



# Rathdrum

City Council Minutes

July 22, 2020

6:00 p.m.

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

Zoom Conference information will be on  
the City Website –  
[www.rathdrum.org/councilmeetings](http://www.rathdrum.org/councilmeetings)

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**WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.**

**Physically attending the open meeting:** The City Council Chambers will be open for the meeting. However, please note the following:

1. Limited Seating will be provided at a minimum distance of 6' apart in accordance with guidelines.
2. If you are feeling sick, have been in close contact with someone who has been sick, or are uncomfortable being in physical attendance, please use the video conferencing option.
3. It is recommended those in attendance wear a face mask.

## 1) CALL THE MEETING TO ORDER

Meeting called to order at 6:00 pm

## 2) PLEDGE OF ALLEGIANCE

## 3) ROLL CALL

**PRESENT:** Mayor Holmes, Councilor Adams. Councilor Laws and Councilor Rickard via Zoom video Conference

**ABSENT:** Councilor Hill

**STAFF:** City Administrator Duce, City Finance Director Taylor. City Clerk Halligan, Police Chief McLean, City Planner Siess, and City Attorney Herrington via Zoom video Conference

- 4) **AMENDMENTS TO THE AGENDA AND DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS** The declaration and justification of an amendment must be approved by motion of the Council.

City Administrator Duce stated that item 10b an Action Item Consideration of the Roadway surfacing Agreement with BNSF Railway for Mill Street/Quiet Zone Improvements can be removed off of the agenda.

The Railroad has chosen to make that agreement directly with the contractors that we have hired to do that project instead of including us as a third party to that agreement.

5) **ACTION ITEM: CONSENT CALENDAR APPROVAL**

- A) Regular Council Minutes of July 8, 2020
- B) Regular and Special Bills as presented
- C) Consideration of the Timber Glade Development Agreement

City Administrator Duce gave a brief presentation on the consent calendar.

Councilor Laws made a MOTION that we accept the Consent Calendars as presented. Motion seconded by Councilor Rickard.

**AYES:** Councilor Laws  
Councilor Rickard  
Councilor Adams

**NAYES:** None

**ABSENT:** Councilor Hill

Passed

6) **CEREMONIES AND REPORTS**

- 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) **OLD BUSINESS**

- A) **ACTION ITEM:** Consideration of the Code Enforcement Policy

City Administrator Duce gave a brief presentation on the Code Enforcement Policy.

The purpose of this Policy is to provide a general overview of the expected practice for Code enforcement procedures for the City's Code Enforcement Officer position, the policies and procedures used, and differentiate those Code enforcement actions performed by the Rathdrum Police Department (RPD).

Due to limited resources in the past the City Planning and Zoning Department has not "policed" activity within the community which is within the department's authority to maintain and enforce. "Policing" means, for the purposes of this policy, daily monitoring of all portions of the City for full compliance with applicable Rathdrum City Code sections. Rather than such resource-driven activity, the department utilized a terraced system with levels of enforcement for efficient and effective prioritization and timely responsiveness. This Policy will follow the same basic format.

This Policy shall serve as a tool for the Code Enforcement Officer in performing their normal duties related to the goal of obtaining compliance. Additionally, the Policy provides guidance to general Planning, Building and Public Works staff regarding the processing of Code violations.

City Administrator Duce suggested that the City includes the following wording within the Code Enforcement Policy.

In an attempt to bring all code violations regarding accessory structures, landscaping, or stormwater retention/treatment areas (swales) into compliance, the City will follow this policy in regarding items that are not compliant with city code and have been in existence prior to January 1, 2020.

Property owners with an alleged code violation that has been in existence prior to January 1, 2020 shall be sent a letter informing the owner about the alleged violation in an informational letter that includes the name, contact information and available hours of the code official and the code section that is in question. The purpose of the letter will be to inform the property owner about the alleged violation and the period of time to make corrections.

All code violations will need to become compliant to city code before August 1, 2022 (two years from the adoption of this policy).

Exception: Any code violation that has been in existence prior to January 1, 2020 that is defined as a public safety violation, as designated by city staff, must be addressed immediately and will not receive the same two-year period.

Mayor Holmes stated for the record that we have always enforced the code we just had more egregious things to deal with over the last five or ten years.

Councilor Adams made a MOTION that we approve the City of Rathdrum Code Enforcement Policy including the memo that was sent out to the City Council early today. Motion seconded by Councilor Law.

**AYES:** Councilor Adams  
Councilor Laws

**NAYES:** Councilor Rickard

**ABSENT:** Councilor Hill

Passed

See attached memo

Let the record show Mike Hill has joined the zoom meeting at 6:16 pm

## 9) PUBLIC HEARING

## 10) NEW BUSINESS

### A) **ACTION ITEM:** Consideration of the Final Draft of the Budget FY 20-21

City Administrator Duce gave a brief presentation on the Final Draft of Budget FY 20-21.

City Administrator Duce went over the Merit % increase, Red Flag Differential, Swing Shift and the Graveyard Shift.

Councilor Laws made a MOTION that we approve the Final Draft of the Budget FY 20-21 as presented and send off to publication. Motion seconded by Councilor Rickard.

**AYES:** Councilor Laws  
Councilor Rickard  
Councilor Hill  
Councilor Adams

**NAYES:** None

**ABSENT:** None

Passed by all

### B) **ACTION ITEM:** Consideration of the Roadway surfacing Agreement with BNSF Railway for Mill Street/Quiet Zone Improvements

Not Considered

**C) ACTION ITEM:** Consideration of the Bid Award and Contract Approval to Seelan Construction for Latah Street Bridge Replacement

City Administrator gave a brief presentation on the Bid Award and Contract Approval to Seelan Construction for Latah Street Bridge Replacement

Councilor Law made a MOTION that we accept the bid award and contract approval to Seelan Construction and authorize the Mayor to sign the contract. Motion seconded by Councilor Rickard.

**AYES:** Councilor Laws  
Councilor Hill  
Councilor Rickard  
Councilor Adams

**NAYES:** None

**ABSENT:** None

Passed by all

**11) STAFF REPORTS**

- A) Finance Reporting
- B) City Administrator

**12) MAYOR'S REPORT/APPOINTMENTS**

**13) COUNCIL REPORTS**

**14) ADJOURN**

Meeting is adjourned 6:53 pm

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Vic Holmes, Mayor

Attest:

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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.**



## Memo

**To:** Mayor & Council

**From:** Leon Duce

**Subject:** Code Enforcement Policy

After meeting with citizens in regards to code enforcement, I would like to submit the following language into the code enforcement policy to help resolve code violations that have been in place for extended periods of time. This addition does not propose to extend any code violations that are declared as a public safety violation by city staff.

In an attempt to bring all code violations regarding accessory structures, landscaping, or stormwater retention/treatment areas (swales) into compliance, the City will follow this policy in regarding items that are not compliant with city code and have been in existence prior to January 1, 2020.

Property owners with an alleged code violation that has been in existence prior to January 1, 2020 shall be sent a letter informing the owner about the alleged violation in an informational letter that includes the name, contact information and available hours of the code official and the code section that is in question. The purpose of the letter will be to inform the property owner about the alleged violation and the period of time to make corrections.

All code violations will need to become compliant to city code before August 1, 2022 (two years from the adoption of this policy).

Exception: Any code violation that has been in existence prior to January 1, 2020 that is defined as a public safety violation, as designated by city staff, must be addressed immediately and will not receive the same two-year period.