

Potlatch City Council Meeting

Potlatch Senior Center 645 Pine Street – Potlatch, ID 83855

January 9, 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 and Donna Winther. Also present: Harmony Nowack, City Clerk-Treasurer and Brennan Pollock, Maintenance.

Guests: Brian Points Cody Brigham
 Dale Nagle Tina Nagle

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 December 12, 2022 City Council meeting, the City of Potlatch bills and payroll.***

Donna Winter seconded the motion. Motion was approved with a Roll Call vote:

Donna Winther, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

2. BRIAN POINTS – RV’S AT RIVERVIEW MANUFACTURED HOME COMMUNITY

Brian Points, owner of Riverview Manufactured Home Community, discussed with City Council the possibility of having RV’s at Riverview. Currently there are 3 open spaces that Brian would like to lease out on 60-120 day leases to RV owners. Over the last year many improvements have been made at Riverview including a total sewer line replacement, water line replacement, the installation of sub meters at each space and the road grading. David Cada asked if there would be zoning issues and if Brian had talked with the other owners and tenants at Riverview. Martin Anderson thought it would be a good idea. Brian said he would check with the owners and with Planning and Zoning on whether he would need a zone change or a conditional use permit.

3. SIGN GRANT ADMINISTRATION CONTRACT FOR RESTROOM PROJECT

Mayor Brown introduced the Grant Administration Contract for the Restroom Project.

Martin Anderson motioned to have the Mayor sign the Grant Administration Contract for the Restroom Project. Joan Bender seconded the motion. The motion was approved with a Roll Call vote:

Donna Winther, yes

Joan Bender, yes

David Cada, yes

Martin Anderson, yes

4. RENEW LIQUOR LICENSES FOR CODI JO’S WAGON WHEEL, FLOYD’S HARVEST FOODS, FOUR STAR SUPPLY AND RED FIR COFFEE HOUSE

Martin Anderson motioned to renew liquor licenses for Codi Jo's Wagon Wheel, Floyd's Harvest Foods, Four Star Supply and Red Fir Coffee house. Joan Bender seconded the motion. The motion was approved with all ayes.

5. BOILER/FURNACE AT CITY HALL

King's Cleaners began cleaning at City Hall on January 2nd. They plan to have the office of the Mayor and City Clerk finished by the end of the week. It has been noted that there is a black "sludge" coming from the radiators and they are still emitting a strange smell. Mayor Brown will contact McKinstry to come take a look at the boiler to see what the is possible for moving it and also check the radiators.

Donna Winther motioned to have McKinstry evaluate the boiler and radiators. Joan Bender seconded the motion. The motion was approved with all ayes.

6. MOTION TO AMEND AGENDA TO INCLUDE SIGNING DEQ CONTRACT

Martin Anderson motioned to amend the agenda to included signing the DEQ contract for the Restroom Project. Joan Bender seconded the motion. The motion was approved with a Roll Call vote:

Donna Winther, yes

David Cada, yes

Joan Bender, yes

Martin Anderson, yes

Mayor Brown introduced the DEQ contract for the Restroom Project.

Joan Bender motioned to have Mayor Brown sign the DEQ contract. Donna Winther seconded the motion. The motion was approved with a Roll Call vote:

Joan Bender, yes

Donna Winther, yes

David Cada, yes

Martin Anderson, yes

REPORTS:

1. **Mayor – David Brown** – Martin Anderson and Mayor Brown found a truck for the City at Valley Car Sales in Lewiston. The truck has a camper on it that the City could sell. The truck will be fitted with a plow.
2. **Parks – Joan Bender** – No report
3. **Pool & Cemetery – Donna Winther** – No report on pool or cemetery. Donna has formally submitted her resignation as Councilwoman.
4. **Water & Sewer – David Cada** – David Cada brought a book showing the basalt/silt layers where our water lies. David believes the flat areas around the Palouse were caused by the great floods such as the Missoula Flood.
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** – No report

7. **Maintenance – Brennan Pollock** – Testing ammonia levels in the river. Tom Moore is assisting with putting permits together.

