

Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

January 9, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: None.

Dave Cada made a motion that the minutes of the December 12, 2016, City Council meeting, be approved, Charlie Johnson seconded the motion, motion was approved with “all ayes”.

NEW BUSINESS:

Joan Bender said the opening prayer. The Mayor welcomed everyone back and wished them a “Happy New Year”.

Will Herrington, City Attorney, has submitted a new contract for 2017. The new contract is nearly identical to the existing agreement. The charge per hour for 2017 will be \$145.00 per hour.

Dave Cada made a motion that the Mayor sign the new contract with Will Herrington for 2017, Marty Anderson seconded the motion. The Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye, and Joan Bender, aye. The motion was approved with “all ayes”.

Marty Anderson made a motion to approve the following Liquor Licenses for 2017: *Floyd’s Thrift Store, Inc. *Four Star Supply Co., Inc. *Codi Jo’s

Wagon Wheel Bar & Grille. Dave Cada seconded the motion, the motion was approved with “all ayes”.

The Mayor explained that he and Shelly have been working on the Idaho Department of Parks & Recreation RV grant and the Land & Water Conservation grant through the IDP&R. If the City were to receive the Land & Water Conservation grant to build a Sports Park, the Sports Park would have to remain a park forever according to the grant as will the Scenic 6 Park which would border this new park.

Rim Rock Consulting and Tom Moore have submitted a concept drawing of what the park would look like (the drawing is only a concept drawing and can be changed). The Potlatch Recreation District has agreed to put \$60,000 into the park and it would be over a two year period. The City has made an offer to Potlatch Corporation for \$75,000 to purchase 10 acres of property from them. The City has \$95,000 from the sale of the 10 acres to Ben Anderberg and the Mayor would like to see the other \$20,000 of this money go into this park also. The City will be asking for \$155,000 in the Land/Water Conservation grant application. This grant is a 50/50 matching grant.

The Mayor said that the fencing will be a big cost. The Council discussed the different options available for the Sports Park. The Mayor said that he talked with Mr. Goetz about the Putting Green and Mr. French thought that it would cost \$25,000 to put a Putting Green in (100'x100').

The Driving Range would have to have an area at least 900'x400' and would have to be fenced all around so that the balls won't fly all over. Mr. Goetz said that the cost for that fencing could go as high as \$100,000.

The Mayor talked with Verle Koehn who owns Pine Rock Crushing, and he doesn't have a big dozer to move dirt down there but he said that he would rent a machine if he was to do the dirt work.

The Soccer Fields would only be grass and the City would maintain that. The Ballfields would need fencing around them as well. Where the Bathroom/Concession area is located, the water and sewer will have to be installed. Water is available near the walking path but the sewer would have to be pumped.

In the original concept drawing for the Scenic 6 Park, Leanne Voss showed a road going across the Scenic 6 Park and we could put that road in to enter the Sports Park.

If the City were to install bleachers they will have to be permanent bleachers.

Trent Goetz suggested that the City install a Virtual Golf Course. The machine would cost \$40,000 and it would have to be in a building about 18'x25'. This may be a money making idea for the City.

Mini-Golf Course ~ the Mayor and Dave Cada looked at the one in Pullman a few years ago and Trent Goetz said that the first year that he installed it, he made \$80,000 off of the mini-golf.

REPORTS:

1. **Mayor-David Brown**, There is an expansion tank in the RV Park bathroom that needs replaced. It comes off of the hot water heater.

The Mayor has met with two heating outfits to get quotes on propane and electrical heating systems for the RV Park bathroom/shower rooms.

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

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

4. **Charles Johnson - Water & Sewer**, everything is going alright.

5. **Streets - Martin Anderson**, Marty said that Onaway brought him their snow plow to be repaired as it had gotten damaged when it hit a culvert. The Mayor said that Tom hit his first car while plowing snow (first one in 35 years). Tom and Brennan have been keeping busy plowing snow all over town.

6. **Scenic 6 -David Cada**, they had a meeting last week for the Country Music Festival and they reviewed videos that Bob Marr took of the Festival last year. They are going to use this as advertising for this year's Festival.

Dave and Kenny will be going to McCall later this month for the Winter Carnival to see how they do things down there.

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

Dave Cada made a motion that the Council go into Executive Session at 7:24 p.m. pursuant to Idaho Code 74-206 (1) (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated. Joan Bender seconded the motion and the Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Dave Cada made a motion to come out of Executive Session at 7:52 p.m., Charlie Johnson seconded the motion. The Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Marty Anderson made a motion to pay the bills: Century 21: \$1,456.31 and City of Potlatch: \$24,716.32, Joan Bender seconded the motion, the motion was approved with “all ayes”.

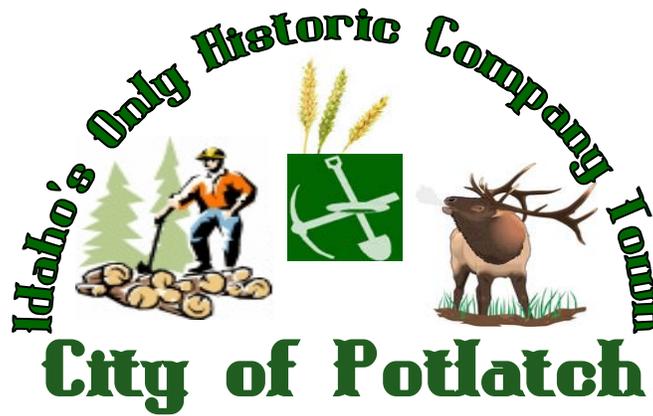
Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 7:53 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be January 23, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

January 23, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: None.

Dave Cada made a motion that the minutes of the January 9, 2017, City Council meeting be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.

NEW BUSINESS:

Joan Bender said the opening prayer.

Joan said that the framework is up on the Michael Montgomery shop that he is building on Onaway Road.

The Mayor said that the City has been working on the two Idaho Department of Parks and Recreation grants: the RV Park grant is completed and the Land & Water Conservation Fund grant is still a work in progress. Shelly said that she requested Letters of Approval from the public on Facebook and 4,000 people read the post and the City has received five letters Letters of Approval for the LWCD grant.

The Mayor is going to schedule a meeting with CEDA to discuss the Idaho Department of Commerce grant that is available for parks.

REPORTS:

1. Mayor-David Brown, Last week the City received an e-mail from a company in Washington wanting to relocate to Idaho. The Mayor met with John Lane from Clearwater Economic Development Association about business economic development. This company makes airplane parts. They currently have a 27,000 sf building in Richland, WA, and they would like to build a 16,000 sf building in Idaho. They need natural gas. The Mayor is working on getting a meeting set up with the company's owner.

2. Parks - Joan Bender, nothing at this time on the park. The Food Pantry is doing good. The walk-in cooler has been ordered and is coming. They will have to assemble it.

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

4. Charles Johnson - Water & Sewer, everything is going where it's supposed to go.

5. Streets - Martin Anderson, everything is working good. Dale Good stopped by Marty's house wondering why his hand rails haven't been installed yet? Marty said that when the weather is better, he will get the hand rails installed.

Marty complimented Tom and Brennan on the great job that they are doing plowing the snow. Lou Soule called and offered compliments on how well the streets are being plowed and another man came into City Hall today and said what a fine job the guys are doing on the streets.

6. Scenic 6 -David Cada, the Country Music Festival has a very good team and they had another meeting the first of the month. They are working with Brett Hogaboam and Bob Marr on a video of Potlatch. The fundraising efforts are looking good.

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

Dave Cada made a motion that the Council go into Executive Session at 7:15 p.m. pursuant to Idaho Code 74-206 (1) (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being

litigated, but imminently likely to be litigated. Joan Bender seconded the motion and the Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Dave Cada made a motion to come out of Executive Session at 7:29 p.m., Joan Bender seconded the motion. The Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Marty Anderson made a motion to pay the bills: City of Potlatch = \$25,438.50, Joan Bender seconded the motion, the motion was approved with “all ayes”.

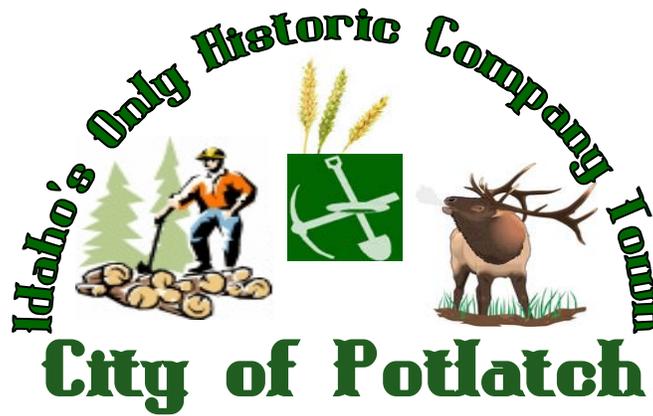
Marty Anderson made a motion to adjourn the meeting, Dave Cada seconded the motion, the meeting was adjourned at 7:30 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be February 13, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

February 13, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: Joshua Weller and Andy Moorehouse.

Dave Cada made a motion that the minutes of the January 23, 2017, City Council meeting be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.

NEW BUSINESS:

Joan Bender said the opening prayer.

The Mayor asked the Council for permission to sign the 2017 Amended Disposal Agreement Contract with the City of Moscow.

Marty Anderson made a motion that the Mayor sign the 2017 Amended Disposal Agreement Contract with the City of Moscow that Tim Davis and Amanda Bashaw explained to the Council at a previous meeting, Joan Bender seconded the motion, the motion was approved with a roll call vote: Dave Cada, aye; Charlie Johnson, aye; Marty Anderson, aye and Joan Bender, aye.

The Council reviewed the four different quotes that had been submitted by different companies for a copy machine lease. ***Joan Bender made a motion that the City enter into a 60 month lease agreement with RICOH for a RICOH MPC2504 copy machine that will print both color and black &***

white copies, the machine will have a FAX and a Scanner and an in-machine stapler. Dave Cada seconded the motion, the motion was approved with a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Tomorrow morning will be the Business Breakfast for Potlatch businesses with Christine Frei, Executive Director, and John Lane, Chief Financial Officer, of Clearwater Economic Development Association. Over fifty people have been invited to attend the breakfast, so far there are 23 people signed up. The meeting is to talk with the business owners and and ask them how can CEDA help them? They will also discuss the possibility of having an evening meeting with the residents of Potlatch to discuss potential business owners and existing business owners and what can CEDA help with?

Karen Rohn has approached the City and asked if the City would sponsor the Country Music Festival again this summer? Dave Cada explained that as the President of the Festival, he will not be able to vote on this. Dave said that the group has discussed purchasing either a portable stage or a permanent stage in the coming years from the Country Music Festival money that is earned. The advantage of a portable stage would be that the stage would be able to be moved to different locations around Potlatch.

Dave explained that at this year's Country Music Festival the stage will be placed in a different spot than last year. They will be asking the bands what they think about a new location for the stage. The expenses for the Festival are significant and they will be seeking sponsorships again this year. The committee will be trying to raise more money than last year and they would like to keep the ticket prices down this year. If the Festival committee were to purchase their own insurance, the cost would be \$1,600. Last year the City of Potlatch sponsored the event, so the City's insurance covered the Festival. Dave said that there were a few problems last year but they will be getting things done earlier this year and they will make sure that all of the small details are seen to before the event.

The two largest expenses of the Country Music Festival are the Band costs: \$2,500 and the canopy which was \$2,500.

Marty Anderson made a motion that the City of Potlatch sponsor the Country Music Festival this year, Charlie Anderson seconded the motion, the motion was approved with "all ayes". Dave Cada abstained from voting.

Andy Morehouse came before the City Council to discuss the hookup fees and how did they come up with the \$3,500 connection fee for drinking water and \$3,500 connection fee for sewer hookup? The Mayor explained to him that the City of Potlatch has a brand new drinking water system and a brand new wastewater system. Andy said that he has checked around with other cities and their connection fees aren't what Potlatch's are. The Mayor explained that the City of Moscow has more people to pay for their infrastructure and they can keep their costs lower. Andy said that the connection fee rate feels more like a tax. Andy said that he thought that the monthly water and sewer rates should cover the loans that the City has and that the City shouldn't depend on the connection fees to help with costs as it is an arbitrary number (not knowing how many people are going to hook up to the system). The Mayor said that is what the City's fees are at this time and the goal of the Council is to try and develop more property. The Mayor said that maybe this is something that the Council should look at and the Mayor thanked Andy for coming to the Council meeting.

Marty Anderson said that he saw that The Landing (community/youth center) is closing. The Mayor said yes they are closing at the end of February. The City had met with Andrew Fletcher (from Boise) with the Century 21 7-12 After-School Program and Andrew came up with a plan on how to make the 7-12 After-School Program succeed by using The Landing. The Mayor met with Debi Dockins and presented the idea of how to utilize The Landing for the 7-12 After-School Program and retain the 5th and 6th graders that have been coming. Debi said that the plan wouldn't work and that they needed \$20,000 from the Potlatch Recreation District in order to keep The Landing going until the end of 2017.

Joshua Weller attended the City Council meeting to observe and to learn.

Clyde Dewey submitted a Complaint Form stating that the City damaged his wooden steps while they were snow plowing. After looking at the photos that were submitted with the complaint, the steps are on City property and the wood was rotten. The Council discussed this and said that Tom Andres would put a railroad tie up there.

REPORTS:

1. Mayor-David Brown, the Mayor asked the Council if the City doesn't receive the Idaho Dept. of Parks & Recreation Land and Water grant, does the Council still want to purchase the 10 acres of land from Potlatch Corporation?

The Council discussed this and discussed the process of obtaining the LWCD grant. The IDPR will make a short list of all of the grants submitted and then those that made the short list will have to make a presentation in front of the LWCD committee for the LWCD grant. Since this is a Federal Grant it may be November 2017 before the City knows if the grant was awarded or not.

The Idaho Dept. of Commerce has grant money available for parks, between \$25,000-\$35,000. Kelly Dahlquist from CEDA will meet with the Mayor soon to review this grant.

The Mayor received an e-mail that the City has been awarded the Phase II, ITD Sidewalk project grant for \$479,000. The City hasn't received a formal letter of award yet. The design phase will be in 2018 for the Sidewalk Project and the construction phase would be 2019. Also in 2019, ITD will be redoing the corner that goes into the Mill Site.

2. Parks - Joan Bender, nothing on the parks except that there is a lot of standing water around the bathroom/shower room building in the park.

3. Pool & Cemetery - Dave Cada, nothing at this time. One month ago, the weather was below zero.

4. Charles Johnson - Water & Sewer, everything is okay.

5. Streets - Martin Anderson, made a notation that the room at City Hall on the main floor has been rented by Clearwater Resource Conservation and Development Council. Barbie Miller is the Interim Executive Director and they are going to be hiring an Assistant soon.

Marty also asked how much overtime have the crew accumulated with snow plowing? Shelly thought that between the two men, it was around 20 hours. Shelly said that they have received many compliments of the fine job that Tom and Brennan have been doing snow plowing the City.

6. Scenic 6 -David Cada, Dave said that he already gave his report earlier in the meeting but they will be seeking more sponsorships this year for the Country Music Festival.

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

Dave Cada made a motion that the Council go into Executive Session at 8:00 p.m. pursuant to Idaho Code 74-206 (1) (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated. Marty Anderson seconded the motion and the Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Dave Cada made a motion to come out of Executive Session at 8:25 p.m., Marty Anderson seconded the motion. The Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Dave Cada made a motion to pay the bills: City of Potlatch = \$16,278.93 and Century 21 = \$1,494.10, Joan Bender seconded the motion, the motion was approved with “all ayes”.

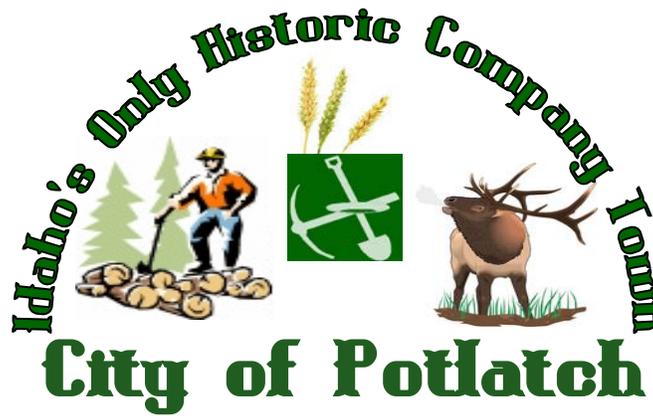
Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:25 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be February 27, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

February 27, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: Joshua Weller and Tom Bender.

Dave Cada made a motion that the minutes of the February 13, 2017, City Council meeting be approved with the change being made in the minutes that the Country Music Festival committee will be purchasing a portable or permanent stage in the coming years, Marty Anderson seconded the motion, motion was approved with “all ayes”.

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

NEW BUSINESS:

Joan Bender said the opening prayer.

Joshua Weller had asked the Council (before the meeting started) if the pothole in front of City Hall was going to be repaired soon? It is at the intersection of Pine Street and 6th Street right by the crosswalk. The Council said that it would be repaired.

The Mayor said that he had been thinking about the water and sewer hookup fees since the last meeting when Andy Morehouse was here to discuss the fees. The Mayor recalled that the hookup fees had been raised when Jim and Carol Haddock were thinking of building home up by the Fitness Center a few years

ago. The City was going to put the water line in from the reservoir across the cemetery and the hookup fees would have helped pay for that water line installation. (The City currently had a DEQ approved plan for that drinking water line.) The Mayor also asked the Council what they thought about the idea of a customer having up to one year to pay the hookup fees for water and sewer?

The Council discussed this idea and also made a note that the sewer line runs across the highway across from Aspen Lane (this was installed in the wastewater project). Delfred Cone had thought about building an Assisted Living Center in that field a few years ago.

Marty Anderson made a motion that the City lower the connection fees for water to \$2,500 per hookup (5/8") and lower the connection fee for a single-family sewer connection to \$2,500 per connection. The Mayor asked for a Roll Call vote: Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye. Charlie Johnson was absent.

Dave Cada made a motion that the Mayor sign the Arbor Day Proclamation for this year proclaiming April 28, 2017, as Arbor Day in the City of Potlatch, Joan Bender seconded the motion, the motion was approved with "all ayes".

The Mayor met with Jim Lemieux of Potlatch Corporation this morning about purchasing the 10 acres of land that the City has been working on for the last few years. There is a business owner interested in purchasing land in Idaho and the Mayor let Jim Lemieux know this. The business owner needs land and natural gas. Paul Kimmel of Avista is aware of this business owner and his needs. The nearest town with natural gas is Palouse, WA.

The Idaho Department of Parks & Recreation called and set up a date and time for the City to give a presentation in Boise for the Land and Water Conservation grant. The date will be March 22 at 11:30 a.m. The Mayor has talked with Brett Hogaboam about helping us with a video presentation of Potlatch. Shelly will be making a powerpoint presentation on the past history of Potlatch and how recreation was a key factor in town. There were fancy clay tennis courts in the early 1900s in Potlatch and Dave Cada said that Potlatch was the site of the Idaho State Tennis Championship for years in the early 1900s.

The presentation will be 15 minutes in length and then there will be a 10-15 minute Question and Answer period. Kathy Muir from Boise also suggested handouts for the panel.

The Mayor said that the Motocross idea has been taken out of the Recreation plan because of the noise and the maintenance would have been extensive. Val Carter of Paradise Bicycles in Potlatch would like to help with the BMX Track.

REPORTS:

1. Mayor-David Brown, The Mayor said that he attended the Clearwater Economic Development Association's Board meeting last night and one of the things that came up is the in the President's new budget, there is talk of cutting the funding for different programs that CEDA is involved in. The Board expressed that it would be beneficial for Cities and entities to send letter to their Legislature at this time and ask them not to support this. The more letters, the better.

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

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

4. Charles Johnson - Water & Sewer, was absent.

5. Streets - Martin Anderson, Marty has the handrails for Dale Good's steps off of 6th Street. He hasn't had time to repair them but will be getting to the repair job soon. The steps were damaged when a vehicle rolled down the hill from White Pine Apartments and ran over the steps and the rails.

6. Scenic 6 -David Cada, Barry Johnson was voted in as the new chairman of the Scenic 6 Economic Council.

Dave said that they attended the Lionel Hampton's 50th Anniversary Jazz Festival in Moscow last weekend and there were several Potlatch children performing. Allison LeForce and Combo B2 played before 7000 people at the concert and they were phenomenal! There had been 115 plus schools competing and over 3,500 individuals. The level of music and the ability of the young students was phenomenal and you would have thought that they were professionals. The two Potlatch students have also been chosen to help with clinics in Sitka, Alaska, next summer. Dave said he just wanted to let everyone know what a real program there is at the Potlatch School and what a great job Doug Richards does.

7. Clerk- Shelly Hammons, explained to the Council that she had included the monthly fund accounting programs that Bev Bafus always prints out when she reconciles the books every month and this month Shelly also handed out the Quarterly Report for the 1st Quarter of the Fiscal Year. The Council reviewed the financials and it was suggested that Shelly bring a complete printout of everything every Quarter and go over it with the Council.

The City had an award made up for Tom and Joan Bender for building the Potlatch Food Pantry building last year. The Mayor said that the City had the crystal award dedicated to Tom and Joan Bender because of their dream, vision and completion of the Food Pantry Building.

Dave Cada made a motion that the Council go into Executive Session at 7:45 p.m. pursuant to Idaho Code 74-206 (1) (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated. Joan Bender seconded the motion and the Mayor asked for a Roll Call vote: Charlie Johnson was absent; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Dave Cada made a motion to come out of Executive Session at 8:02 p.m., Joan Bender seconded the motion. The Mayor asked for a Roll Call vote: Charlie Johnson was absent; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Marty Anderson made a motion to pay the bills: City of Potlatch = \$13,194.54 and Century 21 = \$982.41, Joan Bender seconded the motion, the motion was approved with "all ayes".

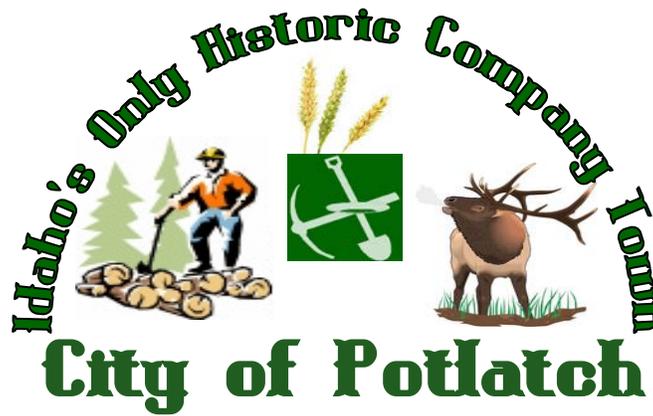
Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:03 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be March 27, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

March 13, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: Bryce Bartlett, Zac Dockins, Sheriff Richie Skiles, Layton Paul, Katie Paul, Savanna Pagel, Barry Johnson, Isabel Huggins, Ronda Osterberg and Ashlee Schaub.

Joan Bender made a motion that the minutes of the February 27, 2017, City Council meeting be approved, Dave Cada seconded the motion, motion was approved with “all ayes”.

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

NEW BUSINESS:

Joan Bender said the opening prayer.

