

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

**MINUTES OF THE PRIEST RIVER CITY COUNCIL – 09/20/21**

**REGULAR MEETING**

**OPENING** – Mayor Martin called to order the regular meeting of the City Council at 5:30 pm on Monday, September 20, 2021. This meeting was held telephonically.

**1. AMENDMENTS TO THE AGENDA**

None

**2. ROLL CALL**

Council Members Present: Council Member Wylie, Council Member Schneider, and Council Member Wagner. Absent: Council Member Turner.

Staff Present: Mayor Martin, City Clerk Thomas, City Attorney Elsaesser, Planning & Zoning Administrator Quayle, and Public Works Director Rolicheck.

**3. PUBLIC HEARING**

**For the consideration of a proposed amendment to the fiscal year 2021 budget. The proposed budget amendment reflects the receipt of interim financing loan funds and Idaho Community Development Block Grant Funds in the amount of \$400,000.00, designated for the water system improvement project. – Ordinance 623**

Mayor Martin opened the public hearing at 5:32 pm and explained the purpose of amending the fiscal year 2021 budget. Discussion ensued.

General Fund:	\$ 981,501.00
Street Fund:	\$1,737,078.00
Water Fund:	\$1,103,120.00
Sewer Fund:	\$1,503,946.00
<u>Impact Fee Fund:</u>	<u>\$ 4,418.00</u>
TOTAL	\$5,330,063.00

**Questions from the Council:** None

**Written Testimony:** None

**Testimony from Those Supporting:** None

**Testimony from Those Uncommitted:** None

**Testimony from Those Opposed:** None

Mayor Martin closed public testimony at 5:34 pm and read the title of Ordinance 623.

Council Member Wylie made a motion to adopt Ordinance 623 under suspension of the rules. Council Member Schneider seconded the motion. After discussion and consideration, the motion passed unanimously by the following vote: AYES: Council Member Schneider, Council Member Wylie, and Council Member Wagner. NAYS: None. ABSTAINERS: None. ABSENT: Council Member Turner.

**4. CONSENT AGENDA**

**A. PREVIOUS MINUTES – CC 09/07/21**

**B. PAYABLES**

**C. MONTHLY RESERVE TRANSFER – AUGUST 2021**

**D. RESOLUTION 21-047 – SOMMER – UTILITY EASEMENT AGREEMENT**

**E. RESOLUTION 21-048 – J7 CONTRACTING, INC. – CHANGE ORDER #1 – WATER SYSTEM IMPROVEMENTS PROJECT**

**F. RESOLUTION 21-049 – WELCH COMER – ENGINEER AGREEMENT AMENDMENT #4 – WATER SYSTEM IMPROVEMENTS PROJECT**

**G. RESOLUTION 21-050 – WELCH COMER – PROFESSIONAL SERVICES AGREEMENT – WASTEWATER SYSTEM IMPROVEMENTS – WWTP ELECTRICAL IMPROVEMENTS AND LARCH STREET SEWER REHABILITATION**

**H. RESOLUTION 21-051 – WHITE DIAMOND CONCRETE, LLC – CHANGE ORDER #2 – THIRD ST. AND SH2 PEDESTRIAN RAMP UPGRADE PROJECT**

**I. RESOLUTION 21-052 – IDAHO RURAL WATER ASSOCIATION – PROFESSIONAL SERVICES AGREEMENT AMENDMENT #2 – WASTEWATER OPERATIONS SERVICES**

**J. RESOLUTION 21-053 – SPOKANE CONSERVATION DISTRICT – MEMORANDUM OF UNDERSTANDING – URBAN FORESTRY SERVICES**

Council Member Wagner made a motion to approve the consent agenda. Council Member Wylie seconded the motion. After consideration, the motion passed unanimously by the following vote: AYES: Council Member Wagner, Council Member Wylie, and Council Member Schneider. NAYS: None. ABSTAINERS: None. ABSENT: Council Member Turner.

**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.

**E. BUILDING & ZONING**

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

**F. ADMINISTRATIVE COMMITTEE**

None

**7. OLD BUSINESS**

**A. SOLID WASTE COLLECTION SERVICES – REQUEST FOR PROPOSAL RESPONSES**

Interviews with the two responding companies were scheduled for Monday, October 4, 2021, before the Council meeting. This item was tabled for additional information and review.

**B. WHITE DIAMOND CONCRETE, LLC – PAY REQUEST #2 – THIRD STREET AND SH2 PEDESTRIAN RAMP UPGRADE PROJECT**

Discussion ensued.

**Council Member Wylie made a motion to approve Pay Request #2 with White Diamond Concrete, LLC, not to exceed \$62,546.71, for the Third Street and SH2 Pedestrian Ramp Upgrade Project. Council Member Wagner seconded the motion. After consideration, the motion passed unanimously by the following vote: AYES: Council Member Wagner, Council Member Wylie, and Council Member Schneider. NAYS: None. ABSTAINERS: None. ABSENT: Council Member Turner.**

**C. CONTROL #2021-08-02 – WPOFD – REQUEST TO ESTABLISH A DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE**

Discussion ensued. This item was tabled for additional information.

**8. NEW BUSINESS**

**A. DIEGO INVESTMENTS 3-LOT REPLAT – FINAL PLAT APPROVAL AND FEE WAIVER REQUEST**

Planning & Zoning Administrator Quayle explained the final plat and fee waiver request. Discussion ensued.

**Council Member Wylie made a motion to approve the final plat for Diego Investment's 3-lot Replat, and to approve the waiver of the final plat fee of \$300.00. Council Member Schneider seconded the motion. After consideration, the motion passed unanimously by the following vote: AYES: Council Member Wagner, Council Member Wylie, and Council Member Schneider. NAYS: None. ABSTAINERS: None. ABSENT: Council Member Turner.**

**B. DEMENT 2-LOT SUBDIVISION – FINAL PLAT APPROVAL AND FEE WAIVER REQUEST**

Planning & Zoning Administrator Quayle explained the final plat and fee waiver request. Discussion ensued.