8. **Clerk – Harmony Nowack** – No report

PUBLIC COMMENT: Dale and Tina Nagle brought their concerns to the council regarding the 10th Street Sidewalk Project. They are glad to have some of their problem trees removed but sad to see others go and are concerned with how the sidewalks will be constructed where there are driveways and garages. They are also stated they did not want to be responsible for the upkeep of a sidewalk.

Martin Anderson made a motion to adjourn the meeting, Donna Winther seconded the motion, the meeting was adjourned at 8:57 p.m.

ATTEST: _____ David L. Brown, Mayor

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, January 23, 2022

Potlatch City Council Meeting

Potlatch Senior Center 645 Pine Street – Potlatch, ID 83855

January 23, 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 and Donna Winther. Also present: Harmony Nowack, City Clerk-Treasurer, Brennan Pollock, Maintenance and Karin Johnson, Parks.

Guests:

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 9, 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

David Cada, yes

Martin Anderson, yes

Donna Winther, yes

2. **FURNACE/BOILER, CITY HALL CLEANING UPDATE**

Mayor Brown gave a brief update on the cleaning and repairs going on at City Hall. The City is still working towards securing someone to work on the boiler and radiators at City Hall. Cleaner's have finished cleaning the walls, ceiling and contents of the main office and council chambers. They will have someone in soon to clean the carpets in the office and start repainting.

3. ELECTRICAL OUTLET/BOX AT 630 LARCH

Hailey Nagle, renter at 630 Larch has requested another outlet be put in the building as she has to run an extension cord for her hair dryers and often trips the breaker.

Martin Anderson motioned to have the City hire an electrician to put in a new outlet. Joan Bender seconded the motion. The motion was approved all ayes:

4. HISTORICAL SOCIETY MOVE TO 1ST FLOOR CITY HALL DISCUSSION

A discussion took place regarding offering room 101 on the first floor of City Hall to the Historical Society to use instead of the basement in order to allow easier access and a nicer area for residents and visitors to view the historical items currently kept in the basement.

Martin Anderson motioned to offer room 101 to the Historical Society. Donna Winther seconded the motion. The motion was approved with all ayes.

5. CITY CODE ENFORCEMENT DISCUSSION

There have been many complaints lately of City code infractions. The City contracts with the Latah County Sheriff's Office to enforce City codes. One of the main issues is regarding parking. The City will contact the

Sheriff's Office to see the best way to have their officers enforce the parking codes as well as other violations.

REPORTS:

1. **Mayor – David Brown** – The restroom has been ordered for Scenic 6 Park. It needs to sit on 6” of gravel. City maintenance will dig and fill the designated area as part of the City’s match to the grant.
2. **Parks – Joan Bender** – Will call Palouse Empire Pest Control soon to eradicate ground squirrels from Scenic 6 Park this spring. Karin Johnson provided Joan with a list of other pest control companies in case Palouse Empire is not available to come out in early spring.
3. **Pool & Cemetery – Donna Winther** – Looking into fundraising ideas for a new pool liner. City will be looking into a commerce grant next year as well for needed pool updates. Pool Manager is still needed for this coming year.
4. **Water & Sewer – David Cada** – During high usage months the City has no problems keeping the reservoir full. Potlatch pulls water from the Onaway Basalts, not the same aquifer that Moscow uses.
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – New pick-up has had plow mount installed.

8. **Clerk – Harmony Nowack** – No report. Handed out Personnel Policy second draft for review, will be on next council agenda.

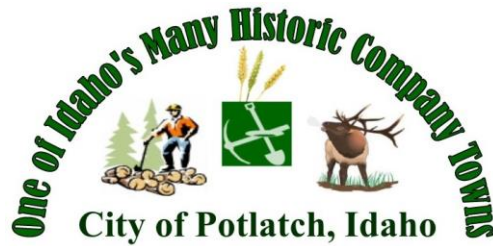
PUBLIC COMMENT: Karin Johnson asked for an electrician to check the bathhouse at the RV park. The lights are not turning on as they should when the bathhouse is not in use.