The nine young people came to the City Council to let the Council know that they were members of the Business and Professional Club and they had just gotten back from State competition. Fourteen students from Potlatch attended the State BPA Conference and 6-8 students will be attending the National Conference. Zac Dockins spoke for the students in attendance and said that they were seeking funding to help with their attendance at the National Conference. The Mayor told the students that since they were not on the agenda, the City Council would not be able to vote if the City would donate

money for their cause. The Mayor said that the Council will put them on the next City Council agenda for March 27. Marty asked what the cost was per student to attend the National Conference? Zac said that it is \$1,500 per student. The National Conference is the first part of May. Joan asked if they had been doing any fund raising? Zac said that they have been fund raising all year and the students submitted their Budget to the City Council with what they have raised so far. The Council asked what BPA was? Zac said that it is a club that competes in District and State competitions with individual competitions for typing, interview skills, leadership training and other business qualified competitions. Zac also explained that if they receive 70 points at the State level, they will receive Community Service recognition. There were 1,300 registered for the State conference from around the State of Idaho.

The Mayor asked Barry Johnson if he had something to discuss with the City Council? Barry said that he brought one BPA student to attend the Council meeting.

Dave Cada made a motion to adopt Resolution No. 2017-03-13 to DECREASE the water and sewer connection fees from \$3,500 each to \$2,500 for water (5/8" water meter and one EDU) and \$2,500 for sewer (one single family resident and one EDU), Joan Bender seconded the motion. The Mayor called for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

The Mayor asked Richie Skiles if he had something to discuss with the Council? Sheriff Skiles said that he just came to visit. Dave Cada congratulated Sheriff Skiles on his win in the last election. It was also noted that Sheriff Skiles was wearing his uniform at the City Council meeting.

REPORTS:

1. Mayor-David Brown, the Power Point presentation has been submitted to the Idaho Department of Parks and Recreation for the presentation to be made for the LWCD grant on March 21 in Boise.

The Mayor met with Val Carter (member of a local BMX group) and Aaron Quiring and Austin Comstock and their parents last Saturday. They are all excited if the City receives the LWCD grant, they are willing to help build the BMX track. The Comstock/Quiring boys wanted to know if they would be able to use the BMX track for motocross? The Mayor explained that they would not be able to use the BMX track for motocross because it would ruin the track. The Mayor asked the City Council what their

thoughts were if they were to build a motocross track across the river on the land that the City owns? The Council discussed this idea and they discussed that the loud sound may be an issue. Sheriff Skiles asked if the City had considered the liability to the City if the park was built? The Council will continue to discuss this idea at a future Council meeting.

The Mayor, Joan Bender and Shelly all attended a Clearwater Economic Development Association (CEDA) training last week at the University Inn in Moscow. This was a listening session on tourism, lodging and food.

The Mayor and Shelly met with Kelly Dahlquist and Angie (CEDA) last week to discuss the grant opportunities with the Idaho Department of Commerce. Commerce has grant funds between \$20-\$30,000 for parks. Kelly said that the grant funding would not be able to be used to build the Swenson Park. The grant funding may be used to build a bathroom shower room or possibly to place an inflatable cover over the City pool. The Council must realize that if the pool is used in the winter, the costs will increase: would be required to have lifeguards year-round and also heating the pool would be a considerable expense.

The Mayor explained to the members in the audience what would be built if the City receive the IDPR LWCD grant: build 2 t-ball fields, 2 youth soccer fields, BMX track, putting green and tent camping sites. The Mayor explained that if the City doesn't receive the grant, the City will opt to purchase the land and install the two T-Ball fields with the funds that the City has now.

The Mayor has given Cliff Dudley permission to landscape the Swenson Park (up to \$5,000).

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

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

4. Charles Johnson - Water & Sewer, everything is alright. We have lots of water with all of the rain that we have been receiving.

5. Streets - Martin Anderson, got the snow truck repaired. The Mayor said that last Friday, Commissioner McGraw called and wanted a cost breakdown of what the City has spent on road and street plowing and repair for the winter of '16-'17. The Commissioners may declare Latah County a Disaster Area this week depending on how much rain the

region receives. The Mayor said that the City normally budgets \$5,000 for snow removal and street repairs, So far the City has spent close to \$24,000 for this winter's road and streets plowing and repairs.

6. Scenic 6 -David Cada, the Potlatch Riverside Festival committee met last week and they are raising the bar for this year's festival. Last year, there were four bands that played and this year they are expecting six bands to play. They are working on their fundraising for the festival and the key band that will be playing will be playing Johnny Cash music. This year the committee would like to feature food and have food trucks come in and make the food court better. The festival will be Saturday, August 26, from 10:30 a.m. to 9:00 p.m.

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

Joan Bender made a motion to pay the bills for the City of Potlatch, \$18,019.67, Charlie Johnson seconded the motion, the motion was approved with "all ayes".

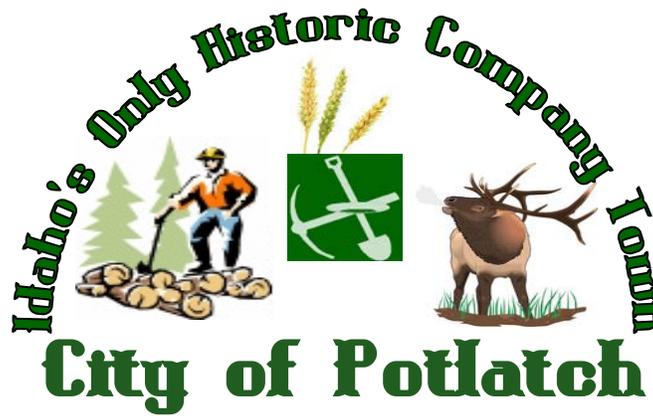
Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 7:27 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be March 27, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

March 27, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: Ashlee Schaub, Garrett Thompson, Melissa Smith, Katie Paul, Layton Paul, Joshua Weller, Nick Nicholson and Zac Dockins.

Dave Cada made a motion that the City Council minutes from March 13, 2017, be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.

NEW BUSINESS:

Joan Bender said the opening prayer.

Nick Nicholson, auditor with Presnell Gage, was here to present the FY2015-2016 Audit. Nick said that the audit is the same information that the City Council receives every month at their Council meetings but in a different format. The purpose of the audit is for the auditors to look at the City's financial system and look through the transactions and place an opinion on the financial statements.

Nick explained that on Page 31, 32 and 33, there is one Finding on Internal Control: there is a deficiency in the separation of duties since there is only one person who receives the payments and enters them into the bookkeeping system.

With the amount of individuals the City employs, there can't be segregation of duties and it wouldn't be cost effective to hire more people. Nick did say that the City does have several internal controls because the City Council receives a list of the bills every month and has the time to question whether a bill is invalid.

The Mayor asked about Bev Bafus who the City hires to reconcile the books at the end of every month. Nick said that Bev is a third party who is a non-biased individual that would be another mitigating factor for internal control.

On page 7, Nick reviewed the General Fund balance. Nick said that the City has 90 days of working capital which should be enough in the General Fund in case no money came in for three months. An auditor recommends that a City should have 60 days of working capital. Nick also explained that the City receives property tax revenue twice a year. Nick asked if there were any questions? Dave Cada asked Nick in his opinion is the City financially viable compared to other small cities around without naming names? Nick said that in his opinion, the City is financially viable but doesn't have overflowing coffers.

Nick said that on Page 3 of the audit, there is an unmodified opinion that there aren't any entries that are questionable and they didn't find anything in the financial statements.

Dave Cada made a motion that the City sponsor the Potlatch High School Business and Professionals club with \$200.00 to attend the National Conference. Joan Bender seconded the motion, the motion was approved with "all ayes". The check should be made out to the Potlatch High School.

REPORTS:

1. Mayor-David Brown, Deputy Scott Luther talked with the Mayor last week and said that their Radio Controlled Car Group would like a place in Potlatch to race their radio controlled cars. The Mayor said that if the City buys the Potlatch Corp. property, there is a concrete slab that the group may be able to use. The Mayor said that they won't be able to race their radio controlled cars on the BMX track.

Curtis Arnzen and Robert Gordon from ITD were here today with Gwen Ellis from TD&H Engineering. It was the final walk-through on the Sidewalk Project. There were several things that they were going to address with the contractor: *Several different handicapped modify-

cations were going to be done (ADA requirements). If the ramp is a hair off, the contractor must redo the ramp because it is a law on the incline for ADA requirements. Marty Anderson asked if there was a hold-back amount on the project? No. The contractor has been paid.

The Mayor said that the City has received unofficial notification that we have received the ITD Phase II Sidewalk Project grant. The design phase was to take place in 2018 but ITD has said that the design phase may be done this year in 2017. K.J. Hanley with Parametrix will be the design engineer for this Phase II Project. The City must pay \$3,700 up front for part of our match requirement on the project.

The Idaho Dept. of Commerce has a grant available for parks & recreation (\$25,000-\$30,000 available funding). The City of Cascade applied for this grant and received enough to cover their City Pool with a blowup cover. The Mayor asked the Council if they want to consider a year-round pool? Things to consider: *Lifeguards all year long, *Manager all year, *Heating through the winter months. The grants are due by September. The Council discussed this and said to contact Cascade and find out how it is going for them? Maybe the City would be able to partner with Gritman Medical Center to have a rehabilitation pool in Potlatch?

2. Parks - Joan Bender, the parks are drying out.

3. Pool & Cemetery - Dave Cada, April is just around the corner. Dave asked if Tia has advertised for lifeguards? Tia has all but two lifeguards and she is advertising at the high school.

4. Charles Johnson - Water & Sewer, looks good with lots of water on the ground from the rain.

5. Streets - Martin Anderson, potholes need repaired. The Potlatch community has been on the National news with the report of a woman who hit a deer on Highway 95 north of Potlatch. She claimed that she saw a Sasquatch chasing deer in her rearview mirror of her car as she was driving to Pullman, WA, at 11:00 p.m. at night and then when she looked out her front window a deer was running across the road and she hit it with her car. The woman then drove to Pullman to pick up her husband from work and then drove to the Moscow Sheriff's Office to report her sighting of the Sasquatch and hitting the deer.

6. Scenic 6 -David Cada, the Potlatch Music Festival is busy raising money for this year's concert. They are talking with Gritman Medical Center.

7. Clerk- Shelly Hammons, Shelly introduced Melissa Smith to the City Council. Melissa is the new Director for the Century 21, 7-12 Grade After-School Program. Melissa has hired an Assistant Director, Bridget Bailey, and one para-professional for the classroom, Shannon Mitchell.

The Mayor and Shelly drove to Boise last week to make a presentation before the Idaho Dept. of Parks and Recreation Land and Water Conservation grant committee. It was a ½ hour presentation and the final decision won't come until May 2017. The grant is \$156,600.

Dave Cada made a motion to pay the bills for the City of Potlatch, in the amount of \$21,280.25, Charlie Johnson seconded the motion, the motion was approved with "all ayes".

The Mayor asked for a motion to go into executive session. Dave Cada made a motion that the Council go into Executive Session at 7:27 p.m. pursuant to Idaho Code 74-206 (1) (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated. Joan Bender seconded the motion and the Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Dave Cada made a motion to come out of Executive Session at 7:47 p.m., Joan Bender seconded the motion. The Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

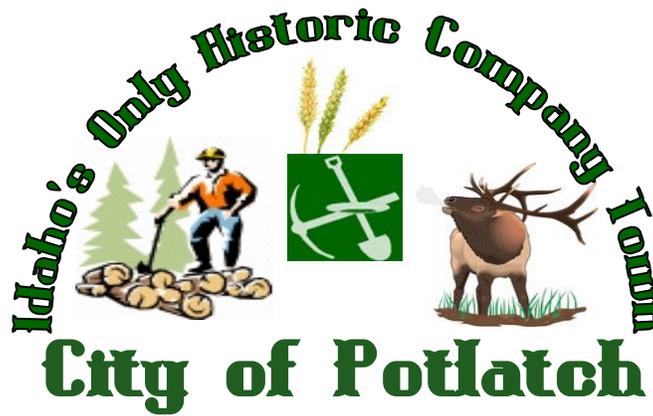
Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 7:48 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be April 10, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

April 10, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: NONE.

Dave Cada made a motion that the City Council minutes from March 27, 2017, be approved, Joan Bender seconded the motion, motion was approved with “all ayes”.

NEW BUSINESS:

Joan Bender said the opening prayer.

The Mayor told the Council that tomorrow at noon there will be a Conference Call between CEDA, the City and Access Consulting about high speed internet. Access Consulting has done a Feasibility Study for the City of Kendrick on high speed internet. Christine Frei from CEDA will be here from 9-12 to work on the Comprehensive Plan.

The Mayor has been in contact with the man from Richland, WA, how would like to move his business to Idaho. He is requesting three things: 1.) Inexpensive land 2.) Natural gas 3.) High speed internet. The City of Potlatch can't offer any of these things to this business owner at this time. There are two businesses from Potlatch that have opened their offices in Moscow for the high speed internet services.

The Planning & Zoning Commission had a Public Hearing tonight at 6:30 p.m. on a Variance request from Andy Morehouse. Mr. Morehouse is requesting approval from the minimum R1 lot setback of 20' from the front. Mr. Morehouse is requesting to extend 5' into the front setback zone on his property by building a porch onto his house to have it more closely line up with the other homes on the street to keep a uniform look. The address of the parcel is 810 Spruce Street, Potlatch. Legal description: Lots 5 and 6, Block 10, Original Town Site of Potlatch.

The Planning & Zoning commission has recommended to the City Council that the Variance request is approved.

Dave Cada made a motion that the City Council approve the Variance Request from Andy Morehouse to extend 5' into the front setback zone on his property by building a porch onto his house, Charlie Johnson seconded the motion. The Mayor called for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

The Mayor received an e-mail from Mike Neelon, Latah County Disaster Services. Mr. Neelon is requesting information on any damage that was received by this winter's weather. Tom Andres told the Mayor that the road going into the lagoons is sloughing off from the weather and the walking bridge has erosion under the bridge on the caisson. Tom Andres took Paul Stubbs, Latah County Highway District, out to assess the damage and Mr. Stubbs thought that it would be between \$15,000 and \$20,000 to fix the road.

Tom Moore, City Engineer, was in Potlatch last Friday to assess the damage and made a spreadsheet with the damage assessments: \$97,500 for the road erosion and \$39,000 for the bank erosion under the walking bridge. The spreadsheets have been turned in to Mr. Neelon and they need to turn things into the State of Idaho and then apply through the Federal government. The Idaho State Inspector is going to assess all of the damages that will be submitted. The Mayor thought of one business that may have been impacted by the flooding: Hash Tree Company.

The Mayor, Tom Andres and Brennan Pollock took pictures of the damages. Tom Moore thinks that the road going into the lagoons may be moved a little bit to the South.

REPORTS:

1. Mayor–David Brown, the Mayor has been working with Bryan Bryngelson to build a Pickleball Court in the park. The Potlatch Recreation District has promised \$5,000 to help build the court. Bryan would like to build the concrete area larger than a Pickleball Court size so that his wife would be able to have Roller Derby races on it. The court that she practices on now is 108'x75' in Moscow. The cost to build something of that size would be \$12,000. Bryan has indicated that he may help pay for it. If the court is built above the sprinkler system, the sprinkler heads would be able to be removed.

The Bocce Ball court in the park is now a lake. The red rock that was used to fill in the court looks like gravel now. Dave Cada said that there is oyster shells in Moscow and they are not all that expensive. Dave said that it wouldn't take much money to put oyster shells in the court and that he would be willing to do that if the City bought the shells. It would be a good idea to make a wall around the Bocce Ball court. Dave said that he planted grass around the Bocce ball court originally but the grass didn't grow. Now would be the time to plant more grass.

The Horseshoe pits need to be worked on.

The gophers are back. We will remind Dale to get some Juicy Fruit gum and put in the gopher holes.

2. Parks - Joan Bender, went to the Clearwater Economic Development Association's Tourism meeting with the Mayor last Friday. There were many things presented from different businesses. There is a magazine out for this area that lists things to do. The focus of the meeting was to increase the popularity of the area to get more people to come. There were two things listed in the magazine about the Potlatch area: *Potlatch Days and *Scenic 6 RV Park.

The City advertises the Scenic 6 RV Park in the Idaho RV flyer with a ½ page advertisement. The Idaho RV flyer is available all over the state.

Joan said that she went down to the Scenic 6 Depot and there are many things that need to be cleaned up down there: 1.) The rug on the inside of the door needs to be replaced (it is really dirty – 4'x14'. See if AlSCO will lease the City a rug to be changed out every other week?). 2.) The counters need redone. 3.) The stoves are really dirty. 4.) There is once curtain down. 5.) The rain gutters need repaired. 6.) Need a new mop and

mop head. 7.) The siding on the building is buckling and that needs repaired. 8.) The building is dirty and needs cleaned. The Council discussed this and said to ask the new Camp Host if she would be willing to clean the Depot and be paid for it. 9.) The inside of the building will have to be painted next year for sure.

The Mayor said that the City is asking a lot of the Camp Host now and the City may need to compensate the Camp Host with money for the extra work that is asked to be done. There is a new Camp Host, Bailee Ellis. Ms. Ellis going to college and working at Alpine Vet Clinic.

The Potlatch Food Pantry has lots of things going on. The Moscow Trinity Baptist Church Food Pantry has closed in Moscow. The Potlatch Food Pantry is now receiving the Idaho Food Bank commodities and Potlatch is also picking up food from Walmart on the 2nd and 4th Wednesdays of the month. It is exciting but also requires lots of work to keep the shelves stocked. Marty Anderson offered his 6'x10' enclosed trailer if they need it to pick up the food for the Food Pantry.

3. Pool & Cemetery - Dave Cada, Dave said that last year the City was asked to put a cold base around the perimeter of the locker room and he wanted to make sure that happens this year.

Dave also wanted to know if the City would like to extend the swim season by having a roof over the pool? Dave suggested that we contact the City of Cascade or the Cascade Recreation District and see how the year-round pool is working for them? If we get a report back from them we could see if we want to tackle that or if it would be too expensive to do? How do they keep the top up on a blowup cover? The Council thought that they would need to have a backup generator. The Mayor said that Tom would like one of these blow up covers to store his gravel under.

4. Charles Johnson - Water & Sewer, everything is going good. Charlie asked if the City put a new water and sewer line at 655 Ponderosa Drive? Yes and the old water and sewer lines are still at the property below that.

5. Streets - Martin Anderson, everything has been answered so far.

6. Scenic 6 -David Cada, the Country Music Festival has their featured band, “Cold Hard Cash Show”. The man that sings looks and sounds like Johnny Cash. His asking price is \$4,500 to play for the show.

The Scenic 6 Council is kicking around different ideas.

7. Clerk- Shelly Hammons, Shelly asked who would like to attend the CEDA Annual meeting? The Mayor and Grace, Dave and Kenny Cada. Joan will let me know. Association of Idaho Cities is having their District II meeting on May 2: Mayor, Joan and Shelly will attend.

Dave Cada made a motion to pay the bills for the City of Potlatch, in the amount of \$25,899.08, Joan Bender seconded the motion, the motion was approved with “all ayes”.

The Mayor asked for a motion to go into executive session. Joan Bender made a motion that the Council go into Executive Session at 8:00 p.m. pursuant to Idaho Code 74-206 (1) (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated. Dave Cada seconded the motion and the Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

Joan Bender made a motion to come out of Executive Session at 8:03 p.m., Dave Cada seconded the motion. The Mayor asked for a Roll Call vote: Charlie Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Joan Bender, aye.

The Century 21 After-School Program has the new Director, Melissa Smith, Assistant Director, Bridget Bailey and one para-professional, Shannon Mitchell. There is still one spot to fill for the para-professional position. The Mayor said that he saw something on television that featured a Mayor in a large city who had attended an After-School program and took ballet. That Mayor had credited the After-School program for his development. The Council talked that a class on welding would interest students. Marty is a welder and a cabinet maker. Kim Cessnun and Bridget Bailey are attending the Spring After-School Conference in Sun Valley this week.

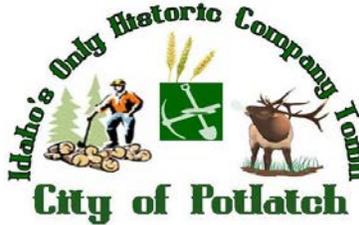
Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:10 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be April 24, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

April 24, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: Robert Barclay.

Dave Cada made a motion that the City Council minutes from April 10, 2017, be approved, Joan Bender seconded the motion, the motion was approved with “all ayes”.

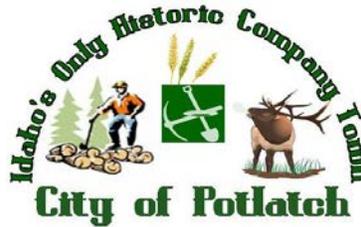
Marty Anderson made a motion to Amend the City Council agenda for April 24 27, 2017, Dave Cada seconded the motion, the motion was approved with “all ayes”.

NEW BUSINESS:

Joan Bender said the opening prayer.

Robert Barclay from the Idaho Department of Lands was here to present the Tree City USA award to the City Council again this year. This is the 7th year that the City has participated in the Arbor Day event and Tree City USA. Robert said that this is the 41st year of the Arbor Day, Tree City USA. Robert presented the Council with a Tree City flag, 7 year sticker, a hat and a pin. The Council thanked Robert for coming and presenting this award to the City of Potlatch.

The Idaho Department of Transportation TAP Grant has been transferred to LHTAC (Local Highway Technical Assistance Council) to administer. The City has a Phase II Sidewalk project that has been approved and LHTAC has asked that the City send a list of three engineering firms that they would like to work with on the design phase of the project. LHTAC would also like to know which



firm that the City would like chosen for the project. The Council talked about this and chose TO Engineering firm, Riedesel Engineers and Parametrix.

Dave Cada made a motion that the City stick with Parametrix as the design engineer for the Phase II TAP Sidewalk Grant. Joan Bender seconded the motion, the motion was approved with “all ayes”.

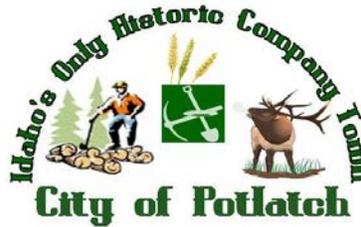
REPORTS:

1. Mayor-David Brown, the City doesn't know if we will receive the LWCD grant through the Idaho Dept. of Parks and Recreation. The Mayor talked to the Council and wanted to know if the City doesn't receive the funding would the Council still want to purchase the 10 acres of land from Potlatch Corporation and install two T-ball fields, plant grass and put the tent camping area in? The City and the Potlatch Recreation District have agreed that they would partner on this project and there is \$155,000 available to do this project on a smaller scale that what was submitted with the grant. The Mayor feels that the BMX group from Moscow would still be willing to build the BMX track. The Council agreed that they would still like to pursue the purchase and to put this on the next Council meeting agenda.

Last week Gina from PEP, Moscow, one woman from the Idaho Dept. of Labor and Jenny Henley from the Idaho Dept. of Commerce were on a tour of Latah County and stopped at City Hall. Dan Akins and Ben Anderberg were here for the meeting also. The topic of the meeting was Tourism. There is money available for brochures and advertising. They toured the Cedar Mill in Troy and Bennett Lumber Mill in Princeton.

The Mayor asked Robert Barclay if they get many tourists in the Deary IDPL office? Robert said that during hunting season some people stop in asking for maps. Some ask for directions to different areas but they don't get a big crowd of tourists in their office.

2. Parks - Joan Bender, nothing at this time. The Mayor said that one of the baskets for the Frisbee Golf was damaged last week and another one has been ordered.



