

STATE OF IDAHO)
COUNTY OF BONNER)
CITY OF PRIEST RIVER)

MINUTES OF THE PRIEST RIVER CITY COUNCIL – 07/18/22

REGULAR MEETING

OPENING – Mayor Wylie called to order the regular meeting of the City Council at 5:33 pm on Monday, July 18, 2022, at the Priest River City Hall Council Chambers, 552 High Street, Priest River, Idaho.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

Council Members Present: Council Member Wagner, Council Member Turner, Council Member Yount, and Council Member Mullaley. Absent: None
Staff Present: Mayor Wylie, City Clerk/Treasurer Thomas, City Attorney Elsaesser, Police Chief McLain, Planning & Zoning Administrator Quayle, Building & Zoning Assistant Ayers, and Director of Public Works Rolicheck.

3. WORKSHOP

WASTEWATER – To discuss development agreements, future annexation requests, and the potential effects on city’s wastewater system.

Planning & Zoning Administrator Quayle opened the workshop and briefly explained the purpose of the workshop.

Ashley Williams from Welch Comer was present to address the Council regarding the status of the City’s sewer utilities. Topics of discussion were the existing sewer system, current projects, updating the sewer master plan, developing a sewer model, and available funding.

Additional topics of discussion were other areas of the City that were currently experiencing sewer issues, potential future annexations, and a feasibility study. The next workshop was scheduled for August 22, 2022, at 5:30 pm.

4. CONSENT AGENDA

A. PREVIOUS MINUTES – CCPH 07/05/22, CCWS 07/11/22

B. PAYABLES

C. MONTHLY RESERVE TRANSFER – JUNE 2022

D. TREASURER’S MONTHLY REPORT – JUNE 2022

E. RESOLUTION 22-021 – ROAD PRODUCTS, INC. – 2022 STREET IMPROVEMENTS PROJECT

F. RESOLUTION 22-022 – IDAHO OFFICE OF DRUG POLICY – GRANT AGREEMENT FOR PR POLICE DEPARTMENT

G. RESOLUTION 22-023 – WHITE DIAMOND CONCRETE, LLC – CHANGE ORDER #4 – THIRD ST. AND SH2 PEDESTRIAN RAMP UPGRADE PROJECT
Council Member Mullaley made a motion to approve the consent agenda. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

5. ANNOUNCEMENTS/APPOINTMENTS

None

6. UPDATES

A. PARKS AND TREE COMMISSION

Council Member Wagner gave an update on the Parks and Tree Commission.

B. LAW ENFORCEMENT

None

C. PUBLIC WORKS

Director of Public Works Rollicheck gave an update on Public Works.

D. PROJECT UPDATES

1. WELCH COMER – PROJECT STATUS UPDATE

Welch Comer provided a written project status update.

2. FY22 – THIRD QUARTER FINANCIAL REPORT

E. BUILDING & ZONING

Planning & Zoning Administrator Quayle gave an update on Building & Zoning.

F. ADMINISTRATIVE COMMITTEE

None

7. BUSINESS

A. MAZENKO DEVELOPMENT – APPROVED CONDITIONAL USE PERMIT AND VARIANCE – UPDATE AND DISCUSSION

Lengthy discussion ensued. This item was tabled for additional information and review.

Council Member Turner made a motion to send Mr. Mazenko a letter inviting him to attend the Council Meeting scheduled on September 6, 2022, pending the revocation of his Conditional Use Permit, to address the Council and explain how he is in compliance with the approved conditions of the permit. Council Member Mullaley seconded the motion. After consideration, the motion passed unanimously.

B. RIVER VIEW RIDGE “THE VILLAGE” – PHASING REQUEST, SURETY AGREEMENT, DEVELOPMENT AGREEMENT, AND FINAL PLAT APPROVAL

Discussion ensued.

Council Member Mullaley made a motion to approve the Security Agreement with the SUF Holdings, LLC for “The Village” at River View Ridge with the amendment to the bond reference and the bonding amount as discussed. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

Council Member Mullaley made a motion to approve the Developer's Agreement with the SUF Holdings, LLC for "The Village" at River View Ridge. Council Member Yount seconded the motion. After consideration, the motion passed unanimously.