Martin Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 9:08 p.m.

ATTEST: _____ David L. Brown, Mayor

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, February 13, 2023



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:

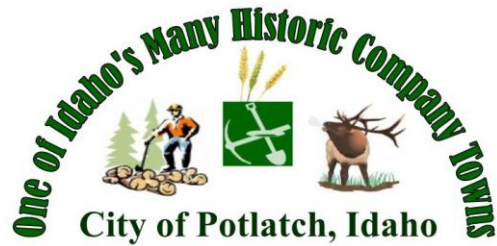
Joan Bender, yes

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.

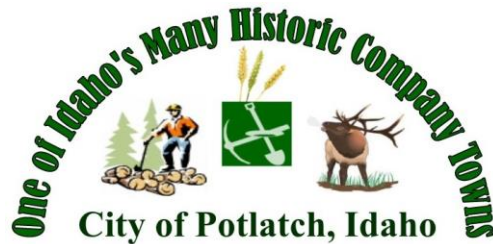
4. BUSINESS LICENSES

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

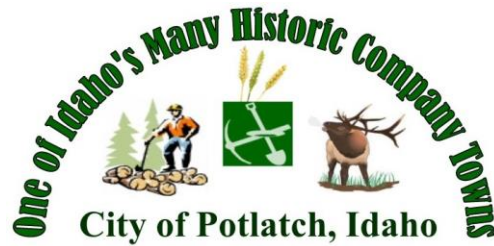
City Hall has temporarily been relocated to the former VFW hall at 735 Pine Street and has found there to be some confusion with where we are. The VFW gave the building to the City years ago and relocated to the Log Cabin on HWY 6. If the City were to designate the building on 735 Pine to be a community 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:

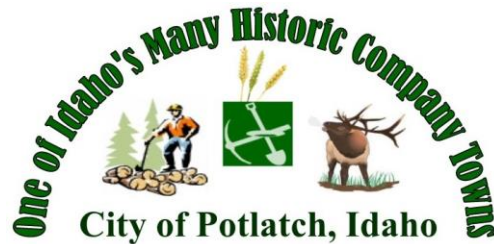
David Cada, yes

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.



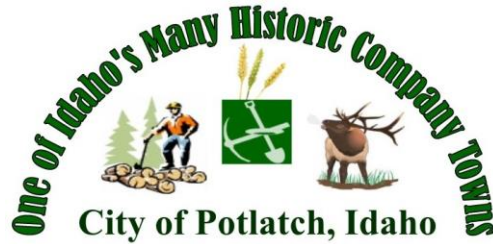
PUBLIC COMMENT: Ike Carpenter attended the meeting to ask about the contracted enforcement thru the Sheriff's office. Ike is also concerned with how fast kids drive out of the school and asked if the Sheriff could do more patrols before and after school. Also said people drive very fast down 10th Street. 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



Potlatch City Council Meeting

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

February 27, 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.

Guests: Carley DeVore Trevor DeVore

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 February 13, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

David Cada, yes

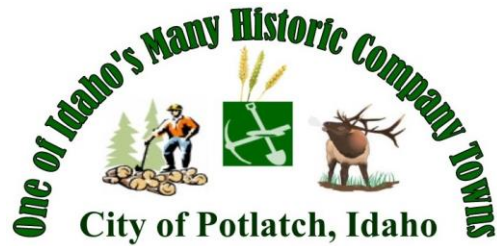
Martin Anderson, yes

Joan Bender, yes

2. APPOINTMENT OF NEW COUNCILMEMBER

Mayor Brown would like to appoint Jennifer Anderson for the open council position. Jennifer was unable to make it to tonight's Council Meeting but if Council agrees to the appointment, she will be sworn in at the next regular Council Meeting.