Joan asked if the Camp Host has agreed to clean the Scenic 6 Depot? The Council talked about this and agreed to pay her \$10.50 per hour for her cleaning services. If a group uses the building and it is left a mess, she will also receive the cleaning deposit that they put down.

The Mayor said that the T-boxes for the Frisbee Golf should be concrete. Currently they are gravel and there is grass and weeds growing up through the gravel. Dave Cada said that he checked on the oyster shells for the Bocce Court and they are available in Moscow.

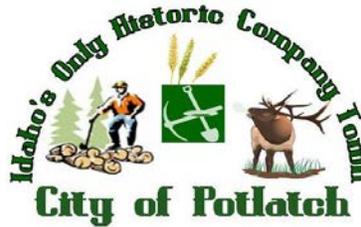
3. Pool & Cemetery - Dave Cada, nothing at this time.

4. Charles Johnson - Water & Sewer, everything is going good.

5. Streets - Martin Anderson, there is a purple car parked on the corner of 8th Street and Pine Street. Marty asked that Tom put up a “NO PARKING” sign on that corner as it is hard to see past any cars that are parked there.

6. Scenic 6 -David Cada, the Scenic 6 is working with a Bicycle Group who is going to have a bicycle race on Community Days this year, July 15. The bike race will start in Moscow and go through Troy and Deary and then end up in Potlatch. The bicyclers need an area that they can park their bicycles and have the bicycles be secured as they go about participating in the Potlatch Day events. There are about 500 people on the bicycle tour and estimating that 300 of them will stay in Potlatch for the festivities. The Council talked about different areas that they would be able to have a secured area for the bicycles. The Mayor suggested that the finish line be at the Railroad Depot and then they continue on to the land that the City would like to buy to secure their bicycles there. There is a gate through the fence around the park that they would be able to enter through.

7. Clerk- Shelly Hammons, the Potlatch Senior Center building had the heat pump damaged. Over the weekend of April 16, 2017, it was discovered that the fan on the heat pump had been damaged. There were two syringes lying on the ground next to the heat pump unit. The police



were called and the damage has been submitted to ICRMP insurance. The cost of the repair will be close to \$1,000 and the City has a \$500 deductible.

Dave Cada made a motion to pay the bills for the City of Potlatch, in the amount of \$48,912.77 and the Century 21 After-School Program bills in the amount of \$5,619.66, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

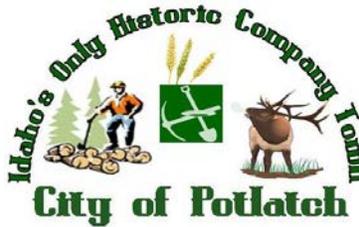
Marty Anderson made a motion to adjourn the meeting, Dave Cada seconded the motion, the meeting was adjourned at 7:40 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be May 8, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

May 8, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: Kendria Cada, Dave Ostrom and Barb West.

Dave Cada made a motion that the City Council minutes from April 24, 2017, be approved, Joan Bender seconded the motion, the motion was approved with “all ayes”.

NEW BUSINESS:

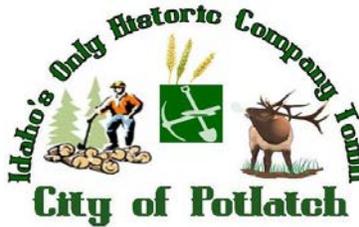
The City has received five applications for Lifeguard and three applications for summer maintenance. The Council reviewed all of the applications.

Dave Cada made a motion that it be left up to the Mayor’s discretion which people to hire and how many to hire for the summer maintenance positions and the Lifeguards. Joan Bender seconded the motion, the motion was approved with “all ayes”.

At the last meeting, the City Council discussed purchasing 10 acres of land from Potlatch Corporation and asked that this be placed on the May 8 agenda.

Dave Cada made a motion that the City of Potlatch purchase 10 acres of land from Potlatch Corporation for recreation purposes and that the City restate the previous offer of \$7,500 per acre. Joan Bender seconded the motion, the motion was approved with “all ayes”.

Resolution No. 2015-05-08



Resolution No. 2015-05-08 in its entirety on file in the City's Resolution File)

The following resolution was introduced by Councilman Dave Cada who moved for its adoption. Second by Councilman Charlie Johnson.

-Shelly read the Resolution-

The Mayor asked for a Roll Call Vote:

**Charlie Johnson, aye
Dave Cada, aye
Joan Bender, aye
Marty Anderson, absent**

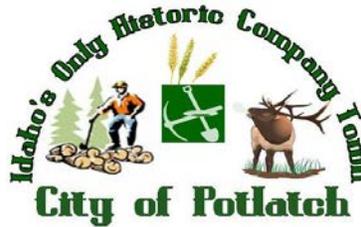
The motion passed. Mayor Brown then declared Resolution No. 2017-05-08 duly approved and adopted.

The Mayor told the Council that Tom Andres in-laws passed away earlier this year and the family has their 2004 Pontiac Montana van for sale. Tomi Andres has looked the van up for the value and they would like to sell it for \$3,800. The Council discussed this and Dave Cada said that he would vote for it. The Mayor said that Tom Andres would like a one-ton pickup with a blade on it for snowplowing. Tom would like leaf springs under it. The Mayor has been working on the budget for FY 2017-2018 and the City may be able to put a pickup in the next budget.

Dave Cada made a motion that the City purchase the 2004 Pontiac Montana van with the stipulation that someone looks at it and if it looks good, then purchase it. Charlie Johnson seconded the motion, the motion was approved with "all ayes".

Joan Bender made a motion to remove the \$162.97 from 630 Cedar Street account and turn the amount over to the Lewiston-Clarkston Credit Bureau, Inc. The amount is owed by Jody and Jodi Pomponio. There is a new owner at 630 Cedar Street as of 11/2016. Dave Cada seconded the motion, the motion was approved with "all ayes".

The City received a letter from the WIMHPG Railroad regarding road oiling this summer. They would like the City to help pay for the road oiling. The Railroad group would also like to know when the City is going to maintain the Mill Road



going down onto the old mill site? Last year the WIMHPG paid \$450.00 for the road oiling. The Mayor read the letter that the City received.

Dave Cada said that right up front, he is a member of the WIMHPG and he is going to have to recuse himself from voting.

Charlie Johnson made a motion that the City can help with the expense of road oiling. The City hired the County to oil the roads in Potlatch. The City will pay \$225.00 of the expense this year for oiling of the WIMHPG Railroad parking lot and road. Joan Bender seconded the motion, the motion was approved with "all ayes".

The Mayor explained that the City will not be maintaining the Mill Road because in 2019 ITD is going to be updating that area and also the City doesn't own the Mill Road. Potlatch Corporation still owns the road.

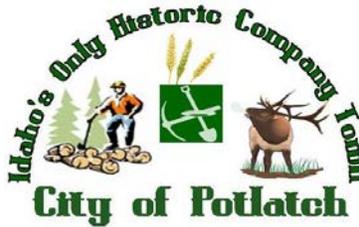
Barb West said that the goal for next year is to pave the parking area at the Railroad Depot.

The water and sewer rates were on the agenda for the WIMHPG Depot. Currently the Depot pays for one water hookup and one sewer hookup and a garbage roll cart. The Mayor explained that all businesses in Potlatch pay for water, sewer and garbage. The mini-mall is considered nine businesses. Each of those nine businesses must pay the base rate of \$28.00 for water and \$49.50 for sewer. Each business also has its own garbage service. Cone's Building is charged for three water and sewer connections. Kenny and Barb both explained that there is one bathroom upstairs and one bathroom downstairs and that each office doesn't have water or sewer.

Kenny Cada read the City code regarding water connections. Kenny said that no where does it say that the City can charge for separate businesses.

The Mayor said that the Council needs to sit down and make it work. The old Brown Hut had to pay for four water and sewer connections at one time because there was an apartment, laundromat and two businesses in the building.

Kenny said that they have small offices for people with a business in the Railroad Depot. They lost several businesses because the businesses didn't want to pay an extra \$40.00 per month for high-speed internet. Currently they charge \$150.00 per month for rent. Don Ball manages the renters in the Depot



and the renters pay for ½ of the utility bill. Kenny wanted to know if they would have to have extra garbage? They have a 35 gallon roll cart currently and they don't fill that up every week. The Mayor said that they would be able to keep the one roll cart at this time.

Kenny asked the Council if the businesses in City Hall had to pay extra for water and sewer? The Mayor said that the City charges a higher rate for the rent and it is considered that they do pay for their utility service. The Mayor said that the Council needs to work on this and make it fair for everyone. The Council will table this until the next meeting when Marty Anderson is here.

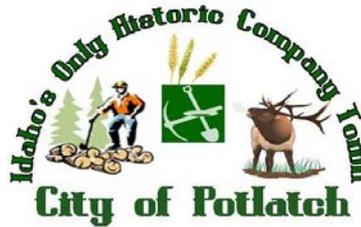
Dave Ostrom from Palouse Habitat for Humanity attended the meeting and discussed the bid that they received from Tyson Koehn for installing the water meters for the two lots. Dave said that they were shocked about the cost of the meter boxes because everywhere they build, they normally put two meters in one meter box. Tom Andres uses three meter boxes per water meter installation so that the depth is 48". Dave Ostrom said that he understands how it works now and why the City uses three boxes for each hookup. When he asked to be placed on the agenda was the first day that he had heard about this and since then he has learned why it is done.

Dave Ostrom said that another thing that Tom Andres would rather that they have the water meters close to the water main and then run the water line to each lot. Dave would like the City to run the water lines from the main line to the meter boxes on the lots because Habitat for Humanity doesn't have an easement for their own water lines to be run on City property to the lots.

The Mayor said that the City has an Ordinance and that we go by how the Maintenance Man wants to install the water connections and we can't change that. Dave Cada said that he agreed with the Mayor on this and the City will stick with how we have done it before.

Dave Ostrom told the Council that there is one more privately owned lot for sale that is above the two lots that Habitat for Humanity has now. That is a potential for a third house. Dave said that he talked with all of the homeowners who use the alley and explained to them that they were going to start digging the water line tomorrow and they won't be able to use the alley. Avista is also going to be installing the electricity. Avista is donating the conduit and Dave said that they have been really great to work with.

Ike Carpenter was in last week and he said that the trees at 1015 Fir Street are hanging out over the road. There is a dead tree that could fall on the road at



any time. Brent Lovell, tree trimmer, gave his estimate of \$800.00 and he would trim up the trees and take down the dead tree if it is on City property. Will Herrington, City Attorney, said that if it is a hazard, send a letter to the owner and give them a time limit. Let the owner know if they don't comply by the date, then the City will do the work and charge the owner for the work.

Also, the trees across from US Bank needs maintained on Lia Berg's property. If they are a hazard, the City will need to pass a resolution or and ordinance for the tree removal. The City is learning more about ITD grants to help with trees.

Joan Bender made a motion that the City notify Lia Berg about her property at 1015 Fir and 190 6th Street that she needs to cut her trees down that are a hazard and trim the other trees or the City will do the work and charge her. Charlie Johnson seconded the motion, the motion was approved with "all ayes".

Dave Cada asked if the City purchased the oyster shells for the Bocce Ball court, he would fix the Bocce ball court. The Mayor said that he is working on next year's budget and he will put that in the budget.

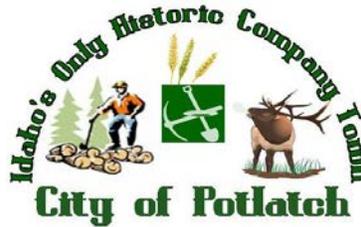
REPORTS:

1. Mayor-David Brown, the Mayor told the Council that tomorrow Christine Frei from Clearwater Economic Development Association was going to be having a meeting in Potlatch at noon to talk about fiber-optic high-speed internet. Frontier Communications has high-speed internet in Potlatch at their station. If high-speed internet were offered in Potlatch it would make it much more interesting to relocate to Potlatch.

CEDA is conducting a study in Kendrick to install high-speed internet.

The City received an e-mail from 1st Step Internet about one month ago about the possibility that they may upgrade their tower at the water reservoir and make it taller. If they did that, it would provide a whole lot faster speed and give the City a boost. The advantage of high-speed internet is to download faster and now people are using their computers to download TV over the internet.

The Mayor was invited to the dedication of the Palouse Habitat for Humanity house in Moscow. The Mayor and his wife attended and they



even put a ramp up into the house for Grace to get into in her wheelchair to tour the house. The Mayor of Pullman was there and so was a Councilman from Moscow. Dave Ostrom gave a speech and then gave the new owners the keys to their new house. A quilting group in Moscow made quilts for each family member and gave the quilts to them at the dedication. They stocked the shelves with food too. Dave Ostrom explained that the hallways in each Habitat home are 42” wide so that people can get down the hallway and make a corner into a room or the bathroom. The toilets are further away from the walls so that transferring can be easier. One of the Potlatch Habitat for Humanity homes will be a zero-step entrance for mobility impaired people.

The City still hasn't heard from the Idaho Dept. of Parks and Recreation about the RV grant or the Land and Water Conservation grant.

The Mayor, Joan, Dave and Shelly attended the AIC District II Spring meeting last week in Moscow. The Mayor and Shelly attended the Budget & Levy training in Moscow the next day.

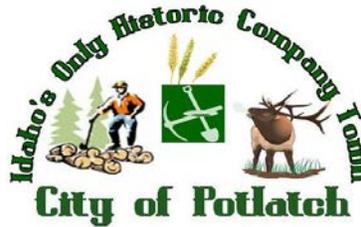
2. Parks - Joan Bender, nothing at this time.

3. Pool & Cemetery - Dave Cada, it is coming up on the first of June and the pool will be opening. The pool was written up by the health district last year and Dave would like to see the City repair that so it won't happen again this year. Shelly will check with Tia to see what it was that needs repaired and let Tom Andres know.

4. Charles Johnson - Water & Sewer, everything is going good.

5. Streets - Martin Anderson, absent.

6. Scenic 6 -David Cada, the WIMPHG Depot won for the fourth year in a row the Idaho Gives donation contest for small non-profit organizations in Idaho. It was nip and tuck all day long with the other contestants but at the last moment the WIMHPG pulled ahead. They raised \$8,600 in donations in one day! They will now be able to install storm windows in the Railroad Depot with this money.



Dave said that he is still trying to get in contact with the fellow who is in charge of the 50 mile bike race on Potlatch Day. They are working on where the finish line will be in Potlatch. The race will also continue on for those that are going on a 100 mile bike race.

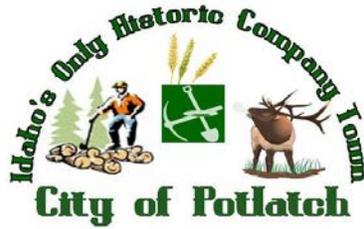
Kenny Cada said that Karen Rohn has received many requests from local musicians to play at the Country Music Festival but they are completely full. Karen is working with some of the musicians to have them play at Potlatch Day.

7. Clerk- Shelly Hammons, Shelly presented Melissa Smith's review of the 7-12 After-School Program information to the Council. Melissa is going to be attending one Council meeting a month to inform the Council what is happening with the After-School Program. Melissa is working on her Advisory Board members and has asked Kathi Nygaard to be a member. The Mayor said that both Kathi and Debi Dockins quit the original Advisory Board last year. Jeff Circa, School Superintendent, and Cheryl Riedinger, High School Principal, will both be included on the Advisory Board.

Last week Melissa met with the school and found out that the snacks that the children have been receiving this year in the After-School program are not an in-kind donation. The City is going to have to pay around \$500.00 to cover the snacks for the program. The Mayor asked Joan Bender is the kids may be able to get food from the Food Bank to make their own snacks?

The budget for the 7-12 After-School Program will be cut drastically for the next year. The budget is based on how many children have attended this year.

Dave Cada made a motion to pay the bills for the City of Potlatch, in the amount of \$23,361.96 and the Century 21 After-School Program bills in the amount of \$4,174.92, Charlie Johnson seconded the motion, the motion was approved with "all ayes".



Charlie Johnson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:34 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be May 22, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

May 22, 2017 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson and Charlie Johnson. Joan Bender was on the phone for the invocation.

Also present: Shelly Hammons.

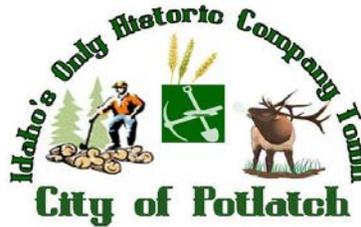
GUESTS: None.

Dave Cada made a motion that the City Council minutes from May 8, 2017, be approved, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

The opening Invocation Prayer was said by Joan Bender.

NEW BUSINESS:

The Mayor and Shelly met with Christine Frei, Executive Director, of Clearwater Economic Development Association (CEDA), to include local businesses and talk about conducting a Facility Study for high-speed internet in Potlatch. CEDA is working with Kendrick on a high-speed internet Facility Study and the cost of the study is \$16,000. There were many businesses invited to attend this meeting but only two were able to attend: Gritman Medical Center’s IT man, Kane Francetich, and Lowell Stevens and his IT man from Latah Credit Union. They are very interested in getting high-speed internet in Potlatch. Each business has agreed to invest \$1,500 for the Facility Study. Christine is talking with the Idaho Department of Commerce about the possibility of a GEM Grant in the amount of \$5,000 for the Facility Study. The City is going to be having another meeting on June 13 and inviting more businesses to attend the next meeting. First Step Internet will be the provider in Kendrick for their high-speed internet.



The Mayor said that the man from Richland, WA, who was interested in relocating his business to Potlatch had three things on his list: 1.) High-speed internet 2.) Natural gas 3.) the price of land.

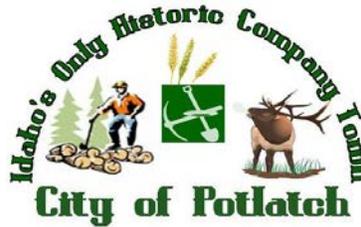
The Mayor asked the Council if they would agree to invest \$1,500 in the Facility Study for high-speed internet for Potlatch? Charlie Johnson asked if every household in Potlatch would have access to it? The Mayor explained that the fiber would be installed overhead on the existing power poles. The total amount for a Feasibility Study in Potlatch would be \$16,000. The Mayor said that if Potlatch had high-speed internet capability it would be more attractive for businesses to relocate to Potlatch. Ben Anderberg was interested in the high-speed internet as is the School. Jeff Cirka couldn't make the initial meeting but he said that he is interested in high-speed internet for the School District. The Mayor asked Dave Cada who the City would talk to at US Bank to see if they would be interested? Dave said that you would want to talk to the District Manager, Susan Dubaw.

The Mayor asked Christine if there would be a possibility that USDA would have grant money available to help with the study? USDA did provide some grant money to the Kendrick project.

Dave made a motion that the City put \$1,500 in for the Feasibility Study but he is worried that the City would incur more debt later on. Charlie Johnson seconded the motion. The Mayor asked if everyone agree and Marty Anderson said "no" he did not agree with the motion. The Mayor said that the Council will wait until Joan Bender gets back from vacation before voting again.

REPORTS:

1. Mayor-David Brown, the Mayor said that he told Barbie Miller, Executive Director, for Clearwater Resource & Development Council (the City is member) that he would ask the Council if anyone would like to join the Clearwater RDC board of directors? They meet in Lewiston once a month for two hours. The Council said that none of them would be able to join at this time.



The Mayor told the Council that the crew had one cabin almost built down at the shop and they have all of the floors finished. The cabins will be going down at the RV Park.

2. Parks - Joan Bender, absent.

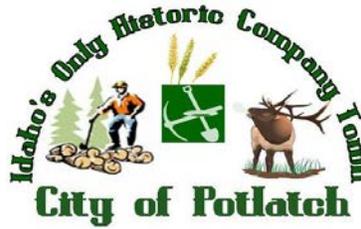
3. Pool & Cemetery - Dave Cada, Dave asked if Tia was ready for the pool to open? Shelly said yes, there will be six people working at the pool and that includes Tia. They intend to open on Wednesday, June 7. Dave said to let him know when they will be having the employee orientation as he would like to attend.

4. Charles Johnson - Water & Sewer, everything is going where it is supposed to go.

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

6. Scenic 6 -David Cada, the Bike Ride is coming up on Potlatch Day. Dave said that the bike riders will be coming into Potlatch at different times. There will be some who are racing and will be here early and some that will be coming in throughout the day. They are talking about where to put the bikes when the riders would like to stay and attend Potlatch Day. They are thinking around the locomotive in the park or across the road. Dave said that they will need more volunteers to help direct the bicycle traffic through town and make sure that they travel on the paved road. Dave asked the Mayor is he would be able to attend the next Scenic 6 Economic Development meeting? The Mayor said that he would. The two things that the bike riders would like would be “beer and ice cream”.

7. Clerk- Shelly Hammons, the Council had the flyers for the Downtown Revitalization meeting in Kendrick on June 8. Shelly explained that before that meeting, the Mayor and Shelly will be meeting with Jenny Henley and Tony Tenne from the Idaho Department of Commerce at 9:00 a.m. in Kendrick that day. Shelly asked the Council if anyone would like to attend that meeting? Dave Cada said that he will check with his



schedule and let us know. Dave said that Barry Johnson may want to attend these meetings as he is now the President of the Scenic 6 Economic Development Council.

Marty Anderson made a motion to pay the bills for the City of Potlatch, in the amount of \$22,380.07, Dave Cada seconded the motion, the motion was approved with “all ayes”.

Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 7:35 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be June 12, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

June 12, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

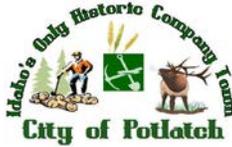
GUESTS: Amy Manning, III-A Insurance; Paul Kimmell, Avista; John Lane, Clearwater Economic Development Association; Scott Winther; Gina Taruscio, Director of PEP (Latah Economic Development); Brad Flodin, Washington Trust Bank, Gary Riedner, City of Moscow and Dick Walser, Latah County Commissioner.

Dave Cada made a motion that the City Council minutes from May 22, 2017, be approved, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

NEW BUSINESS:

Amy Manning is the manager of the III-A Insurance Program. Amy explained that Potlatch is one of the founding members of the III-A five years ago. Amy reviewed the Annual Report from the Board of Trustees of the III-A.

The PEP Board made up of Paul Kimmell, Brad Flodin, Dick Walser and Gary Riedner joined Gina Taruscia at the meeting tonight to explain what is happening with PEP. PEP was formed from the old Latah Economic Development Council. Gina handed out notebooks with the information on the reformation of the council, now named PEP (Partners for Economic Prosperity). The new board is trying to reinvigorate and refocus PEP and work with all of Latah County on economic development. A business success in rural Latah County is a success for everyone in Latah County. The PEP board is going to have a Mayor’s Round-Table with all of the small cities in Latah County and they would like to have them choose among themselves who will represent the small cities on the PEP board. PEP is asking for a small membership contribution of \$500.00 from the small cities in Latah County. The membership fee for all businesses will be \$5,000.



The PEP Board said that they are going to be as transparent as they can be going forward. They gave the Council a snapshot of what's going on in Latah County right now. Gina is going to focus on business retention, attraction and development.

Dick Walser said that he isn't going to be running for Latah County Commissioner next time and said how proud he is of his hometown of Potlatch and all that it is engaged in at this time.

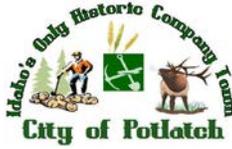
Gina said that she is excited and would like to be known as BORT "Buisness Opportunity Response Team". A smaller team means a quicker response time. Gina would like PEP to be known as an organization that any organization would like to be involved in.

