a good idea. They will need to plan for parking, vendors, etc. and will need lots of help with the event. Mr. Ellison said that he thinks they will need \$30,000 to kick off the event and Mr. Ellison will be the fundraiser for this money.

**7. Clerk- Shelly Hammons,** nothing at this time.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**BILLS:** *A motion was made by Marty Anderson to pay the bills in the amount of \$38,337.34, seconded by Joan Bender, motion carried with "all ayes".*

***Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 8:37 p.m.***

ATTEST:

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David L. Brown, Mayor

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Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be December 28, 2015.**



## **Potlatch SPEICAL City Council Meeting**

**City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855**

**December 21, 2015 – 12:10 p.m.**

This special meeting of the city council was presided over by Mayor David Brown. Council members present: Vern Johnson, Dave Cada, Marty Anderson and Joan Bender. Also present: Tom Andres, Brennan Pollock, John Burnett, Shelly Hammons and Edie Simons.

GUESTS: Tom Moore, City Engineer.

### **NEW BUSINESS:**

The Mayor called this special meeting because the telemetry system between the Ridge Well and the Drinking Water Reservoir are not talking to each other. The drinking water system is 10 years old now.

Tom Moore explained to the Council that the Ridge Well (the backup well) has the capability to record the well pump run time. The recording system has a slot that you can download the pumping information but it only keeps the data for one week at a time. Also it only records on a chart which isn't capable of exporting to an Excel spreadsheet.

Tom Moore said that he had contacted Dale Ralston (who has located wells for most private wells in the area and also most of the City wells in the area) to search for the best location for a new well for the City of Potlatch. Mr. Ralston needs a lot of data to determine where the new well should be located. At this time, the recording system at the Ridge Well doesn't record data that would be useful. The recording device has the capability to have more software added to it that would record more data.

Tom Moore said that there are three levels of software and the City currently has Level 1 software. It would be beneficial if the City were to have the software that would store and keep the data for all time. The data would then be

downloaded onto a central computer to be viewed. It is hoped that this software for the Ridge Well would also work to download the data from the sewer lift station and the weather station at the lagoons.

Tom Moore explained that all of this data would then be used to compare to the meter readings and the wastewater discharge and land application site for comparison data.

The best scenario would be to have all of the wells have the telemetry system that would talk to the Drinking Water Reservoir and then the City would record all of the data from each well. This would give the City information on the long-term trending of each well: daily, weekly and monthly information.

Currently none of the telemetry systems are working. Phil Stradley from Strom Electric out of Troy is the one who installed the systems and they should be working. Strom isn't sure why the system isn't working but the City has put a lot of money into the telemetry system and it should work. The Council said that they are wondering about the work that Strom has done?

Currently the following components in the water and wastewater system aren't working:

- \*Lift station doesn't record any readings

- \*The weather station at the lagoon wasn't ever hooked up

- \*The flow meters haven't ever worked, according to Tom Andres.

- \*The control panel at the Land Application site doesn't work correctly. The system should run by itself according to Taylor Engineering but it doesn't. Tom has to turn it off and on by hand to switch from the pivot irrigation system to the hard line irrigation system.

Tom Andres said that Phil Stradley put a pressure system in at the Scenic 6 well. The Ridge Well is not working on the telemetry system and Tom has to manually turn it off and on. Tom Andres said that he normally turns the Ball Field well off for the winter as the other two wells keep up with demand.

Dave Cada said that he had a question for Tom Moore: is the City equipped for a long-term power outage? Dave said that he wasn't talking 3-5 days but an extended time period. Tom Moore explained that Idaho DEQ does have a program in place called IDWARN that City's can join. What this program offers is each City works with a neighboring larger City and signs a Memorandum of



Understanding with the larger City and then in an emergency, the systems would work together and borrow necessary equipment needed. Having these MOUs in place beforehand also eliminates the problem of something happening while using the equipment, the City's wouldn't have any legal ramifications involved.

Tom Moore explained to the Council that Potlatch has two zones for drinking water: the upper zone and the lower zone. The upper zone is controlled by the Booster Pump Station which has a generator attached to it. The lower zone would be fed by gravity. The drinking water reservoir does have enough water it in for approximately 5-7 days if everyone were to conserve water in an emergency. Tom Moore said that it would be a good idea to have a working plan in place and know where the City would get fuel (diesel and propane) in the case of an emergency.

For long-term production, the City would have to have a large generator hooked up to the water system and is expensive. The City would then have to have fuel on-site to keep it working. Tom Andres said that Phil Stradley from Strom was going to check on the generator that the City has to see if it is operational.

***Dave Cada made a motion that the City continue to explore the cost of upgrading the computer system for the telemetry system, Marty Anderson seconded the motion, the motion was approved with "all ayes".***

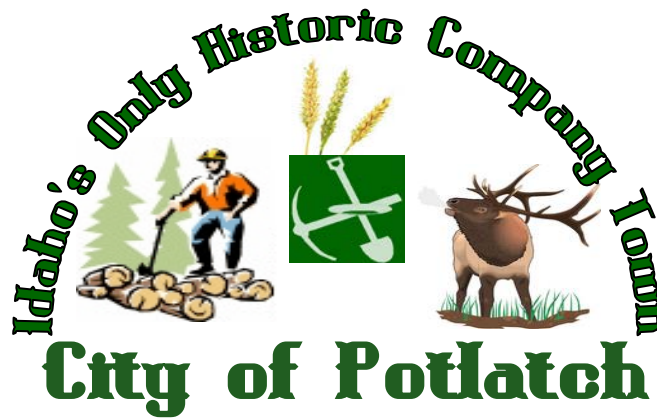
Tom Andres told the Council that they didn't read the water meters for this month. The City has about six inches of snow on the ground and the City is expecting 4-8" more inches of snow tonight.