David Cada motioned to appoint Jennifer Anderson to the Council. Joan Bender seconded the motion. The motion passes with all ayes.



3. GRANT FOR PICKLEBALL COURT

Joan Bender would like to put in an AARP Grant for the pickleball courts. The grant monies would be used for court paint, picnic tables and possibly lighting. Joan is unable to apply as an individual and since the pickleball group is informal and not a non-profit she is asking to prepare the grant on behalf of the City and for the City to administer the grant.

Martin Anderson motioned to have the City administer the AARP Grant for the pickleball courts, David Cada seconded the motion. The motion passes with all ayes.

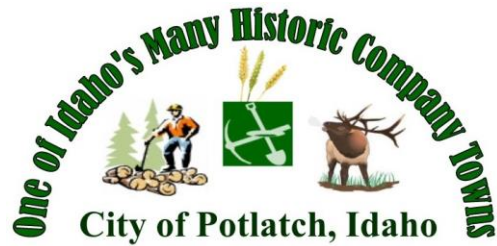
4. NEW RIDING MOWERS FOR SUMMER MAINTENANCE

Adam's Tractors took two of the City's mowers back to their shop when they delivered the Kubota. Adam's informed us that both mowers are not worth fixing, it would be more cost effective to buy new mowers. Adam's has 2, 70" Hustler mowers at \$15,000.00 each with the 20% Sourcewell discount. Mayor Brown is seeking Council permission to proceed with ordering new mowers. Martin asked if one mower could be made out of the parts of our current 3 mowers. Mayor Brown will look into this as well as look into better deals on mowers.

Martin Anderson motioned to proceed with the purchase of new mowers, David Cada seconded the motion. The motion passes with all ayes.

5. CLERK TO ATTEND GRANT WRITING WORKSHOP

Recently passed federal legislation like the Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA), means that many millions of dollars will come through state agencies for communities in the form of grants. These grants can be used to build, repair, or replacement of infrastructure or for other community projects that need funding. The County Commissioners have offered to pay the tuition for up to 10 people from Cities or community districts in Latah County to attend a grant writing workshop in Spokane March 16-17, 2023. Mayor Brown asked for Council Approval to send Clerk-Treasure, Harmony to this grant writing workshop.



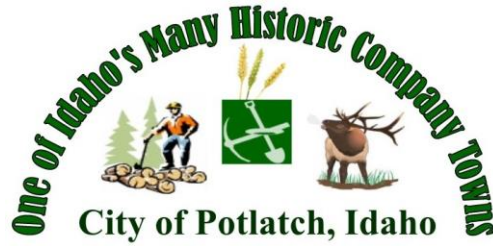
Joan Bender motioned for Harmony to attend the grant writing workshop. Martin Anderson seconded the motion. The motion passes with all ayes.

6. AIC SPRING DISTRICT MEETING

AIC is holding their Spring District Meeting in Moscow on April 18, 2023. Any Council Members interested in attending may sign up with the Clerk.

REPORTS:

- 1. Mayor – David Brown** – The new Kubota has arrived. Parks Director, Karin is very happy and now able to keep warm while plowing.
The Ford F350 has been repaired and is back at the shop.
Mayor Brown and Clerk-Treasure, Harmony, have been attending the Latah County Solid Waste Advisory Committee. The Committee is looking into continuing the contract with Inland North Waste or ending that contract and contracting with Sunshine Disposal & Recycling. Regardless of who our contracted waste disposal agency is, rates will be increasing by 19-24% this year.
Mayor Brown has not heard back from McKinstry, he will call them this week for an update. The Trees have been removed from 10th Street. We are still waiting to hear from Keller in regard to starting the bidding process for the sidewalks.
- 2. Parks – Joan Bender** –Eden Advanced Pest Control came out to assess the park for ground squirrel removal. They would require the City to sign an 8-month contract and charge \$2000.00 to start and \$700.00 per month for the 8 months. This is way to expensive and more than the park needs. Joan will check in again with Palouse Empire Pest Control and if they are not able to get us on the schedule soon we will need to manage the ground squirrel issues on our own.
- 3. Pool & Cemetery** – Dave Cada researched a Rhino Liner repair kit that he thinks would work for repairing the holes in the current pool liner. Mayor Brown is talking with B & B Pools from Lewiston regarding replacement of the pool liner. Pastor Nicholson of Faith Church