Dave Cada said that Potlatch has already updated our water and wastewater infrastructure and is poised to take off. Dave said that with the PEP organization and people like you, the puzzle pieces will fall together. Potlatch would like to keep adding to our businesses. Dave asked is the PEP board had seen the Railroad Depot and how it has been restored? The restoration was done with all volunteer work. Dave also explained about the Riverside Country Music festival and how this will be the second year. The date for the Country Music Festival is August 26. Dave also said that a lot of the ideas that we have done came from attending meetings with Inland NW Partners.

Scott Winther attended the meeting and said that he was curious where the City was at for mosquito abatement? Scott said that he has been researching the possibility of forming a mosquito abatement district and thought that it would be beneficial if the City were to be involved. This is an epic year for mosquitos! Scott said that the Health District strongly encourages mosquito abatement measures. There is grant money out there, Scott said. Franklin and Benson counties in the Tri-Cities area are facilitators of a mosquito abatement district. This needs to be facilitated with Latah County and there is more to than just spraying for mosquitos once a year. The Mayor said that he read that there are plants that can help combat mosquitos. John Lane said that he will talk with Christine Frei about the possibility of CEDA getting involved in forming an abatement district.

RESOLUTION NO. 17-03

(Resolution No. 17-03 in its entirety on file in the City's Resolution File)



The following resolution was introduced by Councilman Dave Cada who moved for its adoption. Second by Councilman Charlie Johnson.

Idaho Gem Grant Application Resolution

WHEREAS, the City Council of the City of Potlatch is interested in the economic health of the community and its citizens; and

WHEREAS, the City Council wishes to support and encourage appropriate efforts within the community that promote economic development of the community and the economic well-being of its citizenry; and

WHEREAS, the Idaho Department of Commerce is offering a program specifically designed to help rural Idaho communities implement economic development strategies/projects and,

WHEREAS, this program is entitled the Idaho Gem Grant Program.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby supports and endorses an Idaho Gem Grant application for the HIGH-SPEED FIBER INTERNET project.

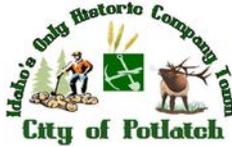
BE IT FUTHER RESOLVED, that the City Council designates CLEARWATER ECONOMIC DEVELOPMENT ASSOCIATION as its administrative agent for this grant.

This Resolution is in full effect upon its adoption this 12th day of June, 2017.

ROLL CALL VOTE:

Charles Johnson, aye
Dave Cada, aye
Martin Anderson, aye
Joan Bender, absent

The motion passed. Mayor Brown then declared Resolution No. 17-03 duly approved and adopted.



Dave Cada made a motion that the City contribute \$1,500 to the Feasibility Study for Fibre Optics High-Speed Internet, Charles Johnson seconded the motion, the motion was approved with “all ayes”. Joan Bender was absent.

Dave said that it is very important to the community to obtain high-speed internet in Potlatch. First Step Internet has pledged \$1,500 for the study also.

RESOLUTION NO. 17-02

(Resolution No. 17-02 in its entirety on file in the City’s Resolution File)

The following resolution was introduced by Councilman Dave Cada who moved for its adoption. Second by Councilman Charles Johnson.

**RESOLUTION #17-02
APPOINTMENT OF APPLICANT AGENT
For the Hazard Mitigation Grant Program
(HMGP)**

WHEREAS, the City of Potlatch is submitting a Hazard Mitigation Grant project to the Federal Emergency Management Agency and the State of Idaho; and

WHEREAS, the City of Potlatch is required to appoint an Applicant Agent for the purpose of signing documents and assuring the completion of all application documents;

NOW THEREFORE BE IT RESOLVED that the, **City Council of the City of Potlatch** appoints Tom Moore, PE, as the Primary Agent, Shelly M. Hammons, City Clerk-Treasurer as the Secondary Agent and David L. Brown, Mayor, as the authorized Certifying Agent.

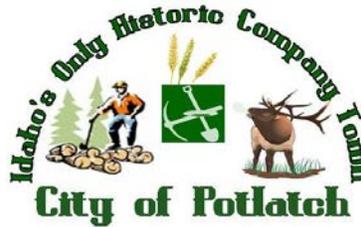
Dated this **12th** , day of July, **2017** .

Appointing Authority: Potlatch City Council

Roll Call Vote:

Charles Johnson, aye
Dave Cada, aye
Martin Anderson, aye
Joan Bender, absent

The motion passed. Mayor Brown then declared Resolution No. 17-02 duly approved and adopted.



REPORTS:

1. Mayor-David Brown, The Mayor and Tom Moore attended a FEMA meeting in Orofino last week. The road into the lagoon and the maintenance bridge washout were the items that the City is asking for grant funds to help repair. The road into the lagoon has to be fixed. Next week, FEMA representatives will be in Potlatch to look at these two sites. If the City applies for the Mitigation grant there is a 25% cost to the City. FEMA will be setting up three satellite offices in the state: Twin Falls, LCSC in Lewiston and Coeur d'Alene.

The Mayor explained that we are running into a lot of work for the RV Park cabins. Tom Moore, City's engineer, has to sign off on the piers.

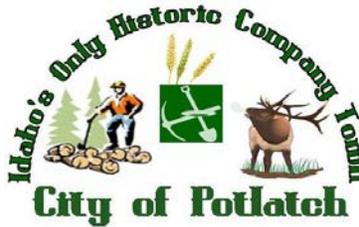
The City hasn't heard anything from the Idaho Department of Parks and Recreation on the RV Park application or the Land and Water Conservation application for grant funds.

The Mayor told the Council that he hired John Burnett back to work as a seasonal employee. John and Dale will be splitting a 40 hour work week. Dale has said that he only wants to work nine hours a week.

Something has to be done with the telemetry system between the wells and the reservoir. It still doesn't run independently and has to be manually turned on and shut off. It is part of the drinking water system and it is needed. The Council talked about this wondering why the old system that had been there for 10 years worked and now this new system hasn't worked at all? The City has several bids on the telemetry system: Strom Electric submitted a bid for \$100,000 and Source Electric has a bid for approximately \$40,000.

The Mayor said that someone needs to be on-call to turn the water on and off. Last weekend, Tom was out-of-town and called the Mayor to go and turn the well off so that it wouldn't overflow the reservoir.

Dave Cada made a motion that the City repair the telemetry system, Charlie Johnson seconded the motion. Marty Anderson said that he can't vote for this or approve it at this time. Marty needs assurance that it can work for more than two years if the City spends the money on this system. The City needs a warranty. THIS ITEM WAS TABLED UNTIL NEXT MEETING. We will get in touch with Strom Electric



and Source Electric and see what can be done. Charlie Johnson said that he will talk with someone about the system also.

The County will mag Ponderosa Drive, the Park and the Depot. The City has agreed to pay \$200 for part of the cost to mag the Railroad Depot.

The potholes can be fixed if we get the RV Park grant. In front of Irene Bain's house and in front of City Hall and at the intersection of Ponderosa Drive and Cedar Street.

Amanda Bashaw talked with the Mayor and said that the Idaho Department of Environmental Quality is going to be monitoring the Bulky Waste Site.

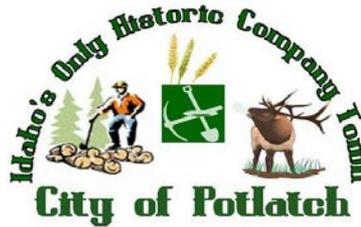
The City has an estimate from Nathan's Painting to paint City Hall. Will Herrington, City attorney, said that the City would be able to proportionately split the cost fairly between accounts. We will ask Tyson Koehn if he knows of anyone that paints and also talk with Tom Garrison.

2. Parks - Joan Bender, absent.

3. Pool & Cemetery - Dave Cada, Dave said that he had a good meeting last Tuesday with the pool crew. The pool cover needs replaced as it won't go up on the roller. The Mayor said that the pool cover was given to the City long ago by Moscow.

The cemetery looks good now: it is nice and green. It would be nice to water the cemetery all summer to keep it looking nice. It is hard to water 12 acres. There are pipes in the cemetery for watering. The Mayor said that last summer, the City received a letter from someone in Lewiston saying that the cemetery needed watered. The Boy Scouts trimmed the cemetery before Memorial Day.

4. Charles Johnson - Water & Sewer, everything is going where it is supposed to go.



5. Streets - Martin Anderson, Marty asked if Habitat for Humanity had people for the homes that will be built? Shelly will check.

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

7. Clerk- Shelly Hammons, the people at 975 Cedar Street have a partially dead tree in front of their house and they would like someone to come and trim the dead stuff off as it is a hazard. The Council said to have Tom Andres look at it and let the owner know that it is their responsibility to cut the tree.

Dave Cada asked if bucket trucks come up at auction? The Mayor said that they do. Dave thought it might be a good idea to purchase one for this type of job. You can also rent a bucket truck from Moscow Building Supply.

Marty Anderson made a motion to pay the bills for the City of Potlatch, in the amount of \$44,009.28 and the bills for the 7-12 After-School Program in the amount of \$7,895.56, Dave Cada seconded the motion, the motion was approved with "all ayes".

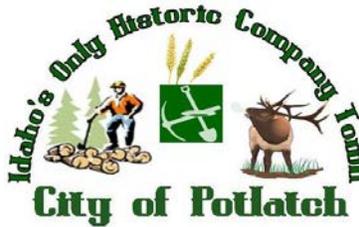
Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 9:21 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be June 26, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

June 26, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: Melissa Smith, Director of the 7-12 After-School Program.

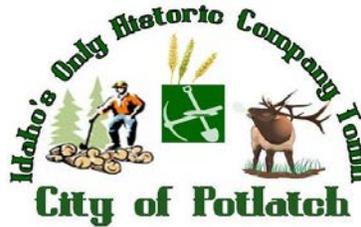
Dave Cada made a motion that the City Council minutes from June 12, 2017, be approved, Joan Bender seconded the motion, the motion was approved with “all ayes”.

NEW BUSINESS:

Joan Bender said the opening prayer.

Melissa Smith, Potlatch 7-12 After-School Program Director, attended the City Council meeting to update the Council about the program. There was a two-week summer program, four days a week for five hours a day. The summer program had 16 students enrolled and there were nine students who averaged coming. Several fun things that the students participated in was: a garden history walk, visited the McConnell Mansion in Moscow, the student walked the Historical Home District and the Historical Commercial District here in Potlatch. They also had the National Guard come in and conduct a survival training.

This next school year 2017-2018, they are budgeting for 30 students as in the original grant but at a reduced grant cost of \$166,000. Melissa is going to be talking with Evelyn Thompson who runs the STEM Club at the high school and see if they can't incorporate her club planning into the program. The biggest change to the program next year is that they are going to be incorporating the 6th grade students into the program. The students will be bused from the



elementary school to the high school wood shop. They will be structuring the program a little differently: 6-9 graders will be together and then 10-12 graders will be together. In order to amend the grant, there had to be a letter of support from all players and then sent to the Idaho Department of Education. The Mayor is the last signature on the letter and Melissa was asking the Council to approve the Mayor to sign the restructure support letter. One of the stipulations of the grant change will be that this will be reviewed on a yearly basis.

Joan Bender asked if the 30 students that they are planning on next year, are the 6th graders included in that number? Yes. Melissa said that there were 10 students in the elementary program last year that will be in 6th grade this year. Joan asked if the program will be held at the school again next year? Melissa said "yes"

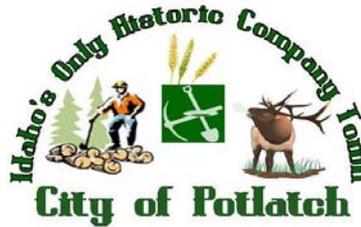
Marty Anderson asked what year the elementary after-school program was in? Melissa thought that the program was going to be in its third year next year.

Dave Cada asked what the approval level was of the educators? Melissa said that they are excited and happy with the direction we are moving in.

Andrew Fletcher oversees the grantees in the State and he was here several weeks ago. Andrew showed the 7-12 grade program several science experiments while he was here and they had a blast. At the end of the summer session, the students were disappointed that that the session wasn't going longer. Melissa said that they would like to have a five-week summer session next year and include Zero Robotics. The students would develop a code that could be used on the International Space Station if their code was chosen from the pool of candidates.

Melissa handed out her updated job descriptions for the program. If they receive the budget that they submit, they will be hiring another para-professional for the program and they would bring the assistant director on for 12 months rather than 10 months.

The Mayor asked if the para-professionals are the ones who come up with the curriculum? Melissa said that they don't but she is willing to listen to their suggestions. Melissa is open to ideas or lesson plans but she doesn't expect the para-pros to come up with the curriculum. Melissa told the Council that if



something jumps out at them later on let her know as she is here to listen and accept feedback. The Council thanked Melissa for coming to the meeting.

Dave Cada made a motion that the Mayor sign the Letter of Support to restructure the 7-12 grade after-school program to include the sixth grade next year. Joan Bender seconded the motion, the motion was approved with “all ayes”.

The Mayor asked the Council what they thought about painting City Hall? There is a quote that Nathan's Painting submitted. The Council discussed the bid and tabled the discussion until next meeting. They would like to see another bid or two. As of July 1, the City doesn't have to have two bids on jobs that are under \$50,000 but it is a courtesy to the citizens to have more than one bid on a project under \$50,000.

The Council discussed the drinking water telemetry system and would like more information and what type of a guarantee would be given if the City spends more money on the telemetry system. The Council tables this until next meeting.

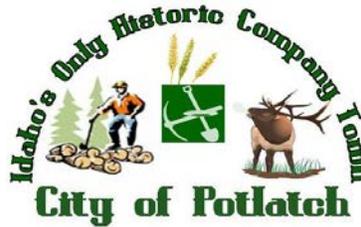
Dave Cada said that Elaine Clegg will be in Potlatch on Friday, June 30, regarding the Safe Routes to School sidewalk grants. They will be meeting with her down at the Railroad Depot.

REPORTS:

1. Mayor-David Brown, the Mayor told the Council that the City did not receive the Idaho Department of Parks and Recreation grant for Land and Water Conservation. The City would still like to pursue purchasing the 10 acres of land from Potlatch Corporation.

The Mayor told the Council that the City did receive the Idaho Department of Parks and Recreation RV Park grant for \$84,236. The City's match amount will be \$4,818. We will get in contact with all of the contractors who submitted bids for this project and let them know they can begin work on the RV Park.

This RV Park grant will pave the road from Highway 6 into the RV Park and meet the existing pavement around the RV Park. It will complete the sprinkler system in the RV Park. This grant will install a gas furnace,

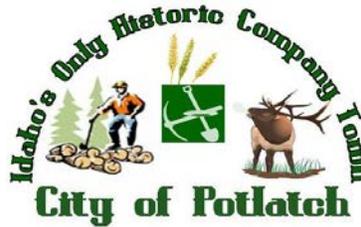


humidistat fan and four LED lights in the bathroom/shower room building. It will add seven electrical circuit breakers to the RV Community Building. There will be a mobility impaired sidewalk installed from the RV Park paved road to the RV Community Building. There will be seven RV sites that will receive post and rail fencing along the side and back of the concrete pads to keep people from falling off of the pads and the City will purchase an entrance sign for the RV Park with lights that will be easier to see from Highway 6.

There is one cabin built and down in the RV Park. Tom Moore designed the cabins and put his engineering stamp on them.

Last Wednesday, there was a FEMA team here in Potlatch looking at the road to the lagoons that was washed out in the flood this spring and also at the erosion under the walking bridge to the Land Application site. The project has been approved and the grant funds are divided: Federal – 75%; the 25% remaining will be divided: City – 40% and State – 60%. When Tom went to start the land application site, he discovered that the pump was damaged in the flood. The pump will have to be repaired. This is the second time that this has happened to this pump. We will see if it can be covered under the FEMA project.

2. Parks - Joan Bender, wondered how the meeting in Cottonwood at St. Gertrude's Monestary went last Friday? The meeting was put on by Clearwater Economic Development Association on How to Form a District: Recreation District, Cemetery District, Water and Sewer District, etc. The first half of the meeting there was an attorney who talked about how to form a Recreation District. There was a woman there who was from Warren, Idaho, and she would like to form a Highway District. There was talk about how to form a Mosquito Abatement District too. Last week there was an article in the Idahonian about mosquito districts. The Mayor said that he was thinking that the City may not have to form a district but charge the customers \$1.00 a month for the mosquito spraying that the City does every year. There would have to be a Public Hearing on this idea. Dave Cada said that is a good idea and also to get Potlatch Corporation involved so that they can spray their shrubs and small puddles on their property by the river. There are different ways to combat mosquitos: brown bats and dragonflies are two options.



Cliff Dudley has been working on the Swenson Park putting in walkway trails. The Mayor said that he talked with Cliff and explained that the City doesn't pay for a project up front.

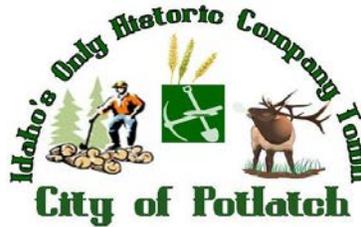
There was a domestic disturbance in the RV Park last night. The Camp Host came into City Hall and said that three police officers were in the RV Park this morning as there was a man and woman fighting and the man beat the woman up. These people have left today and hadn't paid for their stay. The Camp Host gave them a payment envelope and let them know that they can send their payment to Potlatch when they get home.

Nancy Chaney donated \$100 to the Swenson Park. Her cousin, Ted Runberg, just passed away and he was very involved in economic development. Ted was from Potlatch and Nancy wanted to do something in Ted's name and talked with the Mayor. The Mayor told Nancy that the park will be a natural plant park.

3. Pool & Cemetery - Dave Cada, Dave has been at the pool several times and there weren't a lot of people swimming when he was there. The Mayor said that they are doing Zumba exercise classes twice a week and Tia McKinney, Pool Manager, said that they have had over 100 people every day this past week. Unlimited Heating was working on the heating/circulation unit today at the pool.

4. Charles Johnson - Water & Sewer, everything is going well and when we get the telemetry system figured out it will be good.

5. Streets - Martin Anderson, Marty asked about the sidewalk project and how it is going. It is in the design phase and LHTAC called this morning and said that one of the items that popped up on their environmental list was two flowers that have been determined to be almost extinct. They were wondering if there flowers were in Potlatch and if they are in the path where the sidewalk will be going. Shelly will pass that information on to K.J. Hanley, the engineer from Parametrix working on the design of the sidewalk.



6. Scenic 6 -David Cada, the Country Music Festival is progressing. Dave is going to talk to Tom Andres and ask that he send several kids up to the Lions Park before the festival to mow and weedat the park. The volunteers will be doing the raking of the grass.

Dave has talked with Tom Andres about the bike race that will be coming through Potlatch on Potlatch Day (200-300 bicycles). They need to devise some kind of a system for bicycles. The Mayor asked who is going to pay for this? The Mayor said that the man in Moscow who is organizing this event said that there was \$400 that they could give the cities to help with expenses. They could use this \$400 to buy food and then the bicyclers wouldn't have to pay for food. The Lion's Club has a pancake feed in the morning and maybe they could have it all day for the bicyclers? Dave said that the only thing that they asked for was beer and ice cream.

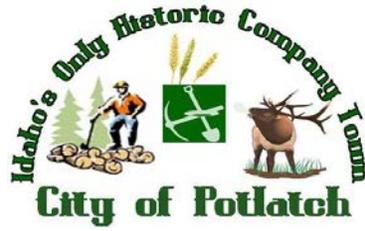
7. Clerk- Shelly Hammons, received an e-mail from First Step Internet that said they have been contacted by the new owners (Weber) who purchased Vern and Lois Johnson's property up by the water reservoir. The First Step internet tower is supposedly on the Weber's property. The Weber's are paying for a survey of the property. After the survey, they will send the survey to City Hall and we will send it on to our attorney.

Marty Anderson made a motion to pay the bills for the City of Potlatch, in the amount of \$8,054.61 and the bills for the 7-12 After-School Program in the amount of \$5,488.45, Joan Bender seconded the motion, the motion was approved with "all ayes".

Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 8:26 p.m.

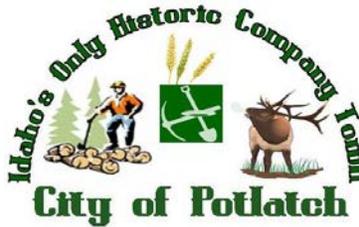
David L. Brown, Mayor

ATTEST:



Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be July 10, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

July 10, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: None.

Dave Cada made a motion that the City Council minutes from June 26, 2017, be approved, Joan Bender seconded the motion, the motion was approved with “all ayes”.

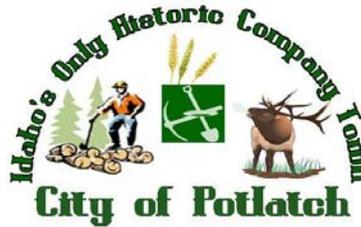
NEW BUSINESS:

Joan Bender said the opening prayer.

The Mayor said that he had been at the Rebekah Hall last week and the concrete is not very good in the sidewalk in front of the building and at the top of the landing. It seems to be falling apart and the sidewalk is down to the gravel. Last winter we had several people fall. Dave Cada said that he noticed this weekend when they were there and we have to get something done. Marty suggested that the City get several estimates to see what the cost will be.

Marty Anderson made a motion that the Mayor sign the contract between Parametrix and the City of Potlatch for the Key No. 19831, Potlatch Sidewalk Enhancement, Phase 2 design contract for \$35,700, Dave Cada seconded the motion, the motion was approved with a Roll Call Vote:

***Charlie Johnson, aye
Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye***



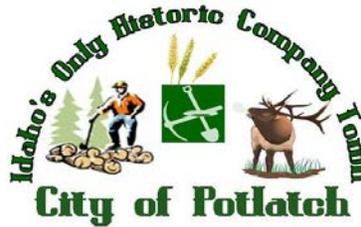
The Mayor has been working on the FY2017-2018 budget and currently the City provides dental insurance to the employees only at a cost of \$86.58 per month and a life insurance policy of \$25,000 for \$29.00 per month. The III-A insurance has three dental plans that we can choose from that would be much less than what the City is currently paying. The Plan 003 has a higher deductible of \$50.00 but the overall limit is higher at \$2,000 per year. The plan also offers employee only coverage at \$37/mo., employee/spouse coverage at \$76/mo. and employee/child(ren) coverage at \$66/mo. The Council discussed the different plans that are offered.

The III-A medical plan that the City currently has includes a \$15,000 life insurance plan. The Principal Financial Group life insurance plan that the City is paying for now includes a \$25,000 life insurance plan at a cost of \$29.00 per month per employee. If the City switches to the III-A Plan 003 dental plan and cancels the Principal Financial Group plan, the City will save around \$150.00 per month.

Marty Anderson made a motion that the City switch to the III-A Standard Dental Plan 003 and cancel the Principal Financial Group dental and life plan the end of September 2017, the employees can choose from the III-A Dental plan for employee only, employee/spouse or employee/child(ren) option and the City will pay for anyone of these options. Joan Bender seconded the motion, the motion was approved with "all ayes".

