Rathdrum

City Council Minutes

April 13, 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 Meckel, Councilor Laws, Councilor Holmes, Councilor Worthen and Mayor Holmes.
ABSENT:	None
STAFF:	City Engineer/Public Works Director Jump, City Clerk Halligan, Finance Director/Treasurer Taylor, City Planner Armes, Park & Rec Director Singer, Police Chief Fuhr and City Attorney Cafferty.

4) AMENDMENTS TO THE AGENDA

5) CONSENT CALENDAR APPROVAL

A) Regular Council Minutes of March 09, 2016
B) Regular and Special Bills as presented
C) Amendment to Prairie Sky Development Agreement
D) Approval of Surplus of Police Department and Water Department Equipment

Finance Director Taylor gave a brief overview of the Consent Calendar.

Councilor Laws made a MOTION to approve the consent calendar as presented. Motion seconded by Councilor Holmes.

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

Motion Passed by majority.

6) CEREMONIES AND REPORTS

Mayor Holmes introduced Heather Fessler, the new Deputy Clerk/Utility Specialist to the Council.

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.

Chris Fresh from Kootenai County Search & Rescue stated that on April 24th they will be conducting a training exercise in the City. The Kootenai County Volunteer and Rescue unit will be doing an urban search.

Mr. Fresh stated that we just wanted to make you aware, we will be handing out fliers to the community saying that we will be conducting an exercise, also going door to door.

John Hartung
Community Library Network

Mr. Hartung discussed the Physical Plant Levy Costs to upgrade seven library facilities that is on the ballot for May 17, 2016.

I also want to introduce Linda Mahon, the new manager of the Rathdrum Library.

8) PUBLIC HEARINGS

9) OLD BUSINESS

10) NEW BUSINESS

A) Discussion of Urban Renewal District

City Planner Armes gave a presentation on the Urban Renewal District.

The Rathdrum Economic Development Committee has been meeting over the last 2 years researching Urban Renewal Agency/Districts. After much discussion with different groups and individuals who have experience with Urban Renewal District's, the Committee asked Staff to prepare a presentation to the City Council to see if the City Council would entertain moving forward towards creating an Urban Renewal Agency/District for the City of Rathdrum.

Mayor Holmes asked the Council how they felt in regards to Urban Renewal Development forming in our district.

Council asked to table until they can have a joint meeting with the Economic Development Committee.

B) Approval of the City Administrator position and job description

Financial Director/Treasurer Taylor gave a brief presentation on the City Administrator job description.

Council made a few suggested edits and changes to the job description.

Councilor Holmes made a MOTION to approve the City Administrator job description with the changes that we mentioned with a Pay grade 19. Motion seconded by Councilor Worthen.

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

Motion Passed by majority

C) Approval for the Welcome Banners for Main Street

Councilor Meckel made a MOTION to approve the Rathdrum Street Banner design and quote and to authorize the City Council to expend $2,000.00 from their contingency fund not to exceed $2,000.00 for addition banners. Motion seconded by Councilor Laws.

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

Motion Passed by majority

D) Approval of School Resource Officer position and job description

Police Chief gave a presentation on the position for the school resource officer.

With the recent passing of the Lakeland School Levy, I would like to officially request to add a new police officer position to the Rathdrum Police Department to hire a School Resource Officer.

My request would be to hire a new officer in May of 2016, which would give us ample time to train that new officer to fill the vacated position left by an officer that is assigned as the SRO.

I have met with Lakeland SD administration and have been told that the school will fund $35,000.00 of the SRO's total cost. The amount budgeted by the SD would roughly cover 55% of the total wages for the position.

If you approve the position and the job description tonight, I would like to advertise for the position tomorrow.

Councilor Worthen made a MOTION to approve the school resource officer position in coordination with the school district and we also approve the job description as has been explained to us tonight. Motion seconded by Councilor Laws.

AYES:	Councilor Worthen
	Councilor Laws
	Councilor Meckel
	Councilor Holmes

NAYES:	None
ABSENT:	None

Motion Passed by majority

E) Approval of Generator Maintenance Agreement with Western States

Councilor Holmes made a MOTION to approve the Generator Maintenance Agreement with Western States. Motion seconded by Councilor Worthen.