called this week saying that the Church would be willing to help with pool repair in order for the pool to open this year.

4. **Water & Sewer – David Cada** – No report.
5. **Streets – Martin Anderson** – 10th Street is looking good. Awaiting Keller to start bid process.
6. **Scenic 6 – David Cada** – The VFW is interested in obtaining a grant through the Scenic 6 group for the Log Cabin.
7. **Maintenance – Brennan Pollock** – Absent
8. **Clerk – Harmony Nowack** – No report

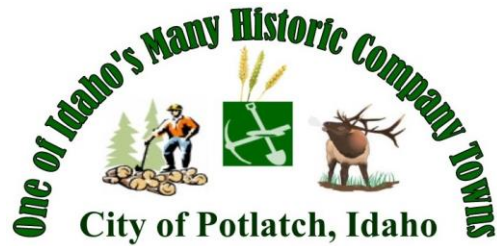
PUBLIC COMMENT: Trevor and Carlie DeVore attended the meeting tonight to get clarification regarding a post on social media. They also mentioned the ditches on 9th and Pine are in need of maintenance. The culverts are plugged, and the excess drainage is washing away their driveway.

Martin Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:20 p.m.

ATTEST: _____ David L. Brown, Mayor

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, March 13, 2023



Potlatch City Council Meeting

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

March 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: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests: Sharon & Jeff Durlak

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 February 27, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

David Cada, yes

Martin Anderson, yes

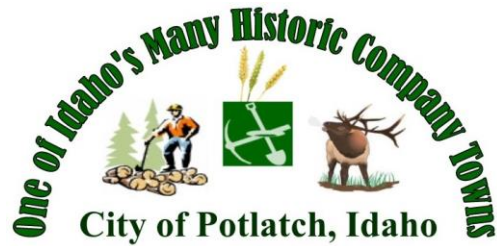
Joan Bender, yes

2. SWEAR IN JENNIFER ANDERSON FOR CITY COUNCIL

Clerk, Harmony read the official oath of office and swore in Jennifer Anderson as Councilwomen for the City of Potlatch.

3. IDAHO GEM GRANT APPLICATION RESOLUTION

Mayor Brown introduced the Gem Grant Resolution.



Martin Anderson motioned to have Mayor Brown sign the Gem Grant Resolution, David Cada seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

4. HIRE DALE RALSTON FOR A GROUND WATER STUDY PROPOSAL

Tom Moore, City Engineer, is finishing up the wastewater facility study and is will soon be starting the drinking water facility study. Tom recommends the City have Dale Ralston do a ground water study for locating a new well location. The study would cost \$12,500.00. David Cada agreed that Dale Ralston has done many studies in the area and would be the right person to do the study.

Martin Anderson motioned for Dale Ralston to do a ground water study, Joan Bender seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

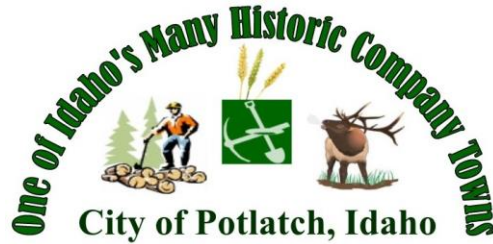
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

REPORTS:

1. **Mayor – David Brown** – The City will hold a meeting on March 21st with neighboring areas and water/sewer districts, to talk about the possibility of building a wastewater treatment plant for the surrounding area. A representative for the DEQ and the Health Department will also be in attendance. There could be funding available for such a large project. The wastewater treatment plant would not belong to Potlatch but would become a sewer district. Mayor Brown said he still has not heard back from McKinstry on when they can start work on the furnace.
2. **Parks – Joan Bender** –Joan is finishing up work on the grant for the Pickle Ball Courts and will be working with an electrician to see what might be possible for lighting at the Courts.



