

## MINUTES OF THE REGULAR COUNCIL MEETING

November 8, 2017

At 6:02 p.m. the meeting was called to order by Mayor Mac Pooler.

A roll call of the Council resulted as follows:

Sid Armstrong, present

Ron Mercado, present

Terry Douglas, present

Joan Head, present

Dennis Norris, present

Ron Delcamp, absent

Officers present were:

Mayor Mac Pooler

Building Official Mark Magnus

Planning Consultant Collin Coles

Chief of Police David Wuolle

City Clerk /Treasurer Nila Jurkovich

Project Manager Rod Plank led the Pledge of Allegiance.

### **ORAL COMMUNICATIONS**

No one present in the audience.

### **STAFF REPORTS**

#### Chief of Police Dave Wuolle

Had an employee resign to move closer to children, the department has some applications, and is waiting on an applicant who is interviewing with Roseburg, Oregon.

Also, the blight at 139 W. Mission Avenue's timeline is as follows: the blight citation was delivered on August 9<sup>th</sup>, the property owner has requested to go to court, the Pre-Trial Conference is scheduled for December 12<sup>th</sup>, the Status Hearing is scheduled for January 4<sup>th</sup> and the Jury Trial is set for January 12<sup>th</sup>.

Council President Douglas asked that the Court be supplied with an adequate amount of pictures.

Chief Wuolle stated weekly pictures are being taken to provide to the Courts.

#### Building Official Mark Magnus

The State of Idaho is requiring that the 2015 Building Code be adopted no later than January 1, 2018. To meet the deadlines, a special Council Meeting in December will be necessary to hold the required public hearing.

City Clerk Nila Jurkovich advised the Council to select a suitable date as a quorum is needed. The Council was reminded that the ordinance will need to be published in the newspaper after the hearing date and prior to January 1<sup>st</sup> to be effective. Sooner in the month rather than later would be better to make certain all the deadline requirements are met.

It was the consensus of the Council to hold the meeting on Monday, December 18<sup>th</sup> at 6 p.m.

Planning Consultant Collin Coles

The codifier has reviewed the draft ordinance that will go before the planning and zoning commission.

Superintendent of Public Works Craig Lewis

Advised the Council that both contractors are ready to shut down for the winter months. Both crews did an excellent job, a lot of streets got paved. Both contractors will have presence in the area in case items need attention throughout the winter shut down. Alta Science and Engineering crews did a great job also.

Councilmember Mercado said he would like to see emphasis on traffic control in 2018.

Mayor Pooler thanked Craig Lewis for his expertise for the asphalt that was put down on the streets. It helped greatly for the quality of work.

Council President Douglas echoed Mayor Pooler's thoughts, and reminded the Council that there will be a whole lot of harder work ahead of the City, as the lateral letters go out. There were decisions that had to be made throughout this whole process, and the decisions were very thought out and trying to make the best decisions and get the best bang for the City's dollars.

Project Manager Rod Plank advised the Council that of the 2,000 sewer services, 70% will get letters. For Phase 1, sixty letters went out in March 2017. The City has heard from only 50% of those property owners.

**CONSENT CALENDAR**

1. Approval or correction of the minutes of the October 11, 2017 regular council meeting.
2. Approval of payment of the bills for the month of October 2017 as presented. (Proving documents on file in the City Clerk's office)
3. Treasurer's Reports of Income & Expenditure.
4. Annual Street Report ending September 30, 2017
  4. P&Z Commission minutes from the October 16, 2017 meeting. Recommendations:
    - a) Accept the 2018 meeting schedule.
  5. Reports of Commissions and Committees: None.

It was moved by Councilmember Mercado and seconded by Councilmember Douglas to approve the Consent Calendar as presented. Motion carried.

**OLD BUSINESS**

EPA Road Remediation Projects & Sewer Projects Update— Alta Science & Engineering  
Alta Science and Engineering Representative Scott Brown advised the Council that the update provided by Craig Lewis summed up the projects.

Mr. Brown advised the Council that kudos needed to go to the City Clerk Nila Jurkovich

for all the paperwork that is required throughout this process. The amount of paperwork is overwhelming and is required for each contractor for each phase of both the sewer work and the road work.

City Clerk Nila Jurkovich thanked Mr. Brown for his acknowledgement.

**BUSINESS NEW**

Panhandle Area Council Administration Contract for the ICDBG Grant received for ADA Improvements at the City Pool.

It was moved by Councilmember Douglas and seconded by Councilmember Armstrong to enter into the administrative contract with Panhandle Area Council.

A roll call vote of the Council resulted as follows:

Armstrong-Aye  
Douglas-Aye  
Mercado-Aye  
Head-Aye  
Norris-Aye  
Delcamp-Absent

Motion carried.

It was noted that a meeting will be held on Monday, November 13<sup>th</sup> at 1:30 p.m. to fine tune the work that will be performed. Public Works Superintendent Craig Lewis was

asked to attend to go over the proposed work with Longwell & Trapp and Panhandle Area Council representatives.

#### Beer, Liquor, Wine Applications for 2018

The 2018 applications for liquor, beer and wine licenses were presented to the Council for consideration. They will now be given to the Police Department for processing and voted on at the December Council meeting.

It was moved by Councilmember Douglas and seconded by Councilmember Norris to accept the applications for the review by the Police Department and final approval will be made at the December Council meeting.

Motion carried.

#### ANNOUNCEMENTS AND REPORTS

##### Mayor Pooler

The Kellogg Lighting Festival will be Saturday, November 25<sup>th</sup>. Councilmembers will ride the trolley.

##### Councilmember Norris

Would like to commend everyone for their hard work and Happy Thanksgiving.

##### Councilmember Head

Have a wonderful Thanksgiving.

##### Councilmember Douglas

The annual audit will be performed during November 20-22<sup>nd</sup> with the auditors onsite.

Department Heads please remind your employees to get their RSVP's in to the City Clerk for the City's Christmas Dinner that will be held on December 2<sup>nd</sup>.

The large tax appeal hearing will start on December 12<sup>th</sup> and is scheduled to last three days. The hearing is open to the public and will be held at the court room in the Public Safety Building in Wallace.

Lastly, the City allows the Chamber to use the Passenger Depot for their place of business in turn they pay their utilities. The Chamber in turn provides office space for others to assist in paying utilities. They are losing their client and will be looking for a new client to assist them with monthly fees.

##### Councilmember Mercado

A Public Works meeting has been scheduled for Tuesday, November 14<sup>th</sup>.

##### Councilmember Armstrong

A full review of the monthly bills was performed today. The bills were well organized, signed off from department heads and coded. It is very clear that there is a separation of duties, and internal controls are present. A great job is being performed.

City Clerk Nila Jurkovich thanked Council Armstrong and advised the Council that internal controls are an ongoing discussion with the front office personnel.

There being no further business to come before the Council at this time, it was adjourned at 6:40 P.M. to meet at its regular time of December 13, 2017.

ATTEST:

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Mac Pooler, Mayor

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Nila Jurkovich, City Clerk/Treasurer