REPORTS:

1. Mayor-David Brown, the Mayor said that Bryan Bryngelson is pouring the pickleball court in the Scenic 6 park this week. In last year's grant the pickleball court will be paid for ½ by the City and ½ by the Potlatch Recreation District. In this year's grant, there is a sidewalk included that will be from the paved road around the RV Park to the RV Community Building handicapped ramp. Poe Asphalt will get back to us on the paving from Highway 6 to the existing paving around the RV Park. Aqualawn has been contacted about installing the sprinklers in the RV Park. Quality Fencing has been contacted about putting the post and rail fencing around several RV pads and Ackerman's Heating has been notified that the City received the grant. We still need to



contact the electrician about installing more plug-ins in the RV Community Building.

The Mayor talked with Jim Lemieux about the City purchasing the 10 acres from Potlatch Corporation. Jim is working on getting the paperwork together. Jim talked with Mari at Latah County about annexation of this land and the City will annex it in as a non-buildable parcel of property. The Mayor also talked to Jim about the road and Jim is going to talk with his people to see what Potlatch Corporation wants to do with the road.

The Mayor has talked with a man in Clarkston who wants to come to Potlatch when the City purchases the 10 acres and put on a Demo Derby. He will come in a move the dirt around to make a track.

Cliff Dudley has been working on Swenson Park making the pathways. The Mayor took some pictures of the Swenson Park and Shelly sent the photos to Sharon Howard about the progress on the park and Mrs. Howard is thrilled to see that the project is moving along. The Mayor suggested that we take pictures of the Habitat for Humanity project and send that to Mrs. Howard also, as she donated that land to the City.

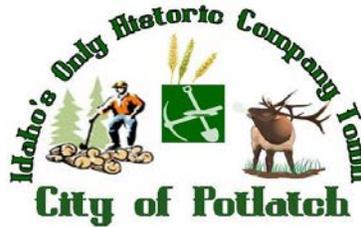
The County oiled Ponderosa Drive today.

The Mayor has been watering the flowers as Johnny isn't working out so well. He has been here this week. He talked to Tom about the summer kids to groom the Scenic 6 Park before Potlatch Day.

The Mayor tried to turn the sprinkler on in the Scenic 6 Park and it didn't come on. We contacted Aqua Lawn about having someone come in and turn the water on and show us how to operate the system.

2. Parks - Joan Bender, talked with Cliff Dudley and he needs gravel at the Swenson Park. Tom is going to get a truckload of gravel up to the Park for Cliff this week the Mayor said.

3. Pool & Cemetery - Dave Cada, it has been better weather for the pool. Tia had to call Unlimited Heating to come and repair the ignitor for the boiler and circulation system. The Mayor said that Tia has been having lifeguard troubles as they don't want to work. They only want to work on the swim lessons and not as a lifeguard. The Council discussed



this and agreed that only the people holding swim lesson certification should be paid extra for swimming lessons.

The City needs to hire adults for lifeguards and summer maintenance to get reliable people to work.

4. Charles Johnson - Water & Sewer, Charlie asked about the telemetry for the water system. We need to figure something out as it needs fixed. The Mayor said that we will work on that. There is a weather system over at the Land Application site that hasn't ever been hooked up and it would be a good thing to have working.

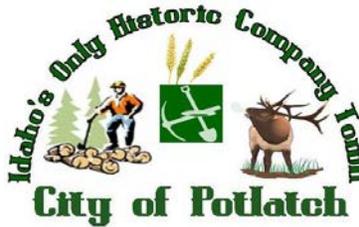
5. Streets - Martin Anderson, would the City be able to dig up the pavement at Pine and 6th and put a foundation of gravel to get it ready to be paved over?

6. Scenic 6 -David Cada, Speeder Day was last Saturday and there was a pretty good turnout. Not as much as in the past but probably because the speeders were only able to travel to Princeton and Harvard. They worked all day from 7:00 a.m. until 11:00 p.m. on the event.

The committee is working on the bicycle race that will be coming through Potlatch this Saturday on Potlatch Day. The BMX people from Moscow will be in Potlatch to guide the bicyclists around the parade. They will be putting up an area in the Scenic 6 Park for the bicyclists to store their bikes during Potlatch Day.

The Country Music Festival meeting was last week and Dave will talk to Tom about grooming the Lion's Park after Potlatch Day.

7. Clerk- Shelly Hammons, Terry Koehn came to City Hall to look at the building to paint it. Terry discovered that the balcony banisters are in need of repair. The Mayor asked Terry to submit two bids: one for painting the building and one to repair the banisters. Terry also said that the roof in front of City Hall needs to have the moss scraped off and



apply a bleach/water solution to the roof to inhibit more moss from growing on it.

Joan asked if there was any grant money available to repair City Hall or for the painting? There are several grants available for Historical Buildings that have small grant amounts. We will look into these grants.

Marty Anderson made a motion to pay the bills for the City of Potlatch, in the amount of \$23,995.61, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

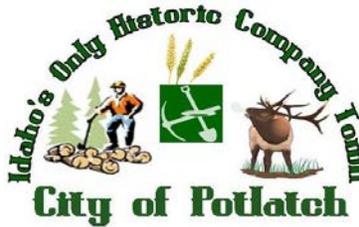
Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:10 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be July 24, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

July 24, 2017 – 7:02 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, and Charlie Johnson. Joan Bender was absent with a family emergency.

Also present: Shelly Hammons.

GUESTS: John Baldwin, Dawn Baldwin, Tamara Minor, Cody Brigham and Brian Worden.

Dave Cada made a motion that the City Council minutes from July 10, 2017, be approved, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

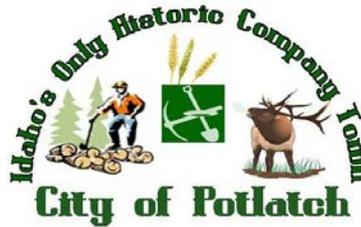
NEW BUSINESS:

The City received two questions regarding the addresses at Ponderosa Drive (see map). The addresses are confusing and could cause a problem during an emergency. The Council discussed the address and came up with a solution.

Dave Cada made a motion that the City rename Ponderosa Drive – Ponderosa Drive North and Ponderosa Drive South and leave Highway 6 as the divider. Charlie Johnson seconded the motion, the motion was approved with “all ayes”. Shelly will order new street signs with North and South on them and notify Latah County and the Post Office.

The house at 910 Spruce is now owned by Cody Brigham and it used to be owned by David Hunt. Cody’s mother came into City Hall several weeks ago and paid the utility bill up to have the water turned on.

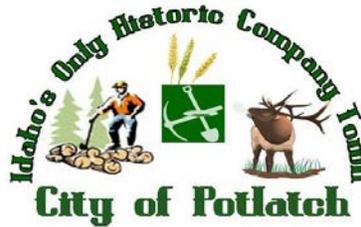
Tamara Minor, Building Inspector, had done an inspection on that house before the water bill was paid and the house had had a remodel started. Tamara noted that several items needed to be completed on this house before the water was turned on and Tamara had asked Shelly to not turn the water on



because there are several safety issues involved with this house. Tamara had required that they have a plumbing inspection done and also receive a Building Permit. Shelly told the Mayor this and he disagreed and didn't feel that the City had a right to not turn their water on. The water was turned on last week. Cody Brigham asked what he needed to do with the house in order to bring it up to code? Tamara will write out what's needed to be done to bring the house up to code *The stairs need repaired in order to be safe *There is a hole in the ceiling *The plumbing needs to be fixed and inspected by the State *There needs to be a working toilet and sink *Part of the foundation is sitting on deck blocks. Tamara said that unfortunately this house has had a remodel started on it and where the remodeling has taken place is where the house needs to be brought up to code (anything that has been removed or anything that is open needs to be repaired). Mr. Worden said that the sewer has a couple of spots that need fixed and he wouldn't have allowed his wife to use the existing toilet that was in this house. Currently there is only a wood stove for heating and the code says that another heat source with a thermostat is required.

Tamara brought a section of the code in to have Shelly copy it for the City Council (see Section R111 – Service Utilities code included). Tamara had looked on the Idaho State Database and no inspection has ever been made at this house. The Mayor said that he had shut the water off at this house 7-8 years ago himself and didn't know that the water had been turned on for other people who have lived in the house since then. There have been people living in this house in the last few years who haven't had water on because of non-payment of their utility bill. The City contacted the Latah County Health Department many years ago and there is a code that says how to handle this situation with children in the house and without children in the house.

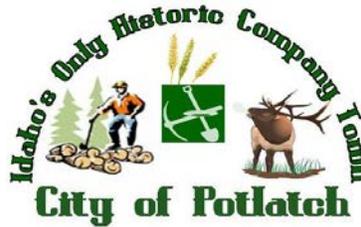
The Mayor asked the City Council how far does the Council want Tamara to go with the Building Code? The Council discussed this and agreed to have a workshop on Thursday, July 27, 2017, at 7:00 p.m. in the City Council Chambers to discuss this issue. The City has adopted the 2012 International Building Code. The Council decided to table this issue until the next Council meeting when Joan is back and after the workshop.



John and Dawn Baldwin came to the Council meeting to let the Council know that he has combined both of his lots into one taxable lot and he is building a shop. Can he hook his shop up to his existing water and sewer connections? There used to be a house on the one lot where his shop is going and there are existing service connections already in place. John would like to put a toilet and sink in the shop. The Mayor asked how is Wade Morris billed? Wade has the same situation (a shop on one lot with existing services and his house on his other lot). Mr. Morris is charged two separate water and sewer connections for his house and shop. Mr. Morris is only charged water and sewer for the shop and isn't billed for garbage. The Council discussed this and said that John and Dawn Baldwin will pay for two water and sewer connections when they put a toilet and sink in the shop. The Baldwin's will not have to pay for a new water or new sewer connection fee and can tie into their existing water and sewer connections.

The Mayor said that he just got the FY17-18 Budget done last week and there is a 2% wage increase included in the FY17-18 budget. The Mayor recommends to the Council that they raise all rates \$0.50 each and he has included funds from the LGIP accounts in Boise. Shelly puts so much into these accounts in Boise every month for reserve funds, Capital Improvement, Sinking Funds and O&M funds. Included in the water and sewer accounts is one hookup each. The property taxes will increase next year but the liquor taxes have been going down. There will be an increase in pool supplies for next year by \$700. The Mayor goes by all of the reports that are printed out of the fund account program and also the reports that Bev gives us every month and the Association of Idaho Cities sends all of the cities the tax numbers. The New Construction information isn't available yet.

The First Step Internet microwave tower was supposed to be on City property but when 655 Ponderosa Way was sold to Amber and Brett Weber it was discovered that the tower sits on their property. First Step Internet is aware of this situation and they have been considering a higher tower in the future and the City does have room near the water reservoir on City property. The Weber's are talking about hiring a surveyor to survey their property to get a definite lot line for their property.



The Council discussed the membership fee for PEP and the Mayor has been contacted by Commissioner Walser and Gina Tarusio regarding a membership.

Dave Cada made a motion that the City of Potlatch give PEP a chance and see if they will do anything for us and revisit the membership in one year, Charlie Johnson seconded the motion and the motion was approved with “all ayes”.

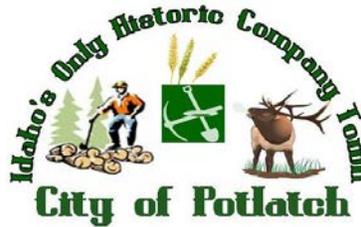
The City was asked to join the Moscow Chamber of Commerce by Clearwater Economic Development Association (CEDA). The City Council discussed this membership and they declined to become a member at this time. The Mayor talked with the E.D. of the Chamber today because the Chamber was the one who put the bicycle race on July 15 (Potlatch Day). There were 139 bicycle riders and they enjoyed coming to Potlatch, Dave Cada thought that 50 bicyclists stayed for Potlatch Day. The bicyclers brought their own box lunches and drinking so they didn't purchase any food at Potlatch Day. There had been a mix-up on the buses to pick up the riders.

Jeff Stolz was in City Hall last week with a question about his house at 555 6th Street. Jeff is remodeling the house which has a shop and an apartment in the shop. Jeff is wondering how he will be charged if someone were to rent the apartment? The City Council discussed this and said that he will be charged for two separate water and sewer connections.

The Council discussed the different businesses around town and how they should be billed for their utilities. The Old NAPA Building has two apartments, two toilets on the main floor and they just installed two grinder toilets for a total of six connections. The Railroad Depot has many businesses and they should pay accordingly.

REPORTS:

1. Mayor–David Brown, Tom is coming along with the cabins in the Scenic 6 RV Park. The Mayor met with Scott from Poe Asphalt last week on the paving for the RV Park grant. The grant will pay for most of the paving and Brian Bryngelson poured the pickleball court.



John Burnett is no longer working for the City. The Mayor hired Levi Weldy last week. Levi worked for the City two summers ago. On August 4, two of the summer maintenance crew will be quitting but Luke will be staying on.

Tom and the crew groomed the Lion's Club Park last week. Dave Cada said that they got most of the grass raked up last weekend and they are very thankful for Tom and his crew.

CEDA has been working on a grant for the City through the Idaho Department of Commerce for ballfields on the last that the City is purchasing from Potlatch Corporation. Christine from CEDA talked with IDOC about the grant for ballfields and was told that it wouldn't work for that. They will fund other items: *Pools or *Splash Pads. The Mayor said that the City might apply for the grant for a Splash Pad. Orofino and Kooskia both have installed Splash Pads in the last year and they are working great. The Splash Pads aren't on a circulation system. The City must do a survey for low-income data on this grant. Robin Woods (sits on the Commerce board) called the Mayor and she would like to see the City try for this grant.

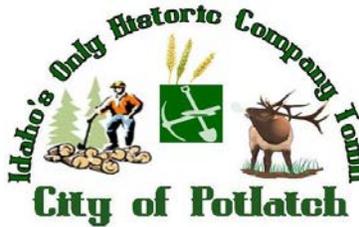
The Council discussed putting the Splash Pad up at the Pool and they were discussing how there used to be a wading pool up there and the concrete for the wading pool should be buried somewhere and might be able to use that for the Splash Pad.

The City received a quote from Terry Koehn for painting City Hall. The quote came in at \$32,000 but this doesn't include repairing the banisters. Terry is very busy right now and wouldn't be able to start until September. The City has one other quote from Nathan's Painting for \$42,398 and that didn't include painting the doors.

Dave Cada made a motion that Terry Koehn does the painting of City Hall, Marty Anderson seconded the motion, the motion was approved with "all ayes".

Dave Cada asked if Tom Andres would be able to repair the banister? The Mayor thought that he could do that.

The Mayor received a call from the insurance company that the City goes through for dental and life insurance. The Mayor explained that the Council



agreed to go with the III-A on the dental and life insurance for the next fiscal year.

2. Parks - Joan Bender, absent.

3. Pool & Cemetery - Dave Cada, Dave has been by the pool several times but haven't stopped in. There have been quite a few kids there both times. Tia said that there were 130 kids at the pool on Potlatch Day.

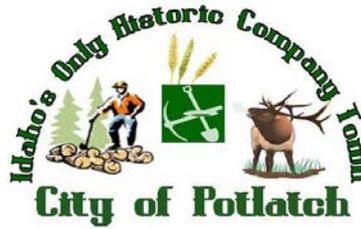
4. Charles Johnson - Water & Sewer, asked if the City has received the quotes from Strom Electric or Source Electric on the telemetry system? The Mayor had both quotes and the Council reviewed these quotes.

Marty made a motion that the City go with Strom Electric and the \$5,000 quote to repair the drinking water telemetry system, Charlie Johnson seconded the motion, the motion was approved with "all ayes".

5. Streets - Martin Anderson, the Council talked about paving the different pothole areas around town when the paving outfit is paving the park. The three areas would be: fix the Pine Street potholes by Highway 6, pave up by 310 Cedar Street and where Spruce, Ponderosa and Cedar all intersect. The HB 312 highway fund money that the City receives must go towards repair and maintenance and it must be reported on the Annual Road and Street Report at the end of the year.

Marty Anderson made a motion that the City spend up to \$15,000 to repair the potholes and trouble spots in Potlatch, Dave Cada seconded the motion, the motion was approved with "all ayes".

6. Scenic 6 -David Cada, they are working on the Country Music Festival weekly now. There are holes in the Lion's Club Park that need filled with gravel or dirt and Dave is working on that. Dave said that they have talked with Kermit from the Nez Perce Casino to get participation from the Tribe at next year's Country Music Festival. The Mayor said that he has always wanted to see a Pow Wow in Potlatch.



7. Clerk- Shelly Hammons,

Marty Anderson made a motion to pay the bills for the City of Potlatch, in the amount of \$19,904.55, Dave Cada seconded the motion, the motion was approved with “all ayes”.

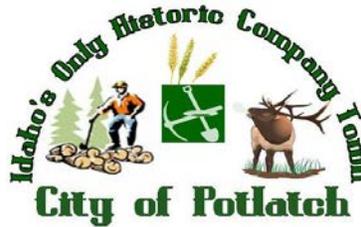
Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 9:07 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be August 14, 2017.



Potlatch City Council Workshop

City Hall – 195 6th Street – Potlatch, ID 83855

Thursday, July 27, 2017 – 7:00 p.m.

The workshop of the City Council was attended by Mayor David Brown, Council members present: Dave Cada, Charlie Johnson and Joan Bender.

Also present: Shelly Hammons.

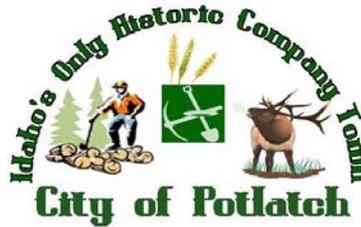
GUESTS: NONE.

NEW BUSINESS:

The workshop started with the Mayor letting the City Council know that next Tuesday night, August 1, will be the National Night Out Against (NNO) Crime event in the Scenic 6 Park. The Latah County Sheriff's Office has purchased two bicycles, the City of Troy has purchased two bicycles and David and Grace Brown purchased two bicycles to give away during the event. The Mayor asked the Council if the City could purchase two bicycles up to \$200 to give away at the event? There will be eight bicycles give away during NNO. All Council members present agreed to spend up to \$200 on two bicycles.

The Mayor asked the City Council how far they would like Tamara Minor, Building Inspector, to go regarding Building Code enforcement in Potlatch?

Tamara explained that the house at 910 Spruce Street must have an approved building permit to bring it up to code in order to issue



a Certificate of Occupancy. Tamara is willing to work with the owners.

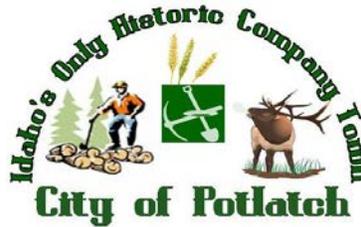
Two doors down from this house, Andy Morehouse is building a new house. Two doors on the other side, Mark Furchteneicht has been completely remodeling an old house, so Tamara has spent a lot of time on this street inspecting these two homes. In May, Tamara was on this street many times and noticed that at 910 Spruce Street, they were taking all of the windows and doors off of the house and they hadn't applied for a building permit. At that time, the then owner's mother, Sharon Hunt, came into City Hall and paid the bill up through April 2017. Shelly told Sharon Hunt that her grandkids (who were going to purchase this home) and who were working on this house, needed to apply for a building permit. Shelly gave Sharon a Building Permit Application to give to Cody and Elisha Brigham.

The Council discussed what the bare minimum would be in order to let Cody and Elisa Brigham get a temporary Certificate of Occupany in order to move into 910 Spruce Street and then they could work on the rest of the house?

Tamara said that the stairs are unsafe and the water system needs to comply. Tamara explained that Mark Furchteneict failed his plumbing inspection four times because the water system wasn't air-tight.

The electrical system at 910 Spruce Street has had improvements made on it and had an electrical inspection done two years back to get the power turned on. Tamara doesn't know what the rest of the electricity in the house looks like.

The house is in rough shape and part of the foundation is sitting on pier blocks, there is a hole in the roof next to a chimney, there



needs to be insulation put in the walls where the lath and plaster has been removed and there needs to be an adequate heating system with a thermostat but the floor joists look pretty good.

Dave Cada said that the City Council needs to uphold the code but in tough situations, we need to work with people and the code benefits everybody. Dave asked Tamara if she could give the Brigham's a time frame to work in? Tamara explained that when they receive a Building Permit, they have six months to start their work and then they have two years to complete the project and can apply for extensions.

The Council discussed if Tamara were driving down the road and noticed that someone was building something, should she stop and let them know that they need a building permit? Yes. If they do not apply for a building permit, the building inspector can red-tag the project and tell the City what the fine will be and then the City would need to go through the process to enforce the fine.

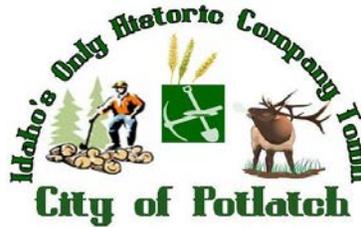
Tamara said that the State of Idaho is working on adopting the 2015 International Building Code and the City will have one year after the State adopts the code to approve an Ordinance adopting the 2015 International Building Code. Tamara will let the City know when the State adopts this code.

The workshop was adjourned at 8:05 p.m

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

August 14, 2017 – 6:56 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada (absent), Marty Anderson, Joan Bender and Charlie Johnson.

Also present: Shelly Hammons.

GUESTS: None.

Joan Bender made a motion that the City Council minutes from July 24, 2017, be approved, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

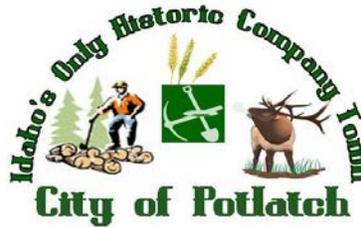
NEW BUSINESS:

Joan Bender said the invocation prayer.

Joan Bender made a motion to accept the revised agenda as Shelly inadvertently left out the FY17-18 Proposed Budget information, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

The Mayor explained to the Council that the State of Idaho has now adopted the 2015 International Building Code and the City has until January 2019 to adopt that code.

Idaho Transportation Department is going to be working on the highway next summer (2018) straightening the corners at the west end of town and then flattening the corner at the bottom of the hill by the City's shop. They have already been holding Public Hearings here at City Hall. The project at the west end of Potlatch will start around Keck's Shop and ITD would like the City to put a sleeve under the highway to take the water line across the road. The City will have to pay for the sleeve. The sleeve will be made of plastic and when the drinking water line is extended the water line will fit inside the sleeve. The reason is that if the water line were to break, the sleeve will protect the road



from being eroded. The sewer line already runs under the highway at that location (near Aspen Lane).

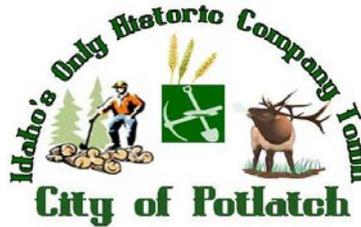
The owners that live at Larch and 8th Street came into City Hall and asked if they would be allowed to put up a 4' chain link fence on their property? The Council discussed this and said that it would be okay if he did.

There is a tree on Spruce Street across from Greg Weller. The new owner of the property was cutting the limbs off of the tree when Greg Weller approached the owner and said that they should probably talk to the City before they cut the tree down. There is a car parked right up to the tree that is owned by Willard DeVault, who is now in a nursing home. The tree is buckling the sidewalk and weeping sap on the car, sidewalk and roadway. Charlie Johnson asked if the owner cut the tree down and something happened, would the City be liable? The Council discussed this issue and tabled this until next meeting after they had time to look at the tree.

The Cemetery needs an address. The Council discussed this and Shelly will call Latah County and see if they have an official address.

