

Potlatch City Council Meeting

Temporary Offices of City Hall 735 Pine Street – Potlatch, ID 83855

February 13, 2023 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: David Cada, Joan Bender, Martin Anderson. Also present: Harmony Nowack, City Clerk-Treasurer, and Brennan Pollock, Maintenance

Guests: Ike Carpenter

NEW BUSINESS:

Joan Bender said the invocation Prayer.

- 1. CONSENT AGENDA:** *David Cada made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from January 23, 2023 City Council meeting, the City of Potlatch bills and payroll.*

Joan Bender seconded the motion. Motion was approved with a Roll Call vote:

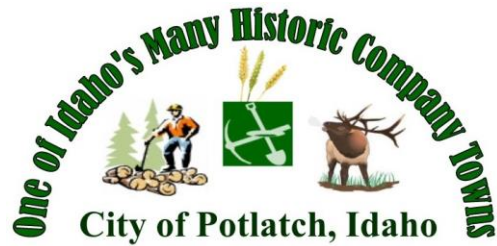
Joan Bender, yes

Martin Anderson, yes

David Cada, yes

2. APPOINTMENT OF NEW COUNCILMEMBER

Absent



3. VENDER APPLICATIONS/FEES

On August 23, 2021 Council approved vendor applications and background check for food trucks but did not place a fee on the applications. Mayor Brown asked council to set a fee. There was a discussion on whether this would be for permanent or semi-permanent food trucks or if it would include food trucks at events such as Potlatch Days, Return to Riverside, and the Farmers Market, that are already paying a fee to the organizers of the events. The city does not want to discourage vendors from attending these events. Also should this apply to all vendors, not just food trucks and what would be the implications and cost of doing background checks?

Joan Bender motioned to have an application and \$100/year fee for food truck vendors, there was no second. The motion did not pass.

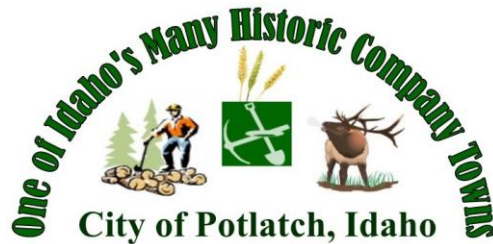
4. BUSINESS LICENSES

Mayor Brown started a discussion on the City having a yearly business license for businesses within the City Limits. Businesses would pay a yearly fee and have their business information posted on the City website. This way the City would know what businesses we have in town and have their information for when residents and visitors call with questions.

Joan Bender motioned to have a business license of \$100/year, there was no second. The motion did not pass.

5. GEM GRANT

Mayor Brown asked for council approval to apply for a Gem Grant to pave Mill Street from the first intersection to the back entrance of Scenic 6 Park where there is access to the new restrooms, RC track, splash pad and proposed skate park, it would be approximately 650' x 20' of paving. Gem Grants are a maximum of \$50,000. The next round for the grant is due



mid-March. Idaho Gem Grants projects must be geared towards an economic development objective such as public infrastructure construction intended to make the community more attractive for future businesses, tourism, or workforce attraction.

Martin Anderson motioned to have the city apply for a Gem Grant to pave a portion of Mill Street. Joan Bender seconded the motion. The motion passes with all ayes.

6. NEW NAME FOR THE FORMER VFW HALL

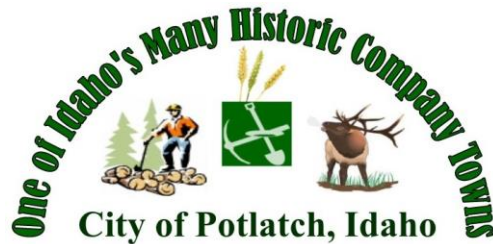
City Hall has temporarily been relocated to the former VFW hall at 735 Pine Street and has found there to be some confusion with where we are. The VFW gave the building to the City years ago and relocated to the Log Cabin on HWY 6. If the City were to designate the building on 735 Pine to be a community center then the City could apply for grants to update the building and make it a nicer place to rent for events and as a place for large City meetings as the City Hall Council Chambers cannot accommodate large crowds. Suggested names were “Potlatch Community Center” or “Veterans Memorial Hall” in honor of the VFW.