***Marty Anderson made a motion that the City give the following employees a Christmas Bonus: \$100.00 bonus for Tom Andres, \$100.00 for Brennan Pollock, \$100.00 for John Burnett and \$100.00 Shelly Hammons. \$25.00 bonus for Judi Rohn, \$25.00 for Wilmalee Larson, \$25.00 for Edie Simons and \$25.00 for Tia McKinney. Joan Bender seconded the motion, the motion was approved with "all ayes".***

***Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with "all ayes", meeting adjourned at 1:05 p.m.***

\_\_\_\_\_, David L. Brown, Mayor

ATTEST: \_\_\_\_\_, Shelly M. Hammons, Clerk



## Potlatch City Council Meeting

City Hall – 195 6<sup>th</sup> Street – Potlatch, ID 83855

**December 28, 2015 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown. Council members present: Joan Bender, Dave Cada, Marty Anderson and Vern Johnson. Also present: Shelly Hammons.

***Dave Cada made a motion to approve the minutes of the meeting from December 14, 2015 meeting and the Special Meeting on December 21, 2015. Joan Bender seconded the motion, the motion was approved with “all ayes”.***

GUESTS: None.

### **NEW BUSINESS:**

The Mayor said that he talked with Michelle Fusion from Latah County Planning and Zoning today about the City of Potlatch's Area of Impact Zone. Michelle had sent the old map with the City's Area of Impact Zone highlighted and two Ordinances for the City to adopt. The Mayor's suggestion to the Council was that the City may want to expand the Area of Impact to include all of the areas where drinking water is provided (each side of Fiddler's Ridge and part of Flannigan Creek). The Council also discussed adding the area across the river that is owned by Potlatch Corporation. When Potlatch Corporation is ready to sell that land, the City will provide utility services. The Mayor suggested that Rim Rock Consulting provide the legal description to the City for the expanded Area of Impact map.

Latah County will be having their Public Hearing on the all of Latah County small cities Areas of Impact Zones on January 19.

***Dave Cada made a motion that the City finds out what is involved in extending the City of Potlatch's Area of Impact Zone and see if it is feasible. Joan Bender seconded the motion, the motion was approved with "all ayes".***

Shelly hasn't received any information from Tom Moore on the upgrades for the well telemetry system.

The Council discussed hiring John Burnett full-time and they all agreed that he is a good worker and does a good job. The Mayor will research what the benefits package will be.

### **COUNCIL REPORTS:**

**1. Mayor-David Brown,** the Mayor has met with two electricians on the potential upgrade for the RV Park. The City has received three quotes from the asphalt contractors for the potential paving RV project. The Mayor will be meeting with three people from the Idaho Parks and Recreation Department on Wednesday.

The Mayor told the Council that he and Shelly attended the last Clearwater Economic Development Association (CEDA) training session on December 16. This was a year-long training (once a month) and both the Mayor and Shelly received plaques and 20 hours of continuing education credits.

Christine Frei said that now that Latah Economic Development Council (LEDC) is no longer operating, CEDA would like to provide services that LEDC used to do to the small communities in Latah County.

**2. Parks-Joan Bender,** nothing on the park at this time.

Joan did have some information about the Potlatch Food Pantry. They are still deciding if they want to build a new building to house the Food Pantry or continue where they are at. Marty Anderson suggested that they use the building that the Lion's Club is in for the Food Pantry. The Council discussed this option and Joan will talk to the Lion's Club about the possibility of using that building.

**3. Pool & Cemetery-Dave Cada,** Dave said that the City is waiting on climate change and that the pool should open in about five and one-half months. (Currently there is about 8" of snow on the ground.)

**4. Vern Johnson - Water & Sewer**, everything is good.

**5. Streets-Martin Anderson**, nothing at this time.

**6. Scenic 6 -David Cada**, Dave said that the Scenic 6 has nailed down a date for the Community meeting for the Country Music Festival to January 21, 2016.

**7. Clerk- Shelly Hammons**, explained the financial information that is provided to the Council at each council meeting: the Financial accounts sheet, the bills that are due and the monthly financial printout that Bev Bafus (Bookkeeper) prints out when she balances the Fund Accounting Program every month.

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

***BILLS: A motion was made by Joan Bender to pay the bills in the amount of \$7,096.22, seconded by Marty Anderson, motion carried with “all ayes”.***

***Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 7:55 p.m.***

ATTEST:

\_\_\_\_\_  
David L. Brown, Mayor

\_\_\_\_\_  
Shelly M. Hammons, City Clerk-Treasurer

**The next regularly scheduled Council meeting will be January 11, 2016.**