There was a question asked at City Hall: if a person purchases a home in Potlatch and wants to put a massage parlor in their home, how would they be charged. Marty Anderson said that they would need to obtain a variance because they would be operating a business in a residential district. Shelly will ask the Planning & Zoning Committee if they would need a zoning variance.

The Mayor and Denny Dawes attended the School Board meeting last week. The Potlatch Recreation District would like to take over the area at Spruce Street where the little baseball fields are located. The Rec. District would like to install an underground sprinkler system in the baseball fields and the playground. The School Board is all for this and the Rec. District would like to know if the City would like to collaborate with the Rec. District and the School District to help pay for the sprinkler system and hire a maintenance person to maintain this area? The cost of the sprinkler system would be \$6,000 and Aqua Lawn would install it. The Mayor said now that the City has the Scenic 6 Park, RV Park, Lion's Club Park, City Pool and now the Swenson Park the City



really needs one dedicated person just to maintain the parks and cemetery in the summer and in the winter plow the sidewalks.

The Potlatch Recreation District has hired Paul Kilborn to maintain the Harvard Park and the Princeton Park.

The City Pool has had issues this summer with the lifeguards not wanting to work. The City needs to think about hiring adults for lifeguards in the future.

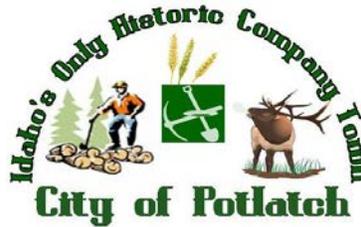
Two of the summer maintenance men are gone now and there is still one high school student still working. The Mayor has hired Levi Weldy to help out. Tom is going on vacation at the end of September and Brennan still can't drive.

Joan Bender made a motion that the City Council accept the FY 2017-2018 Proposed Budget of \$1,626,192.71. Charlie Johnson seconded the motion. The Mayor asked for a Roll Call vote: Charlie Johnson, aye; Marty Anderson, aye; Joan Bender, aye. Dave Cada was absent. The motion was passed with "all ayes".

Rants and Raves Brewery would like to have a Catering Permit to serve during the Riverside Country Music Festival on August 26. The Council discussed this and approved the permit. Also, Nancy from North Central Health District was in City Hall today wanting to know who the food vendors will be at the event? Shelly told her to contact Karen Rohn, President, of the Potlatch Riverside Music Association.

REPORTS:

- 1. Mayor-David Brown**, National Night Out was on August 1 and there was a good turnout. The helicopter came into the park from a different direction this time and created a huge wind event, two pop-up canopies were destroyed and papers and games went flying along with tubs of ice cream, ice cream cones and cotton candy. There were 12 bicycles given away: David and Grace Brown donated four bicycles, City of Potlatch donated two bicycles, City of Troy donated four bicycles and the Latah County Sheriff's office donated two bicycles. Next year, the Mayor would like to mark



children's bicycles at the National Night Out by engraving their bicycles, or putting some sort of a tag on them. The Latah County Sheriff's Deputy told the Mayor that every year, they have an auction and around 300 bicycles are auctioned off because they were stolen.

The Mayor met with Rich from Poe Asphalt and drove around with him and Tom Andres to identify areas in Potlatch where the roads need paved. They came up with four locations: *The intersection of Spruce and Ponderosa (near the school) *8th Street and Highway 6 *Pine Street and Highway 6 and *10th Street (the problem with 10th Street was caused in the water project because Higrade didn't do a good job with the paving and the road has sank). The bid came in at \$62,000 for all four locations. The Mayor would like to take the three highest priorities and have Poe Asphalt pave those areas this year. The Council discussed this and came up with the top three: *Spruce and Ponderosa because the school buses use that area *Pine Street and Highway 6 and *8th and Highway 6. The Mayor explained that every year now the City receives a portion of the Highway money from the state that must be used for maintenance.

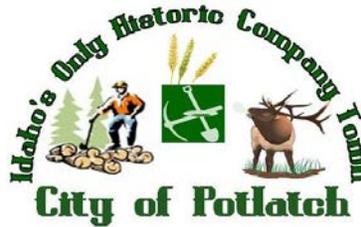
It would be nice to do 10th Street but there may be a possibility that the City would apply for another Idaho Transportation TAP Grant to help fund a sidewalk on that road, at that time the City would be able to fix 10th Street.

Marty Anderson made a motion that the City pave the top three priorities this year: *Intersection of Spruce and Ponderosa *8th and Highway 6 and *Pine Street and Highway 6. Charlie Johnson seconded the motion, the motion was approved with "all ayes".

The Mayor talked with Shem Johnson about the lagoon road project that has been submitted to FEMA to be repaired. Shem will be here Wednesday to look at the site. Tom Moore is contacting different people on prices for the FEMA project.

The cabins in the RV Park are coming along.

The Mayor talked with Kelly Dahlquist of Clearwater Economic Development Association (CEDA). Kelly has been working on a Block Grant application for the City for a Splash Pad. The Mayor talked with the owner of a company in Arizona this morning and discussed a 1,000 sq. ft. Splash Pad. They are



going to be sending information about the Splash Pad by Wednesday of this week. CEDA has sent out the income survey for the Block Grant.

2. Parks - Joan Bender, Joan said that Cliff Dudley has been working on the Swenson Park and he put some gravel down but it looked like it was going to slough off. Joan asked him to kind of taper off the edges so that it would slough off. The Mayor asked Tom Andres if they would knock down the weeds in the area.

Joan has been walking around the Scenic 6 Park and she talked to Tom Andres because there are several sprinkler heads that are shooting straight up in the air.

3. Pool & Cemetery - Dave Cada, (absent). Tia came into City Hall last week and said that the School District talked to her about keeping the pool open longer this year. The high school is having construction done and school won't open until September 18. Tia has set her extended hours at Noon to 5 or 5:30 p.m. depending on how many lifeguards she will have.

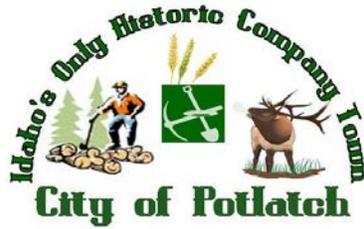
4. Water & Sewer Charles Johnson, asked about the telemetry system for the drinking water system. The Mayor said that the City has ordered the telemetry system from KME (used to be Strom Electric but Phil Stradley is now out on his own, see quote).

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

6. Scenic 6 -David Cada, absent.

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

Marty Anderson made a motion to pay the bills for the City of Potlatch, in the amount of \$23,601.61, Joan Bender seconded the motion, the motion was approved with "all ayes".



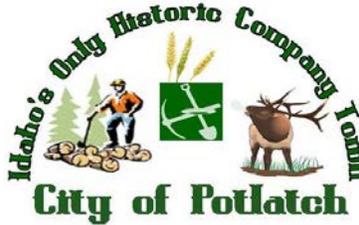
Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:22 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be August 28, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

August 28, 2017 – 7:02 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada (absent), Marty Anderson, Joan Bender and Charlie Johnson.

Also present: Shelly Hammons.

GUESTS: None.

Joan Bender made a motion that the City Council minutes from August 14, 2017, be approved, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

NEW BUSINESS:

Joan Bender said the invocation prayer.

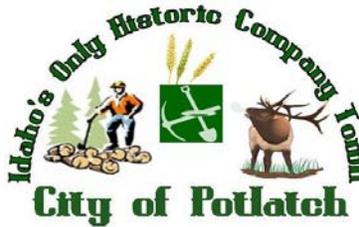
The Mayor asked for a motion to approve the Proposed FY17-18 Budget.

Joan Bender made a motion that the Council approve the Proposed FY17-18 Budget, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

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 **\$1,626,192.71** TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF POTLATCH FOR SAID FISCAL YEAR 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 reading by Title only.



Joan Bender 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.

Is there a second? ***Charlie Johnson seconded Joan Bender's motion.***

Mayor: It has been moved by Joan Bender and seconded by Charlie Johnson 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.

Mayor: Is there any discussion? No

Mayor: This is a roll call vote:

Charlie Johnson, aye
Dave Cada, absent
Marty Anderson, aye
Joan Bender, aye

The Ordinance passes its first reading 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 the Ordinance No. 505 be formally adopted.

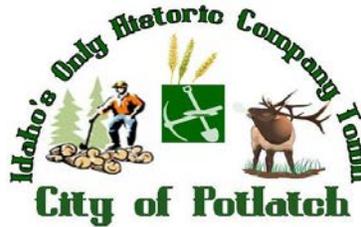
Is there a second? ***Charlie Johnson seconded Joan Bender's motion.***

It has been moved by Joan Bender and seconded by Charlie Johnson that Ordinance No. 505 be formally adopted.

Mayor: This is a roll call vote:

Charlie Johnson, aye
Dave Cada, absent
Marty Anderson, aye
Joan Bender, aye

The Council reviewed the Rate Schedule and made some changes. Shelly will check with other cities to see how they charge for door-to-door sales and also if they have a Business License requirement. Shelly will make the changes that



the Council had and bring the updated Rate Schedule to the next Council meeting.

Several members of the City Council looked at the tree in question on 730 Spruce Street and it was decided that the tree stays. They are not allowed to cut it down.

The dead car next to this tree in question is Willard DeVault's car. Mr. DeVault went into a nursing home almost two years ago. The Latah County Sheriff's Dept. is trying to locate a relative to get the vehicle moved.

The WIMHPG brought their invoice into the City for the mag oil that they received. The total bill was for \$250.00. The City Council agreed to pay ½ of that amount or \$125.00.

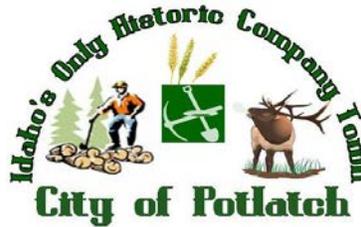
The Council discussed the address for the Potlatch Cemetery, it will now be 760 6th Street and the Swenson Park's address will be 10 Aspen Lane.

REPORTS:

- 1. Mayor-David Brown,** the Mayor received an e-mail from Doug Beauchamp and he would like to donate a steam donkey to the City. The Mayor said that there is room around the log cabin in the Scenic 6 Park and there is already a piece of equipment that may run the steam donkey.

The Mayor was invited to the Palouse Habitat for Humanity Wall Raising at 620 Ponderosa Drive last Sunday. The new owner is Amber Minard and she has two little boys. Ms. Minard must work every weekend and every Thursday on this house. They put up 2x4s that were auctioned off at the Beans and Jeans event from last year. The Moscow elementary school children built a small shed for her.

The Mayor, Joan Bender, Salie Anderson and Kelly Dahlquist from CEDA all went to Orofino and Kooskia last week to look at their Splash Pads. The Splash Pad in Orofino is a 42'x35' concrete pad with 12 heads of water that shoot up. The Kooskia Splash Pad was paid for by their local Credit Union. The Mayor talked with



Nicolas Heibert from the Lewiston DEQ Office about the Splash Pad and their requirements.

The Idaho Dept. of Commerce grant must be completed and in by September 18, 2017. The Mayor would like to put the Splash Pad on the new 10 acre property that the City is purchasing from Potlatch Corporation.

The Mayor asked the Council if they saw the new pavement from Highway 6 into the Scenic 6 Park? There must be gravel placed by the edges of the paved road because now there is a drop off. Poe went ahead and paved the little triangle piece by the pond.

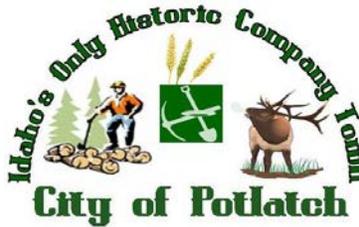
The electrician will be here this week to get all of the cabins hooked up. There is enough money in the Idaho Park & Recreation grant to tongue and groove the interior of the cabins. The cabins are 11'x11' on the inside. The flooring may be vinyl and Tom Andres will be getting the decking material next week. The crew will paint the cabins the same color that the rest of the buildings are down there but they will have different roof colors. The Mayor would like to name each cabin after the old Camps that were located in the area. At Christmas time, the City may rent out the cabins to local crafters.

The Council discussed the rent for the cabins and the City will charge \$50.00 a night with a maximum stay of one week. It will be on a case-by-case basis if people want to stay longer and it must be approved by the Council.

The Mayor said that he would like to see a rule in the RV Park that no one would be allowed to store anything under their RV.

2. Parks - Joan Bender, talked about their trip to Orofino and Kooskia to view the Splash Pads. Joan said that the Splash Pad in Orofino is really cool and explained that it is on a timer for 10 minutes at a time when the button is pushed.

3. Pool & Cemetery - Dave Cada, (absent). The pool needs a new pool cover.



4. Water & Sewer Charles Johnson, asked about the telemetry system for the drinking water system and wondered if that had been installed. We will check with Tom Andres and see if it has been.

5. Streets - Martin Anderson, the Mayor wondered if we wanted to pave everything at this time (all four areas listed on the last minutes)? Marty said that he thought that the City should just do the top three right now.

6. Scenic 6 -David Cada, absent.

7. Clerk- Shelly Hammons, CEDA has scheduled a Public Hearing for September 19 at 9:00 a.m. for the Splash Pad IDOC grant.

Marty Anderson made a motion to pay the bills for the City of Potlatch, in the amount of \$28,486.23, Joan Bender seconded the motion, the motion was approved with “all ayes.

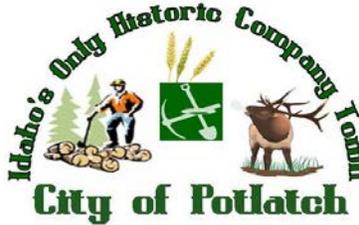
Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 9:10 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be September 11, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

September 11, 2017 – 7:00 p.m.

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

Also present: Shelly Hammons.

GUESTS: None.

Joan Bender made a motion that the City Council minutes from August 28, 2017, be approved, Dave Cada seconded the motion, the motion was approved with “all ayes”.

NEW BUSINESS:

Joan Bender said the invocation prayer.

The Council reviewed the Rate Increases for FY17-18 and discussed the rates.

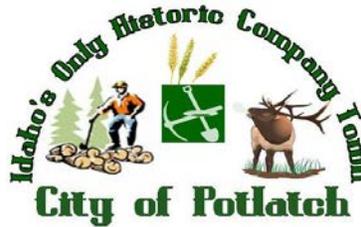
Dave Cada made a motion that the City advertise for a Public Hearing regarding the rate increases on September 25, 2017, at 6:30 p.m., Joan Bender seconded the motion, the motion was approved with “all ayes”.

Resolution 2017-09-11 (Resolution No. 2017-09-11 in its entirety on file in the City's Resolution File)

The following resolution was introduced by Councilman Dave Cada who moved for its adoption. Second by Councilman Joan Bender.

Fair Housing Resolution No. 2017-09-11

LET IT BE KNOWN TO ALL PERSONS OF the City of Potlatch that discrimination on the basis of race, color, religion, gender or national origin in the sale, rental, leasing or financing of housing or land to be used for construction of housing or in the provision of brokerage services is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law).



It is the policy of the City of Potlatch to encourage equal opportunity in housing for all persons regardless of race, color, religion, gender or national origin. The Fair Housing Amendments Act of 1988 expands coverage to include disabled persons and families with children. Therefore, the City does hereby pass the following Resolution.

BE IT RESOLVED that within available resources the City will assist all persons who feel they have been discriminated against because of race, color, religion, gender, national origin, disability or familial status to seek equity under federal and state laws by referring them to the U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, Compliance Division.

BE IT FURTHER RESOLVED that the City shall publicize this Resolution and through this publicity shall encourage owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and amendments and any applicable state or local laws or ordinances.

SAID PROGRAM will at a minimum include: 1) publicizing this resolution; 2) posting applicable fair housing information in prominent public areas; 3) providing fair housing information to the public; 4) preparing a fair housing assessment; and 5) declaring April as Fair Housing Month.

EFFECTIVE DATE

This Resolution shall take effect on Monday, September 11, 2017.

Roll Call Vote:

YES – Dave Cada

YES – Martin Anderson

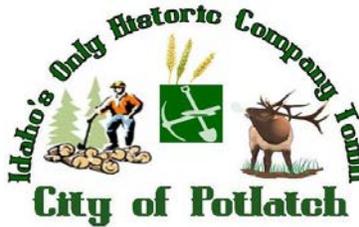
YES – Joan Bender

Charles Johnson, Absent

The motion passed. Mayor Brown then declared Resolution No. 2017-09-11 duly approved and adopted.

Dave Cada made a motion that the City Council adopt the Citizen Participation Plan for Idaho Department of Commerce Block Grant. Joan Bender seconded the motion, the motion was approved with “all ayes”. Charles Johnson was absent.

Dave Cada made a motion that the City of Potlatch adopt Clearwater Economic Development Association’s Kelly Dahlquist as the Grant Writer



for the IDOC Block Grant. Joan Bender seconded the motion, the motion was approved with “all ayes”. Charles Johnson was absent.

The Council discussed the 1st Step Internet tower that was assumed to be placed on City property. The contract was signed April 2007 and was good for 10 years. The contract was up in April 2017. The Council discussed having the City's property where the drinking water reservoir is located surveyed by Rim Rock Consulting. The land trade with Vern and Lois Johnson was done in 2004 and when the 1st Step Internet tower was installed in 2007, the City assumed that the property where it was located was the City's property but it wasn't. The new owners would like the tower removed from their property. 1st Step Internet contacted the City in Dec. of 2016 and at that time, 1st Step was thinking about installing a larger, taller tower up in that area. The Council agreed that the land needs to be surveyed.

Martin Anderson made a motion that the City commit to \$10,000 to the Splash Pad project. \$5,000 will be committed for the FY16-17 year and \$5,000 will be committed for the FY17-18 year. Dave Cada seconded the motion, the motion was approved with “all ayes”. Charles Johnson was absent.

REPORTS:

- 1. Mayor–David Brown**, the Mayor told the Council that Jim Lemieux contacted the City and asked when the cabins in the RV Park would be done as he would like to be the first one to stay in them.

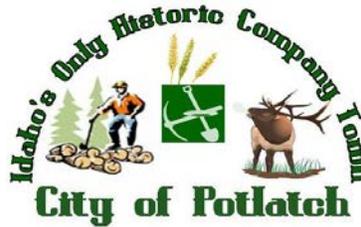
There hasn't been any work from Potlatch Corporation on the 10 acres of land that the City has offered to purchase from them.

The electrical was installed on the RV Park cabins by Heath Moore.

The Mayor thanked Marty and Dave for running for the City Council again.

The Mayor said that we have advertised for a Groundskeeper position. So far one application has been received. The person hired to do this job will be working on all of the parks and City Hall. The job will pay \$10.10 with benefits and will be a full-time position.

- 2. Parks - Joan Bender**, nothing. The Mayor said that Dale Good has been keeping the weeds down in the Swenson park and he has kept it mowed down. They will get in touch with Denny Dawes to order native



plants for the park. Also, in the design there was blocks and chunks of wood in the concept drawings.

The Log Cabin Inn Park (across from the cemetery) could be a nice park if it were maintained.

There was supposed to be a park in Bennett's Addition when the subdivision was built. Bennett's offered the park to the City at that time but the Council turned it down. The Council discussed talking to the Bennett's again and see if they will donate that land to the City for a park.

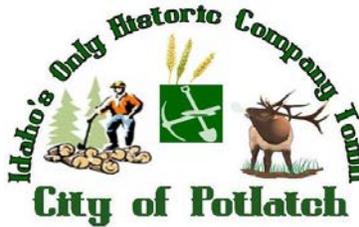
3. Pool & Cemetery - Dave Cada, there have been air quality issues and employee issues this summer at the pool. The pool cover needs to be replaced. The Mayor said that he talked with Tom Andres and Tom said that there is another cover in a storage building but it would need to be hemmed. There is also another cover roller sitting down at the shop.

4. Water & Sewer Charles Johnson, absent. The Council asked if the telemetry system had been installed yet? No word yet, we will check on this.

5. Streets - Martin Anderson, The street at 8th and 6th has been paved and the RV Park entrance was also paved out to Highway 6.

6. Scenic 6 -David Cada, Dave said that nothing bad happened at the Country Music Festival. It sounded like everyone had a good time with the six bands that played. The cheerleaders made \$700 on ice cream. The Festival Committee had pledges for donations but the money hasn't been donated yet. Dave thought that they made \$500.00 profit on the event. The stage was set in a different area and it seemed to work out better. The people liked having the concert in the park and there weren't any holes for people to drop into and the holes had been filled up.

Dave said that it would be nice if the Lion's Club Park was handicapped accessible. The Mayor said that next year, the City is going to apply for a



park grant again through IDOC for the handicapped accessibility for the Lion's Club Park. There were golf carts taking people in and out of the park this year.

7. Clerk- Shelly Hammons, there will be an Inland Northwest Partners meeting at the Coeur d'Alene Casino on September 28 from 8:30 a.m. to 2:15 p.m. There is also going to be a Public Hearing tomorrow morning at 9:00 a.m. in the Council Chambers on the Splash Pad grant through IDOC. Kelly Dahlquist and Christine Frei of Clearwater Economic Development Association will be here to facilitate the Public Hearing.

Dave Cada made a motion to pay the bills for the City of Potlatch, in the amount of \$73,692.16, Joan Bender seconded the motion, the motion was approved with "all ayes."

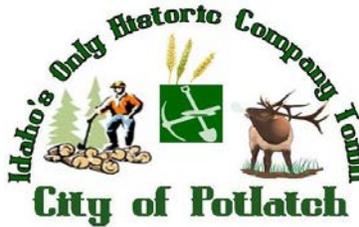
Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:02 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be September 25, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

September 25, 2017 – 7:01 p.m.

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

Also present: Shelly Hammons.

GUESTS: None.

Dave Cada made a motion that the City Council minutes from September 11, 2017, be approved, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

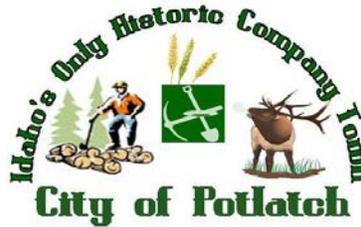
Dave Cada made a motion to Amend the Agenda by adding the amendment to adopt Resolution No. 2017-09-25 and that the Public Hearing was held on 9-25-2017 at 6:30 p.m. Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

NEW BUSINESS:

The Mayor explained to the Council that the Potlatch Recreation District has agreed to install an irrigation system up at the T-ball fields and the playground near the tennis courts. The Rec. District would like to know if the City will waive the water usage fee for the ball fields and the playground?

Dave Cada made a motion that the City waive the water usage fee when the T-ball fields and playground are watered with the new irrigation system. Dave said that the City has a beautification plan and adding water to the fields will green up the fields. Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

The Mayor told the Council that the City has only received the one application for the Maintenance position and he would like to hire Karen Johnson. The Council discussed this and agreed to hire Ms. Johnson. We will have to find



things to keep her busy during the winter. The Mayor thinks that there are many things that she can do and one of the ideas was possibly starting our own plants to plant in the spring. The City spends approximately \$1,000 on flowers every spring.