Joan cancelled Eden Pest Control and will call Palouse Empire to get on the schedule however, if they can't get out here soon the city will need to take care of the ground squirrels in-house.

3. **Pool & Cemetery** – The City has received one application for pool manager-will conduct interview soon.
4. **Water & Sewer – David Cada** – No report.
5. **Streets – Martin Anderson** – Martin has looked at the water truck and will do some research to see what can be done for the transmission. Mayor Brown said it's time to start looking into what streets we need to pave this summer.
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – No report
8. **Clerk – Harmony Nowack** – Asked Council to sign up for AIC District Meeting and CEDA Annual Meeting.

PUBLIC COMMENT: Sharon and Jeff Durlak attended the meeting as new residents to Potlatch. They asked if the city could put signage around hydrants as they are noticing cars parking in front of the hydrant near their house.

Martin Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:08 p.m.

ATTEST: _____ David L. Brown, Mayor

Harmony Nowack, City Clerk-Treasurer

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Guests:

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 March 13, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

Jennifer Anderson, yes

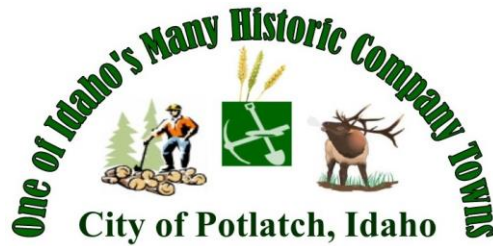
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

- 2. AMMENDMENT – SEWER DISTRICT FEASIBILITY STUDY**

Martin Anderson motioned to amend the agenda to add Sewer District Feasibility Study to the Agenda. David Cada seconded the motion. The motion was approved with all ayes.



On Tuesday, March 21, 2023, the City hosted a meeting with representatives from DEQ, Onaway Water & Sewer Association, The Princeton-Hampton Sewer District, The HooDoo Water & Sewer District, the Health Department and the Potlatch Y area. The purpose for the meeting was to gauge interest in a multi-area sewer district as DEQ and EPA regulations are making it harder for small towns to be in compliance in regard to sewer treatment. Tom Moore, engineer for the City of Potlatch agreed to do a feasibility study for \$15,000.00. Each respective district would need to agree to put \$3000.00 towards this study. Districts were asked to take this to their respective boards or councils for approval. Mayor Brown requested a motion to approve Potlatch taking part in the feasibility study.

Martin Anderson motioned for Potlatch to participate in the Feasibility Study. David Cada seconded the motion. The motion was approved with all ayes.

3. APRIL FAIR HOUSING MONTH PROCLAMATION

Mayor Brown introduced the Fair Housing Proclamation.

Dave Cada motioned to have Mayor Brown sign the Fair Housing Proclamation, Martin Anderson seconded the motion. The motion was approved with all ayes.

4. APRIL MONTH OF THE MILITARY CHILD PROCLAMATION

Mayor Brown introduced the Month of the Military Child Proclamation.

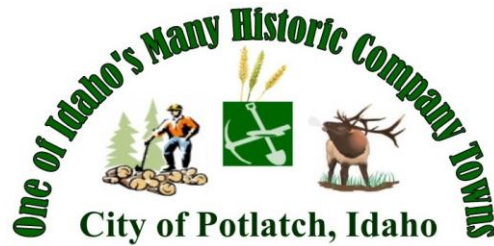
Martin Anderson motioned to have Mayor Brown sign the Month of the Military Child Proclamation, Joan Bender seconded the motion. The motion was approved with all ayes.