Martin Anderson motioned to re-name the former VFW hall “Potlatch Community Center”. Joan Bender seconded the motion. The motion passes with all ayes.

7. SIGN AMENDED GRANT ADMINISTRATION CONTRACT -SCENIC 6 RESTROOM PROJECT

An amendment was made to the Grant Administration Contract signed January 6, 2023. CEDA adjusted their rates as the grant monies awarded was decreased. Mayor Brown introduced the Amended Grant Administration Contract for the Restroom Project.

Martin Anderson motioned to have the Mayor sign the Amended Grant Administration Contract for the Restroom Project. David



Cada seconded the motion. The motion was approved with a roll call vote:

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

8. FINALIZE AND APPROVE PERSONNEL POLICY

The second draft of the Personnel Policy was handed out at that previous Council Meeting for Council review. Joan Bender suggested a change in the wording on page 10 and 11 regarding who employees are to report harassment and workplace violence to. City Clerk, Harmony will make these changes before distributing to employees.

Joan Bender motioned to approve the final draft of the Personnel Policy. Martin Anderson seconded the motion. The motion was approved with a roll call vote:

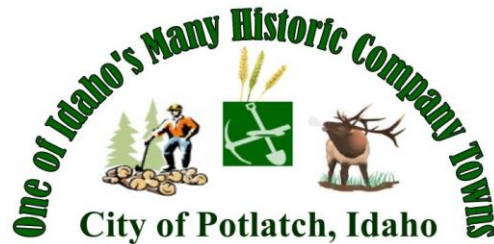
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

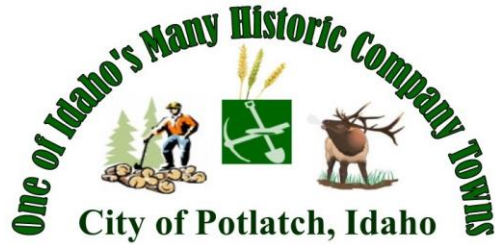
REPORTS:

1. **Mayor – David Brown** – McKinstry was out to look at the boiler at City Hall last week. They were very knowledgeable about the boiler system and will bring a team out that will run a camera thru the boiler to see the integrity of the inside of the boiler and provide the city with a quote for maintenance and repairs. There is an option to change the boiler from oil to propane, however, oil is more efficient. McKinstry will also flush the radiators and can provide maintenance from here on out.



Regarding the Restroom Project, Mayor Brown has received new quotes from Source Electric. Ben Ballard from Potlatch Deltaic also called and told Mayor Brown that if the City is willing to pave Mill Street, Potlatch Deltaic will give the street to the City.

2. **Parks – Joan Bender** – Palouse Empire Pest Control says we are on their agenda, however in the last few years they have not been reliable in taking care of the Scenic 6 Park ground squirrel problem. Joan has been calling other pest control companies to get a quote for services. Eden Advanced Pest Control out of Spokane Valley will come out and gas them. It would be \$1200 for the first visit and \$500 a month for each subsequent visit until the problem is resolved. They could start as soon as this week. Council agreed to have Eden Advanced Pest Control come out this week assess the park's pest situation.
3. **Pool & Cemetery** – No report
4. **Water & Sewer – David Cada** – No report.
5. **Streets – Martin Anderson** – Adams Tractors will deliver the Kubota this week. It will cost \$3000 more than originally quoted as the parts they were waiting for had gone up in price. Adams Tractor will take two of our mowers back for repair so they will be ready for summer.
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – Brennan dug the trench for the Restroom Project, the area is almost ready for Unlimited and Source to come and lay pipe and conduit. Brennan is waiting for Unlimited to show him where the tank will go so he can dig that out and put in the trench for the sewer line. Brennan will order pipe for the mainline to the new RV sites.
8. **Clerk – Harmony Nowack** – Harmony showed the Council a new report that they will see regarding claims approval for bills to be paid.



PUBLIC COMMENT: Ike Carpenter attended the meeting to ask about the contracted enforcement thru the Sheriff's office. Ike is also concerned with how fast kids drive out of the school and asked if the Sheriff could do more patrols before and after school. Also said people drive very fast down 10th Street. He would like to see more speed enforcement patrols. He also asked for "no turn around" signs to be places on his dead-end block.

Martin Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:50 p.m.

ATTEST: _____ David L. Brown, Mayor

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, February 27, 2023