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

ORDINANCE No. 506

AN ORDINANCE OF THE CITY OF POTLATCH, LATAH COUNTY, IDAHO PROVIDING FOR THE AMENDMENT OF, TITLE 2, CHAPTER 4, OF THE POTLATCH MUNICIPAL CODE RELATING TO PEDDLERS, AND SUBSTITUTING NEW LANGUAGE RELATING TO THE DOOR-TO-DOOR SOLICITATION; PROVIDING FOR THE REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH AND THE REPEAL OF SECTIONS 2-4-1 THROUGH AND INCLUDING 2-4-3, OF THE CURRENT POTLATCH MUNICIPAL CODE; INCLUDING MISDEMEANOR PENALTIES FOR VIOLATION OF THE NEW TITLE 2, CHAPTER 4; PROVIDING FOR THE ORDINANCE BECOMING EFFECTIVE UPON ITS PASSAGE, APPROVAL AND PUBLICATION.

Mayor: I would entertain 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.

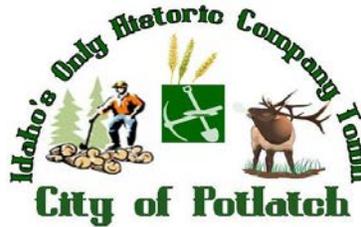
Is there a second? ***Charlie Johnson seconded Dave Cada's motion.***

Mayor: It has been moved by Dave Cada and seconded by Charlie Johnson 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.

Mayor: Is there any discussion? No

Mayor: This is a roll call vote:

Charlie Johnson, aye
Dave Cada, aye
Marty Anderson, aye
Joan Bender, absent



The Ordinance passes its first reading 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.

Marty Anderson made a motion that the Ordinance No. 506 be formally adopted.

Is there a second? ***Dave Cada seconded Marty Anderson's motion.***

It has been moved by Marty Anderson and seconded by Dave Cada that Ordinance No. 506 be formally adopted.

Mayor: This is a roll call vote:

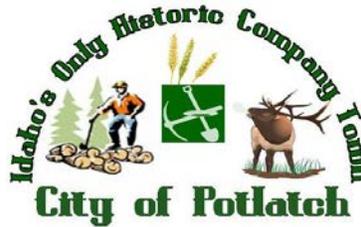
Charlie Johnson, aye
Dave Cada, aye
Marty Anderson, aye
Joan Bender, absent

The Council discussed compensation for the RV Park Camp Host. Now that there are going to be cabins to clean and the Scenic 6 Depot needs cleaned the Camp Host is going to have more duties to perform. The Council said that they need to keep track of how many hours it takes to perform each duty and they will revisit this in a few months.

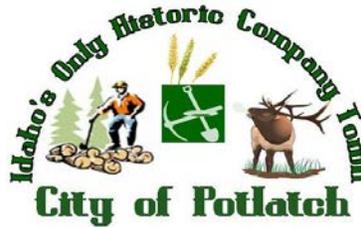
Resolution 2017-09-25 (Resolution No. 2017-09-25 in its entirety on file in the City's Resolution File)

The following resolution was introduced by Councilman Dave Cada who moved for its adoption. Second by Councilman Charlie Johnson.

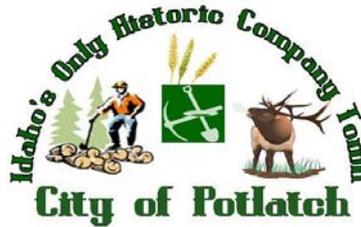
RESOLUTION NO. 2017-09-25	
A RESOLUTION OF THE CITY OF POTLATCH, A MUNICIPAL CORPORATION OF IDAHO, PROVIDING FOR A FEE SCHEDULE WHICH WILL BECOME EFFECTIVE OCTOBER 1, 2017; RESOLUTION NUMBER 2017-09-25; PROVIDING FOR REPEAL OF ANY PROVISION INCONSISTENT WITH THIS RESOLUTION, PROVIDING AN EFFECTIVE DATE FOR THIS RESOLUTION.	
WHEREAS, the Council finds it necessary to increase fees due to the additional costs of operation, maintenance and administration.	
DESCRIPTION	FEES
Backhoe Fees	
Backhoe rental	\$130.00 per hour with driver. One helper \$20.00 per hour. 15 minute minimum



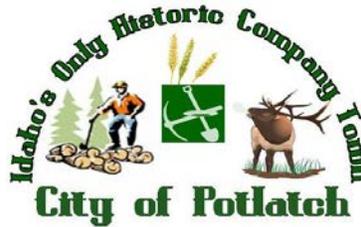
Dump Truck	\$60.00 per hour. 15 minute minimum. (No employee wages included)
One scoop of gravel	\$40.00 per bucket
Envelopes, Faxes, Paper and Photocopies	
Envelopes	#10 envelope: \$0.25; 8x10 envelope: \$1.00
Fax	\$1.00 per page
Paper	8-1/2x11: \$0.10 each sheet
Scan and E-mail documents	\$1.00 up to 10 pages, \$2.00 over 10 pages
Photocopy Fee	Black & White: 8-1/2x11: \$0.10 a copy; 8-1/2x14: \$0.20 a copy; 11x17: \$0.50 a copy. Color: 8-1/2x11: \$1.00; 8-1/2x14: \$1.25; 11x17: \$1.50
Licensing Fees	
Alcohol Catering Permit	\$20.00 per event (if have more than one event in one day, \$20.00 for each event)
Dog License	\$10.00 per license for altered animal annually, \$20.00 for unaltered annually, if purchased before Jan. 31. Feb. 1 -12-31: \$20.00 per license for altered animal annually and \$40.00 for unaltered annually.
Liquor License	From \$100.00 to \$375.00
Planning & Zoning Rates	
Actual Attorney Fees plus \$25.00 for all P&Z Rates	
Annexation Application Fee	\$250.00 Annexation Fee, \$250.00 Publication Fee, Actual Engineering Rate Plus \$25.00, \$5.00 Per Individual Mailing Notification Fee, \$100.00 Mapping Fee, <=10 acres: \$500; >= 10 acres: \$1,000.00.
Appeal (P&Z or Staff Action)	\$200.00
Comprehensive Plan Map/Text Amendment/Zoning Amendment	\$500.00 <=10 acres; \$1,000 >=10 acres; \$250.00 Publication Fee, Actual Engineering Rate Plus \$25.00, \$5.00 Per Individual Mailing Notification Fee, \$100.00 Mapping Fee, <=10 acres: \$500; >= 10 acres: \$1,000.00.
Conditional/Special Use Permits	\$250.00 Publication Fee, Actual Engineering Rate Plus \$25.00, \$5.00 Per Individual Mailing Notification Fee, \$100.00 Mapping Fee, <=10 acres: \$500; >= 10 acres: \$1,000.00.
Engineering PUD, Subdivision & Final Plat Review	Actual Engineering Rate plus \$25.00 (overhead)
Engineering Inspection (Subdivision & PUD Applications)	Actual Engineering Rate plus \$25.00 (overhead)
General Pre-Application Meeting Request	\$0.00
Land Split	\$250.00 Annexation Fee, \$250.00 Publication Fee, Actual Engineering Rate Plus \$25.00, \$5.00 Per Individual Mailing Notification Fee, \$100.00 Mapping Fee, <=10 acres: \$500; >= 10 acres: \$1,000.00.



PUD Modification/Amendment (Minor/Major)	\$250.00 Publication Fee, Actual Engineering Rate Plus \$25.00, \$5.00 Per Individual Mailing Notification Fee, \$100.00 Mapping Fee, <=10 acres: \$500; >= 10 acres: \$1,000.00.
Variance	\$225.00, \$250.00 Publication Fee, Actual Engineering Rate Plus \$25.00, \$5.00 Per Individual Mailing Notification Fee, \$100.00 Mapping Fee, <=10 acres: \$500; >= 10 acres: \$1,000.00.
Swimming Pool Fees	
Daily Rates	**\$3.00 individual daily pass, 3 yrs & younger, FREE w/ paid adult
Season Passes	Individual: **\$51.00; Family Pass: **\$105.00 (up to 5 members, \$11.00 each additional up to 4)
Lap Swim Pass	Individual daily: \$2.50; 10 punch pass: \$20.00; Season Pass: \$40.00
Swimming Lessons	**\$55.00 each
Private Pool Rentals	\$70.00/hour, available anytime pool isn't open to public and all day on Sundays.
Friday Night Swims	**\$3.00 individual daily pass
Potlatch Cemetery Rates	
Cemetery Plot	\$200.00 each plot
Cremation (to be buried on top of existing casket)	\$75.00
Rental fees for City Buildings	
Kitchen Park	\$25.00/day (with no kitchen) if use kitchen: \$30.00/day
Lion's Club Park	\$50.00 per day, \$100.00 cleaning deposit
Rebekah Hall	**\$75.00 per day, \$100 cleaning deposit, (if serving alcohol, \$150.00 cleaning deposit)
Scenic 6 Depot	\$50.00 per day, \$100.00, cleaning deposit (if serving alcohol, cleaning deposit \$150.00)
Scenic 6 RV Park Rates	
Daily rate	***\$30.00 (discount for groups 9 or more: \$25.00 each/day)
Monthly rate	\$355.00 per month
Electricity for RV sites (staying monthly)	**\$0.12 per kW - \$50.00 electric deposit for monthly campers
Cabin rental	\$50.00 per night - maximum length of stay: one week. If request to stay longer, this must be approved by the City Council.
Water Rates	
Residential	\$29.00 per month (Base rate, no water usage)
Multi family residences	\$29.00 per unit per month (Base rate, no water usage)
Trailer court	\$29.00 per unit per month (Base rate, no water usage)
Small Business	\$39.60
Water - School	\$154.00



Water - USFS	\$188.90
Water - Ballfield	\$328.78
Water - LDS Lawn	\$253.90
In-town usage: 0-8,000 gallons	\$ 2.20 per thousand
In town usage: 8,000 gallons & up	\$ 2.70 per thousand
Out-of-town	\$34.46 per month (Base rate, no water usage)
Out-of-town usage: 0-8,000 gallons	\$ 2.70 per thousand
Out of town usage: 8,000 gallons & up	\$ 3.20 per thousand
Sewer Rates	
Potlatch residents	\$50.50 per unit per month
Vacant house (NO WATER USAGE)	\$25.25 per unit per month
Onaway residents	\$20.95 per unit per month
Water and Sewer Late Fees Per Account <i>**\$5.00 late fee for sewer and \$5.00 late fee for water, plus %</i>	
In-town water hookup fees	
Single Family Residence: 5/8" to 3/4" meter	**\$2,500.00 (customer pays for all construction costs)
Mobile Home: 5/8" to 3/4" meter	**\$2,500.00 (customer pays for all construction costs)
5/8" to 3/4" meter	**\$2,500.00 per unit (customer pays for all construction costs)
1" meter	**\$4,500.00 (customer pays for all construction costs)
1-1/2" meter	**\$7,500 per unit (customer pays for all construction costs)
2" meter	**\$11,500 per unit (customer pays for all construction costs)
Over 2" meter	**Equivalent fee (determined by engineer) \$3,500 minimum
Commercial Structures	**Equivalent fee (determined by engineer) \$3,500 minimum
Purchase Water from the City	\$0.01 per gallon
Out-of-town water hookup fees	
Out-of-town water connection fees	**The connection fee for buildings outside the City limits shall be twice the fee charged buildings inside the City. (Resolution 2009-1)
In-town sewer hookup fees	
Single family residence, sewer connection	**\$2,500.00 (customer pays for all construction costs)
Mobile home sewer connection	**\$2,500.00 (customer pays for all construction costs)
Multi-family sewer connection	**\$3,500.00 per unit (customer pays for all construction costs)
Commerical Structures	**Equivalent fee (determined by engineer) \$3,500 minimum
Out-of-town sewer hookup fees	
Out-of town sewer connection fees	**The connection fee for buildings outside the City limits shall be twice the fee charged buildings inside the City. (Resolution 2009-1)
<i>TERMINATION OF SERVICE: Any service terminated to a property as a result of non-payment of fees, or at the request of the property owner, which remains terminated for more than six (6) months, shall be required to pay the connection fees set forth in this Resolution prior to the services being reconnected.</i>	
Garbage Rates	
35 Gallon Roll Cart	\$20.55 per month



65 Gallon Roll Cart	\$23.67 per month
95 Gallon Roll Cart	\$25.77 per month
Extra garbage, per bag	\$5.00 per bag every week
	<i>If you have an extra garbage bag expense three weeks in a row, you will be moved up to a larger size roll cart, at your expense.</i>
Hiawatha Apartments - charge per apartment	\$20.55 per apartment
Trailer Courts	\$20.55 per trailer
½ Yard Dumpster	\$36.00 per month
1 Yard Dumpster	\$71.00 per month
2 Yard Dumpster	\$122.00 per month
3 Yard Dumpster	\$176.00 per month
4 Yard Dumpster	\$221.00 per month
6 Yard Dumpster	\$333.00 per month

*Council may adopt a fee lower than listed.

City of Potlatch, Shelly M. Hammons, City Clerk-Treasurer, rates were adopted September 25, 2017.

This Resolution shall take effect on October 1, 2017.

Roll Call Vote:

YES – Charlie Johnson

YES – Dave Cada

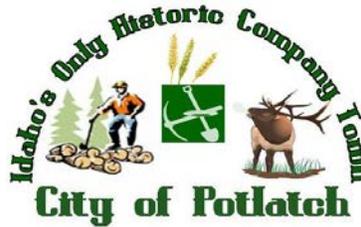
YES – Martin Anderson

Joan Bender, Absent

The motion passed. Mayor Brown then declared Resolution No. 2017-09-25 duly approved and adopted.

REPORTS:

1. Mayor–David Brown, the Mayor went to Plummer with B.J. Swanson last week to attend the Plummer Community Review. They have been working on this plan since July. There are many components to the plans and the cost is \$16,000 to have it done. USDA, Rural Development would help with the cost and it usually costs each community approximately \$500 to \$1,000. Dave Cada asked what would the benefit be to Potlatch to have it done? The Mayor said that is would see what the community would like, maybe Potlatch can do this on our own? The Mayor would like to put on another breakfast and invite people to the breakfast to hear what the Idaho Department of Labor has to say about the Community Reviews. The City



would have to fill out an application and see if we were accepted to have a Community Review done.

The Mayor isn't going to be attending the Inland Northwest Partners meeting on Thursday. Shelly will not be attending either. Dave and Kenny Cada are still registered to attend.

The Mayor talked to the Council about the floor in the Scenic 6 Depot. The City needs to put down some sort of flooring in there because it looks terrible. (There is money in the budget for improvements in the park.) Patti Walters was in last week and said how bad it looks inside and that the weeds on the outside really look bad too. Hopefully when the new Maintenance Person is hired, she will keep the weeds down in all of the parks.

There is a couple camping in the RV Park and they came in with a written complaint that last winter their water froze up last winter and the floor buckled. They also said that one of the maintenance kids was weedeating around their trailer and hit a rock and it flew into the window and shattered their window. The Council said that they need to submit a claim to ICRMP.

2. Parks - Joan Bender, absent.

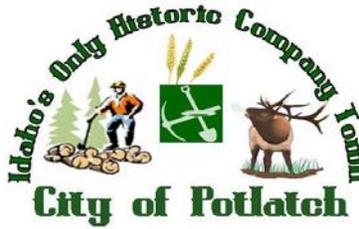
3. Pool & Cemetery - Dave Cada, the pool is closed now and they did ok for the summer.

4. Water & Sewer Charles Johnson, Charlie asked if the telemetry system had been installed yet? Shelly will check with Tom Andres on this.

5. Streets - Martin Anderson, asked if the Rock Creek Bridge was now open? Yes. The bridge opened up last week.

6. Scenic 6 -David Cada, there was a work party at the Railroad Depot last weekend and they got all of the storm windows up on the windows. It should make a difference in the heating this winter.

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



Marty Anderson made a motion to pay the bills for the City of Potlatch, in the amount of \$34,386.05, Dave Cada seconded the motion, the motion was approved with “all ayes”.

Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 7:47 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be October 9, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

October 23, 2017 – 7:00 p.m.

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

GUESTS: None.

Dave Cada made a motion that the Public Hearing and City Council meeting minutes from September 25, 2017, be approved, Joan Bender seconded the motion, the motion was approved with “all ayes”.

Joan Bender said the invocation.

NEW BUSINESS:

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

ORDINANCE No. 507

AN ORDINANCE OF THE CITY OF POTLATCH, LATAH COUNTY, IDAHO PROVIDING FOR THE AMENDMENT OF, TITLE 2, CHAPTER 4, OF THE POTLATCH MUNICIPAL CODE RELATING TO PEDDLERS, AND SUBSTITUTING NEW LANGUAGE RELATING TO THE DOOR-TO-DOOR SOLICITATION; PROVIDING FOR THE REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH AND THE REPEAL OF SECTIONS 2-4-1 THROUGH AND INCLUDING 2-4-3, OF THE CURRENT POTLATCH MUNICIPAL CODE; INCLUDING MISDEMEANOR PENALTIES FOR VIOLATION OF THE NEW TITLE 2, CHAPTER 4; PROVIDING FOR THE ORDINANCE BECOMING EFFECTIVE UPON ITS PASSAGE, APPROVAL AND PUBLICATION.

Mayor: I would entertain 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.

Is there a second? ***Joan Bender seconded Dave Cada's 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.

Mayor: Is there any discussion? No

Mayor: This is a roll call vote:

- Charlie Johnson, aye**
- Dave Cada, aye**
- Marty Anderson, aye**
- Joan Bender, aye**

The Ordinance passes its first reading 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.

Marty Anderson made a motion that the Ordinance No. 507 be formally adopted.

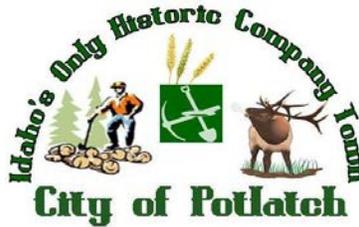
Is there a second? ***Joan Bender seconded Marty Anderson's motion.***

It has been moved by Marty Anderson and seconded by Joan Bender that Ordinance No. 507 be formally adopted.

Mayor: This is a roll call vote:

- Charlie Johnson, aye**
- Dave Cada, aye**
- Marty Anderson, aye**
- Joan Bender, aye**

Joan Bender has been trying to get in contact with Shelley Bennett about the park in Bennett's Addition. Joan has plans of Bennett's Addition when it was put in and there is an area that was designated as a park. Shelley called Joan back on 10/4/2017 and she said that they still intend to give the park area to the City and Shelley is in the process of getting the deed together. Tom Bender



has been keeping the park area mowed down and flat and Joan said that Tom will still volunteer to maintain it as it is a nice little park area. The park area is 102' wide x 444' long. The City will contact Shelley Bennett and see where she is at with the park deed.

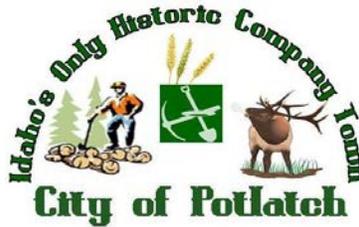
Ed Hudson's family called and asked if they would be able to be refunded the \$75.00 that Mr. Hudson paid for a cemetery plot many years ago. Mr. Hudson's first wife is buried in the Potlatch Cemetery in one of the plots that he purchased but Mr. Hudson won't be buried here in the plot that he purchased for himself. The Council discussed refunding the money and agreed that the City doesn't refund money on cemetery plots. The owner can resell the cemetery plot to someone else.

The Mayor said that Dale Good asked him if the City would like to purchase dogwood bush plant starts? The Council discussed this and wondered if they were a native plant to Idaho? If they are a native plant, the City would be able to plant them in Swenson Park.

The High School Principal, Cheryl Riedinger, asked if the high school would be able to have their bonfire in the Scenic 6 Park on Thursday, October 26? Tom will mark the area where the fire can be located and the Council agreed that they can have a bonfire.

Dave Cada made a motion that the City of Potlatch open up a new savings account with the Idaho State Treasurer's Office and name it "Rolling Stock". The money that is left over in the FY 16-17 Budget for rolling stock will be placed in the Rolling Stock savings account at the Treasurer's Office. This will apply for all subsequent years with all budgets in the future. Marty Anderson seconded the motion, the motion was approved with "all ayes".

The Mayor said that the money that is in the Garbage Enterprise account along with the rolling stock fund can be used to purchase a street sweeper. There is a company in Lewiston who contracts out to sweep streets for \$300.00/hr. The man who owns the company wants to buy the City's street sweeper (which has broken windows and flat tires right now) for scrap. The Mayor said that if the Council approved selling it, we would have to advertise first. The Council agreed that they didn't want to see the sweeper at this time. The Council discussed purchasing a new street sweeper and the cost. ITD sometimes has used street sweepers that come up for sale.



The pool has made a profit as of August 2017 of \$6,787.80. We still have one more month until the fiscal year ends. The Mayor talked with Don Scoles Plumbing about putting shut off valves on the shower handles at the pool next year. The cost per handle would be about \$200-\$300 each.

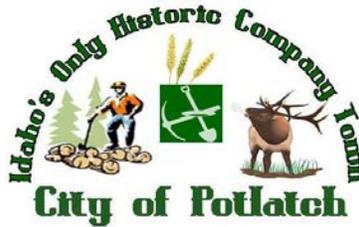
REPORTS:

Mayor-David Brown, Lois Johnson owns the property where the Bulky Waste Site is located and receives \$1,500 per year for the lease. Mrs. Johnson has increased the lease amount to \$2,200 per year starting this year. The Mayor said that if the City owned Mill Road the City would move the Bulky Waste Site to the land that the City owns. Amanda Bashaw has said that Potlatch is the only City in Latah County who doesn't own the land where the Bulky Waste site is located. If the City owned the road, the City would be able to work with the Idaho Department of Commerce on a grant to pave the road with the help of a job creation grant.

Lois Johnson read in the June 12, 2017, Potlatch City Council minutes where it said that the Idaho Department of Environmental Quality was going to be monitoring the Bulky Waste site. It is not the Bulky Waste site that IDEQ will be monitoring and this was a typo to those minutes. Amanda Bashaw, Latah County, has been communicating with Mrs. Johnson about what the minutes were referring to.

The Mayor hired Karin (*pronounced: Car-rin*) Johnson as a groundkeeper for the City. Karin will maintain all parks. Karin will start fulltime on October 30. The Mayor wants Karin to take the Swenson Park design plans up to Denny Dawes and get native plants to plant in the Swenson Park.

The Mayor talked with Jeff Cirka, Potlatch Superintendent, about an MOU for the upper-park and playground area. The School's attorney, Andy Doman, is going to draw up the MOU between the School, Potlatch Rec. District and the City for that upper-park area. The School District has also applied for a grant to put a walking path



around the perimeter of the upper-park. The School is going to hire someone next spring to take care of the softball fields in the Scenic 6 Park during the baseball season.

- 1. Parks - Joan Bender,** Joan talked with a couple who were staying in the RV Park this summer and they said that the showers need painted in the RV Park bathroom/shower building. The heating/fan system was just installed and working this week in the bathroom/shower room. Nathan from Nathan's Painting has said that he would come back and repaint the showers and doors after an adequate heating/ventilation system was installed in the bathroom/shower room. The Mayor suggested that the City put bead board up in the showers to help with the peeling paint issue.

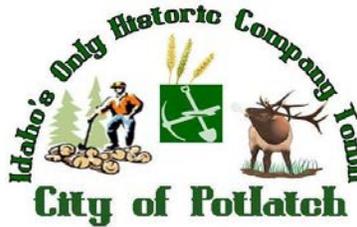
The Mayor told the Council that there is a couple staying in the RV Park who took out a Tort Claim against the City. Last winter (January 2017) their electric outlet pedestal connection burned up (issue with their power cord). When the electricity was out, their water froze and broke which caused their floor in their trailer to buckle. They also claimed that one of the City's employees broke a window in their trailer this summer when they were mowing the lawn in the RV Park. The Tort Claim was sent to ICRMP and ICRMP has denied the claim for the buckled floor because it was past the 180 day time period to submit a claim. ICRMP was going to call them on the broken window issue and the City hasn't heard anything yet on that.

