

Record of Proceedings

October 1, 2024

The Council met at their regular meeting on October 1, 2024 at 7pm, at city hall.

Mayor Arnzen presided

Council Members Present:

Levi Bovey

David Osburn

Kevin Brown

Absent Shandrie Stigum

City Employees present: City Clerk, Jackie Robinson, absent, Maintenance Bob Samsel. Visitors present; Ryan Rehder with Merrick, LeAnn Bovey, Mark Bovey, Kevin Goade, Cam Kellogg, Dusty Thomason, LaLisa Thomason and Althea Wolf.

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

LaLisa Thomason is here to talk about an RV dump site here in town. LaLisa states that there is a lot of people who own campers here in town and the community would benefit from an RV dump site. LaLisa states that there is a clean out on the corner by Harlow's that could potentially be the site. She stated that the city could potentially get an easement from Harlow's. Ryan from Merrick is present and weighs in stating location will be key. Ryan states that most of the chemicals now are organic and should not be an issue with the lagoons. Ryan states he can look into some grants. Clerk will have CEDA check into grants as well.

Mark Bovey, LeAnn Bovey, Kevin Goade, Dusty Thomason, and LaLisa Thomason from the Community League are here. They review their work day they recently had cleaning up main street. LeAnn states that they had 9 people volunteer their time and they spent all day working for a combined total of 40 hours of work.

The Community League would like to do some improvements at the corner of Division and Main around the reader board. A plot plan is provided for council review by LaLisa Thomason. Materials needed include; black plastic, river rock, planters, stepping stones, and a welcome to Craigmont sign. These materials total approximately \$763.44. The Community League is requesting permission and funding for this project. Motion made by Councilmember Brown to approve the project and funding seconded by Bovey, all in favor M/C.

LaLisa and LeAnn talk about the need for the city to get a 4wheeler with a water tank to water the flowers on main street. LaLisa and LeAnn currently take care of about 4 planters on main street. They water the flowers daily all summer. They hate to see the city spend money on flowers that never get

1 Oct 2024

watered. They would like to see the city pay someone to water the flowers daily. LeAnn and LaLisa are willing to take on this responsibility if the city would get a 4wheeler with a water tank and pay them 1-2 hours a day for watering. Council feels like getting a 4wheeler would be beneficial to the city, but would like to revisit this at a later date.

Althea Wolf is here regarding mailbox placement. The mail route has recently changed and she is now on the mail route and needs to put up a mailbox. The mailman has put a flag out where the mailbox should be placed, but it is on city right of way. Althea would like councils' approval to place her mailbox where the mailman has marked on the right of way. Council approves mailbox placement.

Ryan Rehder is here from Merrick & Company; Derek has left Merrick and Ryan will now be our main Merrick contact. Ryan states the seepage test on lagoon one passes. They are working on a bypass around lagoon 2 for the winter. They will continue to work on buildings throughout the winter. Pay App 5 sent over this afternoon and is ready for signatures for reimbursement.

Ordinance 453

Levi aye

Dave aye

Kevin aye

Motion made to adopt Ordinance 453 and suspend the 3-reading rule made by Councilman Brown and seconded by Osburn, all in favor M/C.

Resolution 1084

Redraft to include \$10,000 per project. Will present at next meeting

Resolution 1085

Motion to adopt made by Councilman Brown and seconded by Osburn, all in favor M/C.

Resolution 1086

Motion to adopt made by Councilman Osburn and seconded by Brown, all in favor M/C.

Levi has no new street business

Dave has no new utilities business

Kevin reports that the water and power has been unhooked and the old building is gone. Mark has been out prepping the site for concrete and it should be ready to pour on Monday.

Jackie Robinson – Jackie has purchased the property behind Bob Randalls shop, next to the old Wagon Wheel, she is wanting councils' permission to use the existing fence line behind Bob Randalls shop. This fence is partly into the undeveloped alley. Jackie states they will be fencing a portion of the property for her daughters 4H steer. She states she has spoken with Don Martin, current owner of the old Wagon Wheel, as he has a lot of things on her property. He is aware that the fence will not be on property line and that while he does not need to move his stuff now, he will eventually need to move his stuff off of

her property. Jackie states that the property contains 2 sewer manholes as well as the water meter which will all remain outside of the fence for city access. Motion made by councilman Brown and seconded by Bovey to allow Jackie to use the existing fence line all in favor, M/C.