Council Member Mullaley made a motion to approve the final plat for "The Village" at River View Ridge. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

C. CONTROL #2022-07-01 – BYERS – REQUEST FOR REDUCTION OF UTILITIES

City Clerk/Treasurer Thomas presented the Council with discount programs from other Idaho cities for comparison. Lengthy discussion ensued. This item was tabled for additional information.

D. WELCH COMER – ENGINEER AGREEMENT AMENDMENT #1 – JOSLYN PARK MASTER PLAN

Discussion ensued.

Council Member Turner made a motion to approve Amendment #1 to the Engineer's Agreement with Welch Comer, not to exceed an additional \$15,300.00, for the Joslyn Park Master Plan Project. Council Member Yount seconded the motion. After consideration, the motion passed unanimously.

E. POTENTIAL BUILDING DONATION FOR THE JOSLYN PROPERTY

Discussion ensued. This item was removed for additional information.

F. USDA LOAN RESOLUTION – WATER REVENUE BOND, 2022

Discussion ensued.

Council Member Wagner made a motion to approve the USDA loan resolution for the 2022 Water Revenue Bond. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.

G. ORDINANCE NO. 625 – WATER REVENUE BOND, 2022

Discussion ensued.

Council Member Mullaley read the title and made a motion to adopt Ordinance 625, authorizing the issuance of a taxable water revenue bond of the City in the principal amount of \$1,075,000.00, under suspension of the rules. Council Member Yount seconded the motion. After discussion and consideration, the motion passed unanimously by the following roll-call vote: AYES: Council Member Wagner, Council Member Turner, Council Member Yount, and Council Member Mullaley. NAYS: None. ABSTAINERS: None. ABSENT: None.

H. WAIVER OF WATER/SEWER OVERAGES IN AREA AFFECTED BY CONTRACTOR CAUSED LEAK

Discussion ensued.

Council Member Mullaley made a motion to approve the waiver of water and sewer overages for certain properties affected by the contractor-caused water leak, based on average July usage, for a total of \$324.27 in water and \$204.40 in sewer. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.

I. J7 CONTRACTING, INC. – CHANGE ORDER #5 – WATER SYSTEM IMPROVEMENTS PROJECT

Discussion ensued.

Council Member Turner made a motion to approve Change Order #5 with J7 Contracting, Inc. for the Water System Improvements Project, for an additional \$7,184.00 and thirty (30) additional contract days. Council Member Yount seconded the motion. After discussion and consideration, the motion passed by the following vote: **AYES:** Council Member Wagner, Council Member Turner, and Council Member Yount. **NAYS:** Council Member Mullaley. **ABSTAINERS:** None. **ABSENT:** None.

J. J7 CONTRACTING, INC. – PAY REQUEST #8 – WATER SYSTEM IMPROVEMENTS PROJECT

Discussion ensued.

Council Member Mullaley made a motion to approve Pay Request #8 for J7 Contracting, Inc. for the Water System Improvements Project, in the amount of \$139,018.00. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

K. USDA-RD GRANT PAY REQUEST #2 – WATER SYSTEM IMPROVEMENTS PROJECT

Discussion ensued.

Council Member Mullaley made a motion to approve draw #2 from the USDA-RD grant for payment of Welch Comer Invoice #14778250-020 in the amount of \$7,067.14, payment of J7 Contracting, Inc. Pay Request #8 in the amount of \$27,807.00, and reimbursement to the City of Priest River for CO-Energy Invoice #C344295-IN for \$1,685.70. Council Member Yount seconded the motion. After discussion and consideration, the motion passed unanimously.

L. ICDBG PAY REQUEST #12 – WATER SYSTEM IMPROVEMENTS PROJECT

Discussion ensued.

Council Member Yount made a motion to approve ICDBG Pay Request #12 for the Water System Improvement Project, with payment of \$7,000.00 being remitted to Panhandle Area Council and \$111,214.00 being remitted to J7 Contracting, Inc. for Pay Request #8. Council Member Mullaley seconded the motion. After consideration, the motion passed unanimously.