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

Motion Passed by majority

F) Approval of rental agreement with Rowand Machinery for Street Sweeper

Councilor Meckel made a MOTION to approve the street sweeper lease from Rowand Machinery. Motion seconded by Councilor Laws.

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

Motion Passed by majority

G) Consideration task order No. 16-01 with Welch Comer & Associates for New Rathdrum Water Production well – Bid Phase Services and Construction phase services

The agreement between the City of Rathdrum and Welch-Comer & Associates, addresses the following items:

- Bid Phase Services for New Test Well
- Bid Phase Services for New Well Building
- Construction Phase Services for New Test Well
- Construction Phase Services for New Well Building

- Post-Construction Phase Services for New Well Building and Well Equipment
- Legal Description for New Well Parcel

We are here tonight to ask the City Council approve this agreement. We will not issue Notice to Proceed for this agreement until the results are received for the test well.

Councilor Meckel made a MOTION to approve the water well bid phase and construction with Welch Comer and Associates and authorize the Mayor to sign all documentation. Motion seconded by Councilor Laws.

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

Motion Passed by majority

H) Consider agreement with HMH Engineering for Community Choices Project – School Zone Flashing RRFB Crosswalk Signs

We authorized Traffic Safety Supply Company on a materials-only contract for 5 new sets of RRFB Solar-Powered Flashing School-Zone Crosswalk signs. This contract is associated with a Community Choices grant that the City of Rathdrum was awarded in 2015. The Community Choices program is a federal-aid program and is administered by ITD.

With the materials-only contract, the City was going to use its own forces to install the signs since we have successfully installed 2 previous sets of these same sign systems. Since federal aid is involved, we are required to have our work inspected by a ITD-certified inspector. Therefore, we are herein providing an agreement with HMH Engineering to provide these services. We are seeking Council's approval of the agreement.

Councilor Meckel made a MOTION to approve the School Zone Flashing RRFB signs with the agreement between HMH LLC and the City of Rathdrum, not to exceed $5,000.00 contingent on the Attorney's review. Motion seconded by Councilor Laws.

AYES:	Councilor Meckel
	Councilor Laws
	Councilor Worthen
	Councilor Holmes

NAYES:	None
ABSENT:	None

Motion Passed by majority

I) Approval of contract with Chris Hansen for additional cleaning of the Mountain after the wind storm

Chris Hansen, Hansen Timber Management gave a brief presentation on some of the additional cleaning and planting he would like to do up on Rathdrum Mountain.

Council asked to have this put on the next council meeting.

J) Approval of Contact with Jerry Mason in regards to Impact Fees

Mayor Holmes stated that we never cancelled the five year contract we have with Jerry Mason. So there is no real need to sign another contract.

K) Set the date for the Budget Public Hearing

Financial Director/Treasurer Taylor stated that by the end of this month we need notify the County of the date of our Public Hearing as of April 29th, 2016. So in looking at the calendar, what I am looking at is August 17th at 6:00 p.m. if that will work for the Mayor and Council.

Councilor Law made a MOTION to set the Public Hearing for August 17th, 2016 at 6:00 p.m. Motion seconded by Councilor Meckel.

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

Motion Passed by majority

11) STAFF REPORTS

- Finance Reporting

Nothing

- Park and Recreation Reporting

  Nothing

- Police Reporting

  Nothing

- Public Works Reporting

  - We are working on the Water Ordinance
  - We are working on the water well
  - The big thing we are working on right now is our Street rehabilitation work.

12) MAYOR'S REPORT/APPOINTMENTS

- Child Abuse Prevention Proclamation

  Mayor Holmes stated that I will be delivering the Proclamation on May 21st, 2016 at the Head Start down on Kimo Court.

- Appointment for Citizen Development Advisory Committee

  Councilor Meckel made a MOTION to approve the Traffic Circulation Impact fee memo with the appointments of Larry Clark, Bob Jones, Ron Schmidt, Jim Small, Kris Storey and George Thayer. Motion seconded by Councilor Laws.

  Councilor Meckel amended the motion to say the Impact Fee Advisory Committee. Motion seconded by Councilor Holmes.

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

  Motion Passed by majority

13) COUNCIL REPORTS

Councilor Meckel

- KMPO will meet tomorrow at 1:00 p.m.
- KMPO is focusing on taking the Weigh station on I90 and looking at putting it on the border of Idaho and Washington.

14) ADJOURN

Meeting adjourned at 8:02 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.