**Council Member Wagner made a motion to approve the final plat for Dement’s 2-lot Subdivision, and to approve the waiver of the final plat fee of \$300.00. Council Member Wylie seconded the motion. After consideration, the motion passed unanimously by the following vote: AYES: Council Member Wagner, Council Member Wylie, and Council Member Schneider. NAYS: None. ABSTAINERS: None. ABSENT: Council Member Turner.**

**C. QUAYLE LAND USE PROFESSIONAL SERVICES AGREEMENT – FY22 PLANNING AND ZONING SERVICES**

Discussion ensued.

**Council Member Wylie made a motion to approve the professional services agreement with Quayle Land Use Consulting for fiscal year 2022 planning and zoning services. Council Member Schneider seconded the motion. After consideration, the motion passed unanimously by the following vote: AYES: Council Member Wagner, Council Member Wylie, and Council Member Schneider. NAYS: None. ABSTAINERS: None. ABSENT: Council Member Turner.**

**D. RESOLUTION 21-054 – FY22 IMPACT FEE SUSPENSION**

Discussion ensued.

**Council Member Schneider made a motion to approve Resolution 21-054. Council Member Wylie seconded the motion. After discussion and consideration, the motion passed unanimously by the following vote: AYES: Council Member Wagner, Council Member Wylie, and Council Member Schneider. NAYS: None. ABSTAINERS: None. ABSENT: Council Member Turner.**

**E. STIMSON LUMBER COMPANY – FY22 MEMORANDUM AGREEMENT FOR WASTEWATER DISCHARGE**

Discussion ensued.

**Council Member Wagner made a motion to approve the memorandum agreement with Stimson Lumber Company for discharge of softener regen water into the sewer system for fiscal year 2022. Council Member Schneider seconded the motion. After discussion and consideration, the motion passed unanimously by the following vote: AYES: Council Member Wagner, Council Member Wylie, and Council Member Schneider. NAYS: None. ABSTAINERS: None. ABSENT: Council Member Turner.**

**F. EXCESS PORTABLE SERVICE – FY22 MEMORANDUM AGREEMENT FOR PORTABLE TOILET WASTE**

Discussion ensued.

Council Member Wylie made a motion to approve the Memorandum Agreement with Excess Portable Service for fiscal year 2022 portable toilet waste disposal. Council Member Schneider seconded the motion. After consideration, the motion passed unanimously by the following vote: **AYES:** Council Member Wagner, Council Member Wylie, and Council Member Schneider. **NAYS:** None. **ABSTAINERS:** None. **ABSENT:** Council Member Turner.

**G. ELSAESSER ANDERSON CHTD. – FY22 CIVIL LEGAL SERVICES AGREEMENT**

Discussion ensued.

Council Member Schneider made a motion to approve the professional services agreement with Elsaesser Anderson, Chtd. for fiscal year 2022 civil legal services. Council Member Wylie seconded the motion. After consideration, the motion passed unanimously by the following vote: **AYES:** Council Member Wagner, Council Member Wylie, and Council Member Schneider. **NAYS:** None. **ABSTAINERS:** None. **ABSENT:** Council Member Turner.

**H. VALERIE FENTON – FY 22 CRIMINAL LEGAL SERVICES AGREEMENT**

Discussion ensued.

Council Member Wagner made a motion to approve the professional services agreement with Valerie Fenton for fiscal year 2022 criminal legal services. Council Member Wylie seconded the motion. After consideration, the motion passed unanimously by the following vote: **AYES:** Council Member Wagner, Council Member Wylie, and Council Member Schneider. **NAYS:** None. **ABSTAINERS:** None. **ABSENT:** Council Member Turner.

**I. IDEQ – INTERIM FINANCING LOAN DRAW #4 – WATER SYSTEM IMPROVEMENTS PROJECT**

Discussion ensued.

Council Member Wylie made a motion to approve the IDEQ Interim Financing Loan Draw #4, with \$10,611.00 being remitted to Welch Comer for Invoices #14778250-009 and #14778250-010. Council Member Schneider seconded the motion. After consideration, the motion passed unanimously by the following vote: **AYES:** Council Member Wagner, Council Member Wylie, and Council Member Schneider. **NAYS:** None. **ABSTAINERS:** None. **ABSENT:** Council Member Turner.

**J. ICDBG PAY REQUEST #4 – WATER SYSTEM IMPROVEMENTS PROJECT**

Discussion ensued.

Council Member Wylie made a motion to approve ICDBG Pay Request #4 for the Water System Improvement Project, with payment of \$2,375.00 being remitted to Panhandle Area Council. Council Member Schneider seconded the motion. After consideration, the motion passed

**unanimously by the following vote: AYES: Council Member Wagner, Council Member Wylie, and Council Member Schneider. NAYS: None. ABSTAINERS: None. ABSENT: Council Member Turner.**

**ADJOURN**

**Council Member Wagner made a motion to adjourn at 6:02 pm. Council Member Schneider seconded the motion. After consideration, the motion passed unanimously by the following vote: AYES: Council Member Turner, Council Member Wagner, Council Member Wylie, and Council Member Schneider. NAYS: None. ABSTAINERS: None. ABSENT: None.**

Motion to approve minutes of 09/20/21: \_\_\_\_\_

Second: \_\_\_\_\_

SIGNED:

\_\_\_\_\_  
James L Martin  
Mayor

ATTEST:

\_\_\_\_\_  
Laurel Thomas, CMC  
City Clerk/Treasurer