John Watson with JUB provided a status update to review since he is unable to make the meeting. LTGP and LRHIP no new updates.

Lewis County Transportation Plan update: Plans in office for public review and comment. TAC meeting #2 on October 23, at 6pm in Nezperce.

Airport Taxiway update: No new updates. Additional funding needed. The grant allows 4 years to complete the project.

Cares Grant Park Project update: 90% plans and currently working on bid documents. JUB will be reaching out to potential contractors this month.

City Clerk Report:

JUB will be moving into the Bank building November 1. The library has most of their things out. Bid for cleaning is for \$550. There are some holes and cracks in the walls that will need repaired as well as some molding that will need replaced. Clerk is requesting a \$3000 budget for cleaning and repairs. Council agrees. JUB would like to do some modifications to the building. They would like to add a break area with a sink and counter as well as doing some painting and adding fiber for WIFI. Council is agreeable and a Memorandum of understanding will be sent to JUB for any modifications they would like to do to the building. The library would like to do a walk through with Bob next week.

Sandy Zenner is interested in the building that JUB is currently in. Clerk will be showing her the building later this week.

Clerk would like to get a postage machine, two quotes provided to council. Clerk reports that they currently self-stamp over 300 post cards a month for bills. This postage machine will save time with the stamping process. This would also eliminate the need to purchase postage envelopes from USPS. Motion made by Councilman Brown and seconded by Bovey, all in favor M/C.

Clerk reports that the consumer confidence report still needs done. Council approves having IRWA complete this year's report.

Clerk would like to have Developmental Impact fee committee first meeting November 5, 2024 at 6 PM prior to the Council meeting. This will allow everyone to come together and begin forming the committee. Letters will be sent out to proposed committee members.

Clerk reports that WIFI has been installed at the Bank building and old QRU building and that the security cameras are in the closet at city hall.

Clerk reports that she has recently joined the Craigmont QRU and will be taking the EMT class that starts later this month. Clerk would like councils' permission to close the office to respond to QRU calls during the week, as Bob does with fire calls. Clerk states she will hang a sign on the door that states on QRU call so community members are aware of why the office may be closed at points of time during the week. Council approves closing the office for QRU calls when needed.

Clerk reports that she is working on an EDU (equivalent dwelling units') ordinance for billing multi-family residences that only have one meter.

Capital improvement plan continues to be developed.

8:07 P.M. Motion made to move to Executive Session Idaho code 74-206 by councilmember Osburn and seconded by Brown, all in favor M/C. Councilmember Stigum arrives for executive session.

9:10 P.M. Executive session ends:

Council has decided to get a digital time clock for clocking in and out. Clerk will look into this and give council some options on time clocks.

Council stats PTO (vacation or sick time) cannot be used once 40 hours is reached regardless of what days are worked. Clerk will add to personnel policy.

Disciplinary actions will be as follows: verbal warning, written warning, termination. Clerk will add to personnel policy.

City Hall needs to continue being open routine hours.

Council states that JeAnn will read water meters and help with simple maintance as needed. Councilman Bovey states JeAnn can use his 4wheeler to read meters. Bob is to read meters if JeAnn is sick or gone. This is for the time being.

Raises are as follows:

JeAnn 3%

Bob 3%

Jackie 3%

Snowplow drivers \$20.00 per/hr.

Summer hires no change

Cemetery workers no change

Bonus approved as follows:

Bob \$300

Jackie \$300

JeAnn \$200

Bob is be licensed by October 1, 2025.

The city will hire a maintenance assistant and start advertising the first of the year.

Council would like each regular employee (Jackie, JeAnn, and Bob) to write their own job description including everything their position entails. They would like this for review at the next meeting.

Council will begin doing yearly evaluations on regular employees (Jackie, JeAnn, and Bob) Councilman Osburn will bring in some evaluation forms for council to review.

Motion to pay the bills and pay app 5 from sewer project, made by Councilmember Osburn and seconded by Bovey, all in favor, M/C.

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

Jared Arnzen, Mayor

ATTEST:

Jackie Robinson, City Clerk