M. TORK ELECTRIC, INC. – PAY REQUEST #2 – WASTEWATER COLLECTION SYSTEM IMPROVEMENT PROJECT – PHASE II

Discussion ensued.

Council Member Mullaley made a motion to approve Pay Request #2 for Tork Electric, Inc. for the Wastewater System Improvements Project, in the amount of \$32,995.15. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

N. USDA-RD GRANT PAY REQUEST #18 – WASTEWATER COLLECTION SYSTEM IMPROVEMENT PROJECT – PHASE II

Discussion ensued.

Council Member Turner made a motion to approve draw #18 from the USDA-RD grant for payment of Tork Electric Pay Request #2 in the amount of \$32,995.15, Welch Comer Invoice #14778290-006 in the amount of \$1,363.79, and Welch Comer Invoice #14778270-003 in the amount of \$445.91. Council Member Mullaley seconded the motion. After discussion and consideration, the motion passed unanimously.

O. FISCAL YEAR 2023 TENTATIVE BUDGET ADOPTION

Discussion ensued.

General Fund:	\$1,327,380.00
Street Fund:	\$1,612,686.00
Water Fund:	\$1,508,264.00
Wastewater Fund:	\$1,236,560.00
Impact Fee Fund	\$ 30,575.00
TOTAL	\$5,715,465.00

Council Member Mullaley made a motion to adopt the tentative fiscal year 2023 budget as discussed, with expenditures totaling \$5,715,465.00. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

P. IDAHO RURAL WATER ASSOCIATION – PROFESSIONAL SERVICES AGREEMENT AMENDMENT #3 – WASTEWATER OPERATIONS SERVICES

Discussion ensued.

Council Member Turner made a motion to approve the addendum of services #3 with the Idaho Rural Water Association for wastewater operations services. Council Member Yount seconded the motion. After consideration, the motion passed unanimously.

Q. IDEQ – AGREEMENT FOR SITE ACCESS – TENORM VOLUNTARY SAMPLING PROJECT

Discussion ensued.

Council Member Turner made a motion to approve the Agreement for Site Access with the Idaho Department of Environmental Quality for the TENORM Voluntary Sampling Project. Council Member Mullaley seconded the motion. After consideration, the motion passed unanimously.

R. PRIEST RIVER URBAN RENEWAL AGENCY – AMENDMENT TO COOPERATIVE MEMORANDUM AGREEMENT – PRIEST RIVER PARK ADA ACCESS

Discussion ensued. This item was tabled for additional information.

S. RESOLUTION 22-024 – STATE INVESTMENT POOL TRANSFER OF FUNDS

Discussion ensued.

Council Member Turner made a motion to approve Resolution 22-024. Council Member Yount seconded the motion. After discussion and consideration, the motion passed unanimously.

EXECUTIVE SESSION

UNDER 74-206 1 (c) Property Acquisition

Council Member Mullaley made a motion to enter executive session to deliberate regarding an acquisition of real property under Idaho Code § 74-206 1 (c) at 8:05 pm. Council Member Yount seconded the motion. After consideration, the motion passed unanimously by the following roll-call vote: AYES: Council Member Wagner, Council Member Turner, Council Member Yount, and Council Member Mullaley. NAYS: None. ABSTAINERS: None. ABSENT: None.

RECONVENE

Council Member Turner made a motion to reconvene at 8:28 pm. Council Member Mullaley seconded the motion. After consideration, the motion passed unanimously.

Council Member Turner made a motion to authorize Planning & Zoning Administrator Quayle to work with a title company to search for existing easements on Larch Street, not to exceed \$1,600.00. Council Member Mullaley seconded the motion. After consideration, the motion passed unanimously.

A workshop to discuss code enforcement procedures was scheduled for August 22nd, 2022.

ADJOURN:

Council Member Mullaley made a motion to adjourn at 8:30 pm. Council Member Yount seconded the motion. After consideration, the motion passed unanimously.

Motion to approve minutes of 07/18/22: _____

Second: _____

SIGNED:

ATTEST:

Kevin Wylie
Mayor

Laurel Thomas, CMC
City Clerk/Treasurer