

Record of Proceedings

September 3, 2024

The Council met at their regular meeting on September 3, 2024 at 7pm, at city hall.

Mayor Arnzen presided

Council Members Present:

Levi Bovey

Shandri Stigum

David Osburn

Kevin Brown

City Employees present: City Clerk, Jackie Robinson, absent, Maintenance Bob Samsel. Visitors present; Derek Probst and Zach Cox with Merrick, Bette Stone and Nathan Weeks.

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

Oath of office for Kevin Brown, who will fill the remaining term of Mark Bovey.

Motion made to open public hearing for forgone tax in the amount of \$3,846 made by Osburn and seconded by Bovey, all in favor M/C.

Motion made to open public hearing for FY 25 Budget made by Bovey and seconded by Osburn, all in favor M/C.

Motion made to open public hearing for Ordinance 450 made by Stigum and seconded by Bovey, all in favor M/C.

Motion made to open public hearing for The City of Craigmont Comprehensive Plan made by Bovey and seconded by Osburn, all in favor M/C.

Motion made to open public hearing for the Special use permit for 101 W. Main made by Osburn and seconded by Bovey, all in favor M/C.

Motion made to open public hearing for the Special use permit for 11 W. Main made by Bovey and seconded by Osburn, all in favor M/C.

Bette Stone is here for the public hearing regarding the Comprehensive Plan. Bette would like to request adding Clearwater River to page 11 with Salmon and Snake River.

Century Link calls in and is on speaker phone. Century Link is requesting permission to place underground fiberoptics to 221 W. Main. Century Link explains that the route from their building to the telephone pole in the alley behind 221 W. Main will be aerial, however they are requesting permission to go underground from the pole to the property. They state that because of the slope difference from the pole to the building, an aerial route would require removal of the old pole and a new pole installed. Century Link takes full responsibility for any damage done to existing lines in the area as well as the alley. Motion made to allow Century Link to install underground fiber optics from the telephone pole in the alley behind 221 W. Main made by Bovey and seconded by Osburn, all in favor M/C.

Derek Probst and Zach Cox are here from Merrick & Company to review and give an update on the current sewer project. The first lagoon is full and seepage test is taking place. Work may begin to slow down as the weather changes. Winter plan is to use the new cell and new disinfection. 365 days remain on contract and everything is on track.

John Watson with JUB provided a status update to review since he is unable to make the meeting. LTGP and LRHIP Crea Construction may request materials on hand payment for pre-order items. Motion made to approve pre-order item request made by Osburn and seconded by Bovey, all in favor M/C.

Lewis County Transportation Plan update: Plans in office for public review and comment.

Airport Taxiway update: Additional funding needed, application has been submitted and hopefully a decision will be made after September ITD Board meeting. The grant allows 4 years to complete the project.

Cares Grant Park Project update: Updated estimate for base bid and add alternatives provided to council. Council reviews project and approves proposed base bid and bid alternatives. Motion made to approve as presented and move forward with bid packaging made by Bovey and seconded by Stigum.

Councilmember Stigum has no new fire news.

Councilmember L. Bovey has no additional street report.

Councilmember Osburn has no additional utilities report.

Councilmember Brown is updated on the cemetery as well as other projects that are going on. Cemetery minutes reviewed. The cemetery is wanting approval on projects they hope to start this month. Council is provided with rough estimates for the projects.

The out house has already been removed; preapproval was received from Mayor Arnzen - \$750

Hazard limb, top removal, and clean up - \$1,000

Removal of tree if necessary - \$1,000

Electrical demo on the pump house - \$1,000

Disconnect all pump/well equipment (quoted \$10,000 for removal and reinstall) - \$5,000

Remove pump house - \$1,000

Poor 14x24 (or larger) cement slab - \$5,000

The cemetery has had a hard time getting someone out there to give a quote and do a project this small. Mark Bovey is willing to give a quote and pour the cement slab if council is agreeable. Council would like to request a quote from Mark.

Grinding multiple tree stumps - \$1,300

Stump debris chip cleanup - \$300

Motion made to preapprove the above projects made by Bovey and seconded by Brown, all in favor M/C

City Clerk Report:

JUB is interested in moving to the old bank building (the library is still moving out) when available. JUB is currently in the city building across the street. They pay \$250 a month. With the bank building being larger, rent is discussed and council feel \$500 a month is reasonable for a building of that size. Clerk will relay the information to JUB.

Temporary Occupancy Permits:

Brandon Vandever is requesting a 90-day permit. He is going to be building a house on his property located at 401 N 5th ave. This property is metered and W/S/G is billed accordingly. Council approves this 90-day permit.

