



Rathdrum

City Council Minutes

February 10, 2016
6:00 p.m.

Location: City Council Chamber
8047 W. Main Street
Rathdrum, ID 83858
(208) 687-0261

WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

1) CALL THE MEETING TO ORDER

Meeting called to order by Mayor Holmes at 6:00 p.m.

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

PRESENT: Councilor Holmes, Councilor Meckel, Councilor Worthen and Mayor Holmes.

ABSENT: Councilor Laws

STAFF: City Administrator Boyer, City Engineer/Public Works Director Jump, City Clerk/Treasurer Taylor, Deputy City Clerk Halligan, City Planner Armes, Park & Rec Director Bridges, Police Chief Fuhr and City Attorney Cafferty.

4) AMENDMENTS TO THE AGENDA

5) CONSENT CALENDAR APPROVAL

- A) Regular Council Minutes of January 13, 2016
- B) Special Council Minutes of January 20, 2016
- C) Regular and Special Bills as presented
- D) Approval of 2016 Meeting Calendar
- E) Approval of Dispatch Contract with the City of Post Falls

City Administrator Boyer gave a brief overview of the Consent Calendar.

Councilor Meckel made a MOTION to accept the consent calendar as presented. Motion seconded by Councilor Worthen.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

6) CEREMONIES AND REPORTS

A) Introduction of two new Public Works Employees

Mayor Holmes introduced our two new Public Works Employees Kris Kieffer and TJ McDowell.

7) VISITORS COMMENTS – An opportunity to address concerns not on the agenda (No formal action allowed – 3 minute time limit per issue) issues may be placed on subsequent agenda. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight’s meeting, if time permitting. Repeated comments of the same or similar topic will be considered out of order and not allowed.

8) PUBLIC HEARINGS

9) OLD BUSINESS

A) Approval of new Finance Director/Treasurer Job Description, Deputy City Clerk/ Utility Specialist Job Description, and City Clerk modified Job Description, Parks and Recreation Director Job Description and Updated Salary Grade Table

City Administrator Boyer gave a brief overview of the proposed changes. He stated that these changes were approved in the budget process and have been in process for a while.

Councilor Meckel made a MOTION to approve the new Finance Director/Treasurer Job Description, Deputy City Clerk/ Utility Specialist Job Description, and City Clerk modified Job Description, Parks and Recreation Director Job Description and Updated Salary Grade Table as presented. Motion seconded by Councilor Worthen.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

B) Approval of Niche Wall Contract for Cemetery

City Administrator Boyer gave a brief overview of the proposed Niche Wall Contract.

He stated that this will add 40 more units to the niche wall. The low bidder was Wilbert Precast for \$14,586.00. Work will begin shortly on this project.

Councilor Worthen made a MOTION to approve the proposed Niche Wall Contract and authorize the Mayor to sign contracts. Motion seconded by Councilor Meckel.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

C) SH53 Response Letter from ITD for request for reduction of speed limit

City Administrator Boyer gave a brief overview of the ITD letter we received. He stated that ITD declined to make the changes the City proposed but that they were willing to work with us going forward to identify other possible mitigating roadway treatments for the concerns raised in our resolution. Our next step may be to request to move forward with installing a traffic light at Meyer Road and SH53 and ask ITD to pay half of the cost with us using impact fee money for our portion. Council discussion ensued. The Mayor stated that we should revisit this on a later agenda when Public Works/Engineer Jump can gather some more information regarding cost.

D) Rathdrum Mountain Plan Phase 1 Contract with JUB

City Administrator Boyer gave a brief overview of the proposed contract with JUB. He stated that the contract is to have JUB and Landmark proceed with drawing the initial concepts of the areas in Phase 1 a & b and to give cost estimates for improvements. Also included is a rough cost estimate to bring Barrett Road up to code.

The Citizen Committee has met and has come to a consensus on some of the items/features that they would like to see. It is included in the contract to have the basic design go back to the Citizen Committee for review. It is up to the Council if you would like for that to occur. Council discussion ensued.

Councilor Holmes made a MOTION to approve the Phase 1 contract for Rathdrum Mountain with JUB and Landmark and taking out the portion of meeting with the Citizen Committee. Motion seconded by Councilor Meckel.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

E) Approval of Contract to purchase Flashing Crosswalk Lights

Public Works Director/Engineer Jump gave a brief overview of the bids that came in and the process that has taken place. He stated that they have a low bidder is Traffic Safety Supply for \$39,160 for 5 sets of lights. He is seeking permission to issue notice of award and to give the Mayor permission to execute the construction contract subject to the necessary bonding.

Councilor Meckel made a MOTION to approve the contract to approve the purchase of Flashing Crosswalk Lights and authorize the Mayor to sign the contracts. Motion seconded by Councilor Worthen.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

F) Approval of Personnel Policy Change Resolution

City Administrator Boyer gave a brief overview of the proposed Personnel Manual changes.

Councilor Meckel made a MOTION to approve the amended City of Rathdrum Personnel Policy as presented. Motion seconded by Councilor Holmes.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

10) NEW BUSINESS

A) Consideration of Funding Resolution for the Intersection of Meyer Road and Lancaster Road

Public Works Director/City Engineer Jump gave an overview of the proposed funding resolution. He stated that there is an opportunity for projects that are ready to go and not on the existing project list. I am asking for approval of a resolution to proceed on perhaps getting this intersection completed and approving that if we are awarded the 1.3 million that the City would have the match of \$96,576 (7.34%).

