

Record of Proceedings

December 3, 2024

The Council met at their regular meeting on December 3, 2024, at 7pm, at Craigmont City Hall.

Mayor Arnzen presided

Council Members Present:

Levi Bovey

David Osburn

Shandrie Stigum

Absent: Kevin Brown

City Employees present: City Clerk, Jackie Robinson, Maintenance Bob Samsel. Visitors present; Ryan Rehder with Merrick, Althea Wolf, Patti Torress, Roger Bergess, Deborah Leffingwell, Missy Osborn, Elizabeth Litchfield, Cody Hix, Cam Kellogg, Kevin Goade, Samuel Martin, Karista Bradley, Brandily Heimbigner, Jon Stosich, Tasha Moore, Cameron Moore and Jeffery Garrett/Rodriguez.

A motion was made to open the meeting by Councilmember Osburn and seconded by Bovey. Motion made to approve the minutes as presented by Bovey and seconded by Osburn, all in favor M/C.

Public hearing for Special use permit for 19 W Main open at 1901. Mayor announces that Merrick will give an update on wastewater project first, then everyone who is here for public hearing will have 5 minutes to be heard.

Ryan Rehder from Merrick & Company

Construction on Lagoon 3. Prospect will be working on the outbuildings throughout the winter. Pay app presented to mayor for approval. The Block Grant for the wastewater upgrades will need a public hearing next month. Public hearing set for Jan 7, 2025. The city should see a change order for lagoon 2 in the near future. This change order is for the increase sludge in lagoon 2.

Althea Wolf is here for the public hearing, her concerns are that there is no yard or outside area for residents, it is located next to a bar, and it is located on Main Street where there is a lot of traffic. Althea states that a Certified Family Home is meant to be a home like environment which she does not feel the current location would be with the above stated concerns.

Patti Torres states that the state of Idaho has already approved the location and Deborah cannot get another location.

Karista Bradley states her concerns include traffic; location is bad there is safety issues with heavy truck traffic especially during harvest. It is close to the bar and would take one of Craigmont's few commercial buildings available. Another concern is the increase strain on the city's already short-staffed volunteer QRU and fire departments.

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Cam Kellogg addresses his concerns about the location and traffic. Cam states he drives snow plows for the state and they are out all hours of the day and night. Snow plows are not quiet. He also addresses concerns about slippery sidewalks and slips and falls.

Brandily Heimbigner addresses her concerns about the location being next to the bar, traffic, and the lack of outside area for residents.

Deborah Leffingwell speaks regarding the plot plan that she provided mayor and council with. Mayor and council request a new plot plan with measurements. Council and Mayor would like a plot plan with how Deborah will use the building now as constructed, and a plot plan with what construction will take place. Deborah states she plans on having 7 bedrooms in the building. She also states she will be running an online business out of the building. Mayor Arnzen expresses his concerns regarding the plot plan that was provided and the lack of any measurements. He also addresses his concerns on the increase strain on the volunteer Fire and QRU.

Elizabeth Lichfield states her concerns are exit and safety. She asks about the plan for watching residents and how to avoid the residents wandering.

Jon Stosich states that with conditional use permits (special use permits) that the council is capable of putting conditions on the permit such as fencing.

Deborah Leffingwell speaks again about other properties in the commercial zoning with living areas. Deborah would like approval from council to be able to live in the building with one resident and she would like to move in now. She addresses that she will be running an online business RBTI out of the building as well.

Missy Osburn addresses her concerns on no yard for residents, what if the residents wander off. She does not want them wandering onto her property.

Carl Devault could not attend the meeting but sent a letter to council stating that he owns the property next door and has already had issues with Deborah parking on his property.

The owner of Woody's OTP was unable to attend the meeting but brought her concerns to the council regarding location. Feels that 19 W. Main is not an adequate location for a Certified Family Home. Parking is a concern and she does not want them parking on her property. Her parking is for her customers. Concerns about outside area for residents and making sure they stay off her property. She does not want to be liable if they wander onto her property and something happens.

Jeffery Garrett/Rodriguez is the current owner of the building and has a rent to own contract with Deborah. States that there have been several businesses that have not been able to maintain in his building. He states that the building has already been approved by the Department of Health and Welfare.

Council addresses the need for an accurate plot plan with measurements for how the building is now, and a separate plot plan for the changes intended to be made to the building.