5. SURPLUS CAMPER

Mayor Brown asked for approval to surplus the camper that came with the purchase of the new Ford one-ton.

Martin Anderson motioned to list the camper for surplus. David Cada seconded the motion. The motion was approved with all ayes.

6. RESERVOIR INSPECTION



Inspection of the reservoir is recommended every 5 years. The last time the City's reservoir was inspected was 2018.

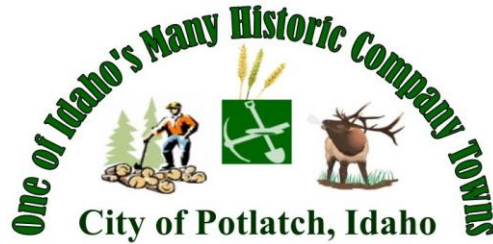
Joan Bender motioned to have the City's reservoir inspected. David Cada seconded the motion. The motion was approved with all ayes.

7. HOOK UP FEES – DISCUSSION

Council discussed changing the Water and Sewer hook up fees. Martin Anderson asked if the City Clerk could gather more information on what other towns charge. Discussion will continue at the next meeting.

REPORTS:

1. **Mayor – David Brown** – The roads around the ponds need to be graveled. Mayor Brown asked Brennan to order gravel and work on the road. Christine Mangiapani, grants specialist for Latah County visited this week to discuss the Broadband initiative, they have lost a board member. They are aware that Potlatch has Ziply fiber, but they would like to give customers two choices for providers.
2. **Parks – Joan Bender** – Joan finished the AARP grant for the Pickle Ball Courts and said we should receive word by mid-May if the grant was accepted. The grant would cover improvements for the courts including new picnic benches and lighting. Joan spoke with Palouse Empire Pest Control; they said the City is on their schedule and that they have been driving by and checking to see if the ground squirrels are out.
3. **Pool & Cemetery** – Mayor Brown interviewed one applicant for pool manager. Mayor Brown also met with WMS Aquatics out of Ellensburg, WA. They agreed that for now we should pop the bubbles in the liner and repair with the repair kit David Cada suggested to Council. If the City can complete the Restroom Project before September 2023, we can apply for the same grant to repair the pool.
4. **Water & Sewer – David Cada** – Dale Ralston met with Mayor Brown and Tom Moore, City Engineer, on March 22, 2023, to begin his ground water study. He has worked for the City



and in this area and lots of records from the work he has done here. He and Tom Moore went to look at the City's wells. Dale said he doesn't think the study will cost as much as he quoted as he has a lot of the information he needs already.

5. **Streets – Martin Anderson** – Martin asked Brennan if he has the cylinder off the grader. Martin will pick it up in the morning and will look at changing the truck bed to the Chevy.
6. **Scenic 6 – David Cada** – Jack Coiner would like to write a grant to fix the roof at the American Legion Log Cabin. David would like to see the park next to the Log Cabin cleaned up.
7. **Maintenance – Brennan Pollock** – No report
8. **Clerk – Harmony Nowack** – Harmony reminded council of the up coming annexation public hearings if Council would like to attend.

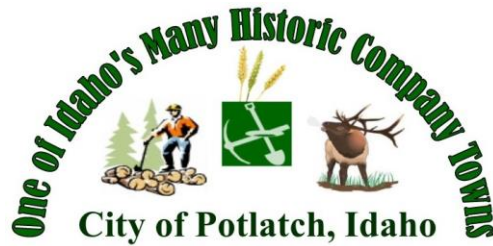
PUBLIC COMMENT: No public comment

Martin Anderson made a motion to adjourn the meeting, David Cada seconded the motion. The meeting was adjourned at 8:16 p.m.