Councilor Holmes made a MOTION to approve the Meyer & Lancaster Road Intersection Improvements Grant resolution. Motion seconded by Councilor Worthen.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

B) Approval of Award for Test Well on SH41 and Authorize Contracts

Public Works Director/City Engineer Jump gave an overview of the proposed request. He stated that we are trying to add a significant production well to our water distribution system. This would be located on the South side of the City where we have anticipated growth. One of the steps is to put in a test well to understand what type of water quality and quantity we are dealing with. The low bid qualified contractor was United Crown Pump for \$39,323. Our staff will be putting in a road of about 400 ft. I am requesting approval to issue the notice of award and approval for the Mayor to sign the necessary documents to move forward.

Councilor Meckel made a MOTION to approve the contracts, award the bid to United Crown Pump and authorize Mayor to execute the contracts to move forward. Motion seconded by Councilor Worthen.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

C) Consideration of request from Ace Hardware to submit Grant Application for Road Improvements

City Administrator Boyer stated that this is a request from Ace Hardware to submit Grant Application for Road Improvements in front of Ace Hardware. The owners are requesting that the City be the applicant/sponsor on a CDBG grant in order to put a road in from Hwy 41 and

other improvements on Boekel road. The City would have to put a percentage of the grant in work or cash. Ace Hardware representative Corey Chapman from Chapman Architects stated that the proposed changes are for improvements in public right of way. He stated that they have been working with ITD for access for over a year and a half. He stated that there would be grass and irrigation installed between the bike path and the roadway. He also stated that a curb, sidewalk and fire hydrants would be installed with this proposed grant. He stated that a CDBG grant is supposed to promote economic development and create jobs. He said that there has been interest in the surrounding parcels but access has been an issue. The application deadline is the end of March.

Council discussion ensued. Council decided to have this come back to the March 9th meeting with the project costs. Ace Hardware will find out the submission dates and come back to Council with project costs. If needed a special meeting will be held to help accommodate the request.

D) Approval of Records Destruction Resolution

City Clerk/Treasurer Taylor gave a brief overview of the proposed Records Destruction Resolution. She stated that this is an annual event and that we follow the state of Idaho's records retention manual. This allows us to free up space for storage and to keep our records organization up to date.

Councilor Meckel made a MOTION to approve the Records Destruction Resolution as presented. Motion seconded by Councilor Holmes.

AYES:	Councilor Meckel Councilor Worthen Councilor Holmes
NAYES:	None
ABSENT:	Councilor Laws

Motion Passed by majority.

11) CITY ADMINISTRATOR REPORT/CALENDARING

- Parks & Recreation Director Bridges is retiring, is last day will be February 19th with a retirement party from 3-5 p.m. at City Hall.
- City Administrator Boyer has accepted a job with the City as Hayden and his last day will be February 22nd.
- A White Paper from the Economic Development Committee will be going out to the City Council.
- The Annual American Legion report is in the Council Packet.
- The Golden Spikes Water & Sewer Information Packet has been emailed out to the City Council.

Councilor Meckel made a MOTION to setup a workshop to discuss the Golden Spikes Water & Sewer Issue. Motion seconded by Councilor Holmes.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

11b Chief Fuhr stated that the Lakeland School District is running a levy. Part of that is to help fund a School Resource Officer. The Levy would cover an estimated 55% of the cost. SRO officer to be in the schools. The school district levy will take place on March 8, 2016. If the levy is approved I would like to come back and ask for permission to hire and officer and get them trained.

12) MAYOR'S REPORT/APPOINTMENTS

A) Reappointment of Mike Reynolds and Sue Riddle to the Cemetery Board

Mayor Holmes recommended Mike Reynolds and Sue Riddle for reappointment to the Cemetery Board.

Councilor Meckel made a MOTION to re-appoint Mike Reynolds and Sue Riddle to the Cemetery Board. Motion seconded by Councilor Worthen.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

B) Appointment of Finance Director/Treasurer and City Clerk

Mayor Holmes recommended the appointment of Melissa Taylor as the Finance Director for the City of Rathdrum.

Councilor Worthen made a MOTION to approve the Mayors recommendation and appoint Melissa Taylor as the Finance Director of the City of Rathdrum. Motion seconded by Councilor Holmes.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

Mayor Holmes recommended the appointment of Sherri Halligan as City Clerk for the City of Rathdrum.

Councilor Worthen made a MOTION to approve the mayor's recommendation and appoint Sherri Halligan as City Clerk of the City of Rathdrum. Motion seconded by Councilor Meckel.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes
NAYES: None
ABSENT: Councilor Laws

Motion Passed by majority.

13) COUNCIL REPORTS

Councilor Meckel: The KMPO meeting was cancelled this month.

Councilor Holmes: Councilor Holmes is concerned about teenage speeders on Vera Street.

Councilor Worthen: Is very happy with everything going on in the City.

14) ADJOURN

Meeting adjourned at 7:33 p.m.



Vic Holmes, Mayor

Attest:



Sherri L Halligan, City Clerk

Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours' notice prior to the meeting.