The Mayor would like to see the City adopt stricter rules for the RV Park especially for the people staying monthly.

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

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

- 5. Streets - Martin Anderson,** Marty said that he saw that the City got Pine Street and 6th Street paved and the intersection off of Spruce Street going to the Elementary School paved. The Mayor said that Poe Asphalt



had to raise the water valves on the school paving project. The Council discussed having different streets paved every year. Next year possibly having 10th Street paved from Onaway Road up to possibly Pine Street.

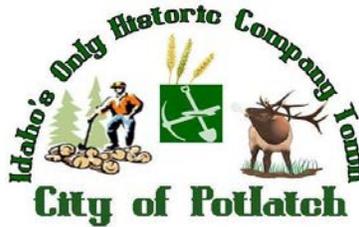
6. Scenic 6 -David Cada, Dave gave an overview of the meeting that he attended that was put on by Inland NW Partners several weeks ago. The meeting was on the future of technology and the changes that have happened and the foreseeable changes that will happen in the future. The theme of the meeting was “13 Ways to Kill Your Community”. Dave said that Potlatch stacked up pretty well against all 13 issues as the Potlatch water and sewer system has been redone in the early 2000’s and the City is working on other issues.

7. Clerk- Shelly Hammons, Margie Hall owns a house at 930 Pine Street. Margie and her daughter called City Hall and they have a problem with the sidewalk in front of their house. Apparently the sidewalk was dug up to put a new water line into the house and now there is a hole in the sidewalk. The Mayor said that the City can put some gravel in the sidewalk to even it out.

There is going to be an Idaho Department of Parks and Recreation grant meeting in Lewiston on November 2. Shelly will register: Mayor Brown, Dave Cada, Joan Bender and herself for the meeting.

Dave Cada made a motion to go into Executive Session pursuant to Idaho Code 74-206 subsection (1) (c) to acquire an interest in real property which is not owned by a public agency. Joan Bender seconded the motion, the Council went into Executive Session at 8:12 p.m.

Dave Cada made a motion to come out of Executive Session, Joan Bender seconded the motion, the Council came out of Executive Session at 8:15 p.m.



Marty Anderson made a motion to pay the bills for the City of Potlatch for October 10, 2017 in the amount of \$17,738.83; to pay the City of Potlatch Century 21 bills in the amount of \$5,341.00, and to pay the bills for the City of Potlatch for October 25, 2017, in the amount of \$76,469.55, Dave Cada seconded the motion, the motion was approved with “all ayes”.

Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 8:20 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be November 13, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

November 13, 2017 – 7:00 p.m.

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

GUESTS: None.

Dave Cada made a motion that the Public Hearing and City Council meeting minutes from October 23, 2017, be approved, Joan Bender seconded the motion, the motion was approved with “all ayes”.

Joan Bender said the Opening Prayer.

NEW BUSINESS:

There are new owners at 715 Maple Street. The former owners Mr. and Mrs. Dirks had a License to Use Real Estate issued to them from the City and they put a chain link fence on that piece of property. The new owners would like to have the License to Use Real Estate issued in their name and then filed with the county. The Council discussed this and agreed that the City can issue the License to Use Real Estate in the new owners' names but it must come to a Council meeting to be finalized.

There have been outside businesses who would like their names and website addresses on the City's website. The Council discussed charging them to advertise but said that it wouldn't be fair to allow the Potlatch businesses to have their names and web addresses on the City's page but charge outside businesses to advertise.

The amount of bills for the October 23, 2017, meeting was incorrect. The correct amount of bills to pay was \$77,485.19.



Dave Cada made a motion to revise the correct amount for the October 23, 2017, bills to \$77,485.19. Joan Bender seconded the motion, the motion was approved with “all ayes”.

The Potlatch Senior Center would like to have a senior lunch three times a week starting the first of 2018. It still has to be approved through the Potlatch Senior Board before it is implemented January 1.

Dave Cada made a motion that the City of Potlatch allow the Potlatch Senior Center to have three meals a week starting January 1, 2018. Joan Bender seconded the motion, the motion was approved with “all ayes”.

The next order of business is a proposed Ordinance and Summary whose Title reads as follows:

ORDINANCE No. 507

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; PROVIDING THAT THE FOLLOWING CODES BE ADOPTED BY REFERENCE AS THE BUILDING, PLUMBING, ELECTRICAL AND MECHANICAL CODES FOR THE CITY: THE INTERNATIONAL BUILDING CODE, 2015 EDITION, THE EXISTING BUILDING CODE, 2015 EDITION, THE IDAHO (UNIFORM) PLUMBING CODE, 2015 EDITION, THE INTERNATIONAL ENERGY CONSERVATION CODE, 2015 EDITION, WITH 2012 AMENDMENTS FOR RESIDENTIAL PORTION, THE IDAHO FIRE CODE, 2015 EDITION, THE ELECTRICAL CODE, 2015 EDITION; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; AMENDING SECTION 7-1-6 B PROVIDING THAT VIOLATIONS OF THESE CODES SHALL BE INFRACTIONS PUNISHABLE BY A FINE NOT TO EXCEED \$300; AND PROVIDING AN EFFECTIVE DATE;

Mayor: I would entertain 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.

Is there a second? ***Joan Bender seconded Dave Cada’s 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.



Mayor: Is there any discussion? No

Mayor: This is a roll call vote: **Charlie Johnson, aye**
 Dave Cada, aye
 Marty Anderson, aye
 Joan Bender, aye

The Ordinance passes its first reading 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.

Marty Anderson made a motion that the Ordinance No. 507 be formally adopted.

Is there a second? ***Dave Cada seconded Marty Anderson's motion.***

It has been moved by Marty Anderson and seconded by Joan Bender that Ordinance No. 507 and the Ordinance No. 507 Summary be formally adopted.

Mayor: This is a roll call vote: **Charlie Johnson, aye**
 Dave Cada, aye
 Marty Anderson, aye
 Joan Bender, aye

The City received the official letter from the Idaho Department of Commerce saying that the Splash Pad project has been approved for a Block Grant of \$80,000. The Splash Pad will be installed on the 10 acres that the City is trying to purchase from Potlatch Corporation. Clearwater Economic Development Association will be in charge of the environmental for this project. The Mayor will contact Jim Lemieux and let him know that the environmental must be done on the land soon. There are sprinklers all over the Scenic 6 Park and there isn't room to install a Splash Pad. The cost for the equipment for the Splash Pad is \$49,000, the concrete work will be approximately \$18,000 (the City will do the digging next spring and there will be 2' of gravel (pea gravel?) on the bottom and then put 4-6" of concrete on top of the gravel. The City will be using in-kind labor to install the Splash Pad. The used water will go into a holding tank and possibly water the lawn underground. The City of Orofino's Splash Pad is set up to do that. The City of Orofino's maintenance people installed their Splash Pad. The City has approved to spend \$5,000 on the



project, the Potlatch Recreation District has committed \$5,000 for the project and the City will have in-kind donations of \$10,000.

Dave Cada made a motion that the City accept the formal letter of approval for the Splash Pad project and authorize the Mayor to sign the letter for the \$80,000 Community Block Grant. Joan Bender seconded the motion, the motion was approved with “all ayes”.

The Mayor asked Rim Rock Consulting, Inc., to survey the property where the water tank sits. Duane Priest has been working on the survey and when the land was exchanged to Vern Johnson, Mel Taggart was the surveyor and his lines are right on. Since then, the legal description has gotten confusing. What Duane found out is: the First Step Internet tower does sit completely on City land.

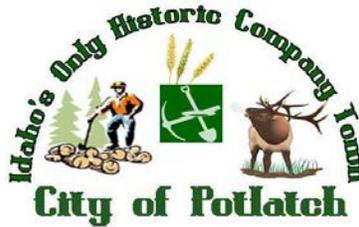
The City received RV Park rules from an RV Park in Clarkston and the City had rules and a lease agreement already. The Council would like to take all of the rules and lease home and read it and bring it back to the next meeting to combine all of them into one form for the RV Campers.

The Mayor said that the City has had a lot of interest from RV users in staying long term in the Scenic 6 RV Park. Two weeks ago two eviction notices were delivered to two RV campers by the Latah County Sheriff's Office. The two campers paid their bills within one day. One of the RV campers has since moved out.

Marty Anderson made a motion that the City adopt the address for Source Electric as 1003 Onaway Road. Joan Bender seconded the motion, the motion was approved with “all ayes”.

REPORTS:

- 1. Mayor-David Brown,** the Mayor told the Council that last week Dave Cada and Shelly Hammons watched a webinar from the Idaho Transportation Department on the different grant opportunities through LHTAC and the ITD TAP Grant. The City already has a Phase III Sidewalk project that was written up by Chris Mansfield of Taylor Engineering at the time. The Council talked about applying for another TAP Grant for the Phase III project which would complete all of the sidewalks in Potlatch. The



Council said that there are many kids who already use the sidewalk to walk to school. Ken Helm and Shawn Smith from ITD will be here Wednesday, November 15, at 10:00 a.m. to discuss this Phase III sidewalk project.

- 2. Parks - Joan Bender,** Joan asked how Karin Johnson working out? The Mayor said that he thinks that she is doing ok.

- 3. Pool & Cemetery - Dave Cada,** Dave said that he was in Coeur d'Alene last week and noticed at the Coeur d'Alene cemetery there is a patch of grass that stays green all summer without water. Dave talked to the maintenance crew about the grass and they said that it is a different kind of grass. Dave is going to find out what kind of grass it is and he is proposing that after he finds out what kind of grass it is, that the City of Potlatch use that type of grass in the City's cemetery. There are water stand pipes all over the cemetery and it would be easy to hook up a hose to the pipes and irrigate the cemetery.

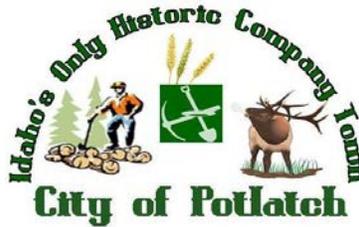
- 4. Water & Sewer Charles Johnson,** everything is going good.

- 5. Streets - Martin Anderson,** asked how if the drinking water telemetry is working? Shelly said that Tom Andres said that they got the telemetry in but doesn't know how it is working.

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

7. Clerk- Shelly Hammons, Latah County sent the unofficial election results from the November 7 election. Martin Anderson and Dave Cada both were re-elected to the City Council. The official election results will come in a few weeks and both officers will be installed in January 2018.

Shelly showed the City Council her letter from the ICCTFOA Officers Association that certifies that Shelly Hammons has completed all requirements to become a Certified Municipal Clerk-Treasurer (CMC). A CMC must complete 100 hours of approved educational training and have obtained enough points



in the work experience category and also a professional and social contribution category to obtain the certification.

The Association of Idaho Cities will be having their Fall Training in Lewiston on Monday, December 4, 2017, from 9 a.m. to 4 p.m. Shelly will register the Mayor, Joan Bender and Shelly for the training.

Marty Anderson made a motion to pay the bills for the City of Potlatch for November 13, 2017 in the amount of \$40,500.00, Joan Bender seconded the motion, the motion was approved with “all ayes”.

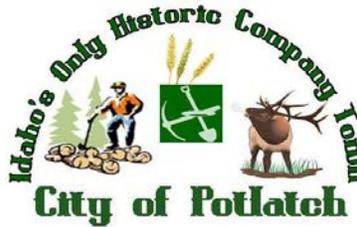
Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 7:54 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be November 27, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

November 27, 2017 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Joan Bender and Charlie Johnson. Martin Anderson was absent. Also present: Shelly Hammons, City Clerk-Treasurer.

GUESTS: None.

Dave Cada made a motion that the Public Hearing and City Council meeting minutes from November 13, 2017, be approved, Joan Bender seconded the motion, the motion was approved with “all ayes”.

Joan Bender said the Opening Prayer.

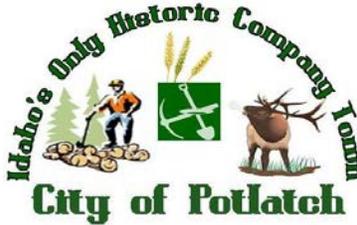
NEW BUSINESS:

Joan Bender made a motion to accept the certificate of elections held on November 7, 2017, as canvassed and signed by the Board of County Commissioners. There were two City Council positions for the City of Potlatch (see included: the copy of the canvass and Precinct Report for Precincts 27 and Absentee 36). Martin A. Anderson received 26 votes and David J. Cada received 28 votes for a total of 58 votes. The motion was seconded by Charlie Johnson, the motion was approved with “all ayes”.

RESOLUTION NO. 2017-11-27 in its entirety is on file in the City’s Resolution file.

The following resolution was introduced by Councilman Dave Cada who moved for its adoption, seconded by Councilman Joan Bender.

The Mayor read Resolution No. 2017-11-27.



ROLL CALL VOTE:

Charles Johnson, aye
Dave Cada, aye
Joan Bender, aye
Martin Anderson, absent

The motion passed. The Mayor then declared Resolution No. 2017-11-27 duly approved and adopted.

RESOLUTION NO. 2017-11-27 (2) in its entirety is on file in the City's Resolution file.

The following resolution was introduced by Councilman Joan Bender who moved for its adoption, seconded by Councilman Dave Cada.

The Mayor read Resolution No. 2017-11-27 (2).

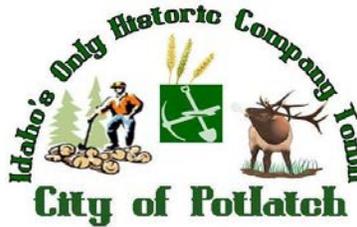
ROLL CALL VOTE:

Charles Johnson, aye
Dave Cada, aye
Joan Bender, aye
Martin Anderson, absent

The motion passed. The Mayor then declared Resolution No. 2017-11-27 (2) duly approved and adopted.

Charlies Johnson made a motion to approve the following lease agreements for 2018, Joan Bender seconded the motion, motion was approved with "all ayes".

Jean Millheim	- \$206.00/mo. (office space)
Clearwater RC&D	- \$300.00/mo. (office space)
David & Kendria Cada	- \$26.00/mo. (storage)
Lion's Club	- No Charge (Building on Larch)
Muscles in Motion	- \$236.00/mo. (office space)
Food Pantry	- No Lease
Latah County Sheriff	- 8 hours off of contract
6-12 After-School Program-	In-kind donation



Herrington and Associates, PLLC sent a new attorney contract for 2018. The charge will be \$155.00 per hour (plus other fees, see attached contract copy).

Dave Cada made a motion to accept the contract for 2018 from Herrington and Associates, PLLC. Charlie Johnson seconded the motion, motion was approved with “all ayes”.

The Director of the 6-12 After-School Program has 69.75 hours of Comp Time built up. The Employee Handbook says:

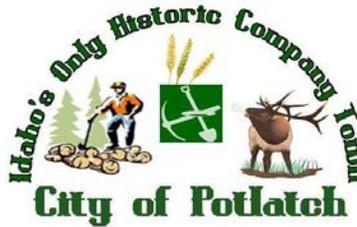
It is the policy of **Potlatch City** that hourly employees who work over the regular hours paid in each seven-day work period will accrue compensatory time. Compensatory time in excess of 40 hours per week, or in excess of the work period interval established pursuant to 29 U.S.C. §207(k) shall be computed at 1 ½ hours for each additional hour worked. The City Council has set a maximum accumulation of 40 hours. Any compensatory time over that amount shall be paid in the next pay period unless approved by the appropriate administrative city officer. Seasonal Part time employees that work over a 40 hour week are not entitled to overtime pay at 1 ½ times.

Melissa talked with the Mayor about her Comp Time last week and the Mayor asked her to keep her regular working day to 8 hours a day. The Mayor gave Melissa permission to use her Comp Time to take time off during the Christmas and New Year holiday. The Council agreed with this and said that if the School District was off during that time, that Melissa would be able to use her Comp Time during the same time that the School has their Christmas vacation. The Council did agree that Melissa should only work an 8-hour day.

REPORTS:

- 1. Mayor–David Brown,** received an e-mail today from Parametrix informing the City that there won't be enough money in the Phase III project so will have to take some of the sidewalk out if the application is approved. The Council discussed this and suggested to cut the sidewalk from Ponderosa to Aspen Lane. If there is enough money, then put the sidewalk as far as it will go from Ponderosa Drive west.

The trees in Phase II between Elm and Maple Street will stay. There will be a retaining wall installed south of the trees.



2. **Parks - Joan Bender**, Joan said that there is a lot of work going on in the park with the Christmas lights going up. Got the tree done today.
3. **Pool & Cemetery - Dave Cada**, Dave is still working on the seeding grass for the cemetery, he has been calling around to find out where the City would be able to purchase the grass seed for the cemetery.
4. **Water & Sewer Charles Johnson**, everything is going alright.
5. **Streets - Martin Anderson**, absent.
6. **Scenic 6 -David Cada**, nothing at this time.
7. **Clerk- Shelly Hammons**, there will be the Fall District II meeting in Lewiston for the Association of Idaho Cities. Shelly registered the Mayor, Joan and herself for the meeting. Dave Cada will be in Seattle and won't be able to attend.

Dave Cada made a motion to pay the bills for the Century 21 After-School Program in the amount of \$5,737.63 and the bills for the City of Potlatch in the amount of \$14,509.99, Joan Bender seconded the motion, the motion was approved with "all ayes".

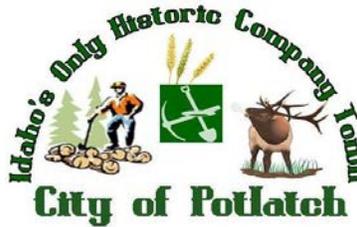
Joan Bender made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 8:16 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be December 11, 2017.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

December 11, 2017 – 7:00 p.m.

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

GUESTS: Melissa Smith, Potlatch 6-12 After-School Program Director and Kathy Lafortune, candidate for Latah County Commissioner.

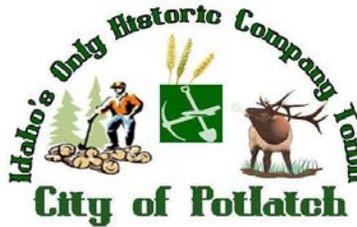
Dave Cada made a motion that the Public Hearing and City Council meeting minutes from November 27, 2017, be approved, Joan Bender seconded the motion, the motion was approved with “all ayes”.

Joan Bender said the Opening Prayer.

NEW BUSINESS:

Melissa Smith, Century 21 6-12 After-School Program Director, would like to apply for a \$15,000 grant through the Idaho Department of Education. The grant is for an innovative idea and is due Friday, December 15, 2017.

Melissa’s idea is to apply for the grant for a work-based internship program for the high school students to learn job skills and work-force training. There would be a limit of 10 students and those students would be placed with local employers. The students would earn a stipend and they would have to attend a two-hour mandatory training to learn more skills, *Resume writing *Dependability, etc. Melissa would like the program to run for six weeks and the students would work 10 hours a week and be considered a temporary hire. The grant would run from April 2018 and terminate June 2018. Melissa said that she would also like to see the grant reimburse the employer up to \$150 to help fund their costs for the program. The City Council had a discussion on this grant opportunity.



Dave Cada made a motion that Melissa Smith apply for the \$15,000 grant, Charlie Johnson seconded the motion, the motion was approved with “all ayes”.

There won't be a City Council meeting on Monday, December 25, 2017, because it will be Christmas Day. The next Council meeting will be January 9, 2018.

Kathy Lafortune is going to be running for Latah County Commissioner and she just came to observe the meeting.

The Mayor would like to add a Consent Agenda to the next meeting so that the regularly scheduled bills and payroll would be approved automatically.

REPORTS:

- 1. Mayor-David Brown**, the Mayor told the City Council that the City has received the contract from Potlatch Corporation for the 10 acres. Will Herrington, City Attorney, has looked the contract over and it is moving along. Jim Lemieux wanted to know awhile ago if the City had another entrance onto the 10 acres rather than the Mill Road entrance? The Mayor said that the other way to get to that property would be to enter the Scenic 6 Park and then drive across to the gate going onto that property.

The Mayor and Tom Moore went down to the Scenic 6 Park last week to look where the Splash Pad will go. From what they determined, there will be a 2” pipe running from the Splash Pad into the RV Park’s sewer system for the drainage of the Splash Pad.

The City has received a letter from the Environmental Protection Agency (EPA) notifying the City of violations EPA discovered upon review of administrative files, including the Discharge Monitoring Reports submitted by the Facility, in response to the June 21, 2017, inspection of the Facility conducted by the Idaho Department of Environmental Quality on behalf of EPA. The City is working on a response letter regarding the November 30, 2017, EPA notification.



2. Parks - Joan Bender, the Scenic 6 Park is beautiful with all of the Christmas lights.

Joan told the City Council that the Potlatch Food Pantry had been broken into on November 24, 2017. They couldn't gain entry through the doors, so the person used an axe and chopped the loading doors, the front doors and the front window. The bids have come back costing \$1,300 to repair the Food Pantry but this doesn't include labor. They have also purchased their own enclosed trailer to haul food.

Shelley Bennett said that she needed to get with her brother and father regarding the land in Bennett's Addition that she would like to donate to the City for a park.

Joan asked about the propane in the bathroom/shower rooms at the RV Park. The Mayor said that Ackerman Heating installed the propane heating system in November and they have been working on it to get it to work correctly. It seems to be using a lot of propane so far. Last Saturday the Mayor said that the heat was shut off and the water froze in the bathrooms. Tom Andres called Ackerman Heating and they came out and fixed the heating system.

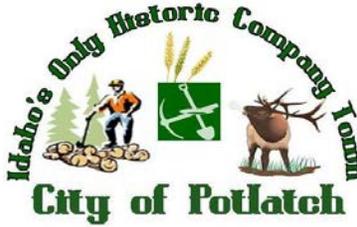
3. Pool & Cemetery - Dave Cada, Dave hasn't had an answer back on the grass for the cemetery.

4. Water & Sewer Charles Johnson, everything is going alright.

5. Streets - Martin Anderson, asked how the drinking water telemetry system was working? Shelly said that she thought that the system was in but doesn't know how it is working.

6. Scenic 6 -David Cada, there will be a meeting on December 19, 2017.

7. Clerk- Shelly Hammons, Kelly Dahlquist from Clearwater Economic Development Association (CEDA) called today and asked if there was a meeting room available in Potlatch on Friday, January 5, 2018? CEDA and



Idaho Rural Water Association (IRWA) are partnering on offering this training to the city's and system's in Latah County. The training that will be put on by IRWA is an EPA Sustainability training for elected officials, administrators and operators of all water and wastewater systems. The training will be in the Scenic 6 Depot from 9-4 on January 5.

The bills, payroll disbursements and the Actual Y-T-D Budget, Variance Report for October 2017 were examined by the City Council. Dave Cada made a motion to pay the bills for the City of Potlatch in the amount of \$31,194.76 and the payroll in the amount of \$5,189.95, Joan Bender seconded the motion, the motion was approved with "all ayes".

Marty Anderson made a motion to adjourn the meeting, Charlie Johnson seconded the motion, the meeting was adjourned at 7:55 p.m.

David L. Brown, Mayor

ATTEST:

Shelly M. Hammons, City Clerk-Treasurer

The next Council meeting will be January 9, 2018.