Roger Bergess speaks, he states that he lives with Patti Torres at her Certified Family Home and if it was not for her, he would be out on the streets.

Public Hearing Closed at 2010

Council needs an accurate plot plan prior to being able to make any kind of decision on this special use permit. Lewis County continues to look for a Certificate of Occupancy. If no certificate can be located Deborah will need to get with the city's current building inspector to discuss what will need done.

Sam Martin property split – Sam own lots 1-5 of block 18 in the original town of Vollmer. Sam would like to split his property so the house is on one parcel and his Air B&B is on the other parcel. He proposes buying all or part of lot 6 from Baxter. His division would be opposite of the way the lots sit. Legal descriptions would be east ½ of lots 1-6 and west ½ lots 1-6. Sam states that there is a water meter box located off 7th street that he believes he can use to service the Air B&B, however the sewer would be shared.

Council states that he would need to buy the entire lot 6 from Baxter and would need a survey done to ensure that he actually owns enough to keep all 3 proposed parcels at the minimum requirements for a buildable lot. Council also states that both water and sewer connections need to be separate. This will avoid issues in the future should he choose to sell one of his parcels. This will be tabled until Sam can have a survey done. Sam will get with maintenance supervisor Bob Samsel to discuss separating water and sewer connections.

Prairie Bowl would like to add Wine on to their current beer license. Motion made by Stigum and seconded by Osburn, all in favor, M/C. This can be issued once all the state and county requirements have been met.

Levi has no new street business.

Shandrie – Reports that the Craigmont Fire Department has a new Fire Chief Bob Samsel

Dave - has no new utilities business he and Bob continue to work on capital improvements for water and sewer lines.

Maintenance Bob Samsel reports that the city may need to budget to upgrade Christmas lights that are on the street lights.

No updates from JUB, clerk reports that bid documents for CARES grant are near complete.

The clerk reports that starting in January 2025 we will begin charging for mailing as directed in the code book.

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Council has had a chance to review all 3 chicken draft ordinances and have agreed on draft #2. Clerk will send this to the city's attorney and provide a legal draft when available.

Clerk reviews time clocks and reports on 3 that have provided demos. Council reviews material on time clocks provided and chooses to go with uAttend. Clerk will get 2-time clocks ordered and work on setting up the online account.

Councilman Osburn and Bob have been keeping an eye out for a decent used 4-Wheeler for the city.

Maintenance assistant job advertisement reviewed; Bob asks council if Nate can continue working 20 hours/week instead of hiring a full-time assistant. Council states that they will advertise for a full-time maintenance assistant starting the first of the year. Nate is welcome to apply for this position if he would like.

Councilman Osburn states that he has employee evaluation forms that he will bring in to the clerk.

ICRIMP webinars were again discussed. Clerk will send out invite to council and mayor to assign yearly trainings.

Jason and his team from Presnell Gage will be her on Dec. 11-12 for the FY24 audit.

Clerk continues to work on updating the Drinking Water Protection Plan. The operation and maintenance manual for drinking water is missing, the clerk has been in contact with Paul Sifford from IRWA and he has advised to make a new emergency plan. Clerk states that she met with Luke from IRWA and has started working on this.

Clerk reports that code book states that Maintenance Supervisor is to provide a written report to council regarding the work completed in the prior month and the work scheduled for the current month. Maintenance Supervisor would like to do verbal reports. Council tables this until they can see what kind of reports will be available with the new time clock system.

Clerk reports that LGIP interest rates went down. Rates were 5.1626% and have dropped to 5.002%

Clerk reports that Carl Devault is requesting a 60-day extension on his temporary occupancy permit. Council approves the extension. Carl will need to pay the \$25 permit fee.

Clerk provides council with the Historical Society's Lease for their approval. Lease is approved and clerk will provide the Historical Society with a copy.

Clerk reports that she has been pursuing employment elsewhere. She states that Tri-State has made her an offer that she can't refuse. Tentative start date at Tri-State is January 6, 2024. Clerk will get job advertisement published in the Herald.

Motion made by Councilman Osburn to pay the bills and adjourn the meeting, seconded by Bovey, all in favor, M/C.



Jared Arzen, Mayor

ATTEST:



Jackie Robinson, City Clerk