Carl Devault is requesting a 90-day permit. His special use permit has been approved and he will be building an apartment in the back of his shop. There is currently no running water of usable sewer on this property. Carl is aware he will need to pack in his own water and pack out his gray and black water. Carl states his contractor thinks the construction will be complete within the 90-days. Council approves this 90-day permit.

Karlton Wilson is requesting a 2-year permit. Karlton states his son is going to college and needs a place to stay. Council denies this permit as it is far beyond the 90-days allowed. Karlton will be notified in writing of the denial and provided with the contact information for the local RV Park.

Council and Mayor have had the opportunity to review the changes made to the personnel policy. Motion to adopt the personnel policy made by Osburn and seconded by Bovey, all in favor M/C

Earl Striebeck purchased a building permit 09/14/2023 and has not been able to complete his project. He is requesting a 6-month extension as allowed by the code book. Motion made to approve the 6-month extension made by Stigum and seconded by Brown, all in favor M/C.

City Clerk reports that the code book states that a detailed report of all transactions that occurred the month prior needs to be provided to council and mayor at each meeting. Clerk reviews deposit books as well as expenditure file with council and mayor and will provide these books and files at each meeting.

Clerk reports that the code book states the Maintenance Supervisor is to provide the council with a written report of work performed the month prior as well as work intended for the current month. Council will review this next meeting when Maintenance Supervisor is present.

Clerk reports that code book states the city needs a resolution on the minimum number of days to issue or deny a building permit. Council would like this set at 10 days. Clerk will draft a resolution and have it ready for the next meeting.

Clerk reports that in June council approved hiring a full-time maintenance assistant, which was later put on hold, this is tabled until next meeting when Maintenance Supervisor is present.

Clerk would like to close the office on September 26 and 27 for the Lewis County Fair, council is agreeable.

Developmental Impact fee committee: Clerk provides the council and mayor with information regarding the Developmental Impact fee committee. The committee must contain a minimum of 5 member with two (2) of them not being city employees or council, two (2) must actively be in the business of building, developing, or real estate. Clerk provides a list of potential candidates and explains that this committee should be involved with the capital improvement plan as well. Council approves inviting everyone on provided list to join the committee. A letter will be drafted and sent to each candidate.

Capital improvement plan continues to be developed.

Motion made to close the public hearing for recovering forgone taxes made by Stigum and seconded by Bovey, all in favor M/C.

Motion made to close the public hearing for the FY 25 Budget made by Bovey and seconded by Brown, all in favor M/C.

Motion made to close the public hearing for Ordinance 450 made by Bovey and seconded by Osburn, all in favor M/C.

Motion made to close the public hearing for the Comprehensive Plan made by Bovey and seconded by Stigum, all in favor M/C.

Motion made to close the public hearing the Special use permit for 101 W. Main made by Bovey and seconded by Osburn, all in favor M/C.

Motion made to close the public hearing the Special use permit for 11 W. Main made by Osburn and seconded by Brown, all in favor M/C.

Motion made to adopt Resolution 1082: Elimination of any fun deficits, made by Stigum and seconded by Osburn.

Councilmember Bovey	aye
Councilmember Stigum	aye
Councilmember Osburn	aye
Councilmember Brown	aye

4 aye 0 nay

4 Sept 2024

Motion made to adopt Resolution 1083; recovering forgone property tax made by Bovey and seconded by Stigum, all in favor M/C.

Ordinance 450

Councilmember Bovey	aye
Councilmember Stigum	aye
Councilmember Osburn	aye
Councilmember Brown	aye
4 aye 0 nay	

Motion made to suspend the 3-reading rule and adopt Ordinance 450 made by Bovey and Seconded by Osburn, all in favor M/C.

Ordinance 451

Councilmember Bovey	aye
Councilmember Stigum	aye
Councilmember Osburn	aye
Councilmember Brown	aye
4 aye 0 nay	

Motion made to suspend the 3-reading rule and adopt Ordinance 451 made by Bovey and Seconded by Osburn, all in favor M/C.

Ordinance 452 with the change of adding Clearwater River to page 11

Councilmember Bovey	aye
Councilmember Stigum	aye
Councilmember Osburn	aye
Councilmember Brown	aye
4 aye 0 nay	

Motion made to suspend the 3-reading rule and adopt Ordinance 452, with the mentioned change, made by Bovey and Seconded by Osburn, all in favor M/C.

Motion to pay the bills made by Councilmember Bovey and seconded by Brown, all in favor, M/C.

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

Jared Arnzen, Mayor

ATTEST:

Jackie Robinson, City Clerk

5 Sept 2024