ATTEST: _____ David L. Brown, Mayor

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, April 10, 2023



Potlatch City Council Meeting

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

April 10, 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, and Jennifer Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests: Cody Bringham

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 March 27, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

Jennifer Anderson, yes

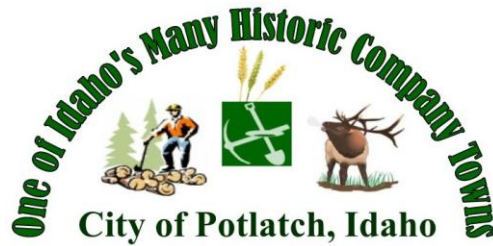
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

- 2. CODY BRIGHAM – MUD BOGS, POTLATCH DAYS AND ONGOING EVENTS AT SCENIC 6 PARK**

Cody attended the regular Council Meeting tonight to ask for city approval to hold Mud Bog races at Scenic 6 Park during Potlatch Days again this year. The Mud Bog would be covered under the Lions Club insurance for Potlatch Days. Cody would also like permission to use the park for other events throughout the year. Martin Anderson stated



that Cody would need to have insurance for any event and would need to notify the City Clerk when he is planning an event. A copy of the insurance for each even would be kept at City Hall.

Martin Anderson motioned for Cody Brigham to hold the mud bogs during Potlatch Days and other events throughout the year at Scenic 6 Park with insurance and notification to City Clerk. Joan Bender seconded the motion. The motion was approved with all ayes.

3. CLERK TO ATTEND GRANT ADMINISITRATION TRAINING

Christina Mangiapani (Grant specialist for Latah County) said the County Commissioners have funds left over from the recent grant training and the Commissioners might be willing to pay partial tuition for Clerk, Harmony to attend Grant Administration Training.

Joan Bender motioned to Harmony attend Grant Administration Training, David Cada seconded the motion. The motion was approved with all ayes.

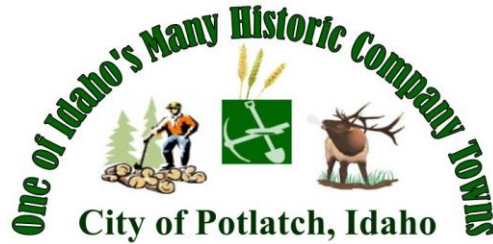
4. ROCK FOR SEWER PONDS

Mayor Brown said the sewer ponds are in need of rock. Gary Anderson can bring rock for the ponds for \$11,000.00. Some places the fabric below the rock is coming up and needs to be repaired. Repairs have not been done since the sewer project.

Martin Anderson motioned to have Gary bring rock for the sewer ponds, David Cada seconded the motion. The motion was approved with all ayes.

REPORTS:

1. **Mayor – David Brown** – The new restrooms for Scenic 6 Park should be here in June. Brennan, maintenance, ordered a pump for between the ballfields, he will ask the School District or the Recreation District for reimbursement and will get volunteers to help bury it. New nets have arrived for the ball fields at the park. Will need to get help putting them up. Mayor Brown will be attending the Executive Session at the next Commissioners meeting.
2. **Parks – Joan Bender** – No report.



3. **Pool & Cemetery** – Pool Manager has been hired. Need more lifeguards and summer maintenance workers.
4. **Water & Sewer – David Cada** – No report.
5. **Streets – Martin Anderson** – 10th Street Sidewalk ad for bids will be in the paper April 18th and 25th, bids will be read on April 28th. Culverts on 9th from Fir to the alley past Pine need to be replaced in preparation for paving this summer. Brennan is still waiting for the transmission for the truck.
6. **Scenic 6 – David Cada** – In March the Scenic 6 group applied to renew their 501c3 for this year.
7. **Maintenance – Brennan Pollock** – The sander and plow are out of the dump truck. Brennan is working on making a list for surplus. Tom Moore put in flow meters at the lift station, Onaway Rd and Pine Street last Saturday.
8. **Clerk – Harmony Nowack** – City Hall cleaning and painting is done. Still waiting on McKinstry. Furniture needs to be moved back into place and picture hung back up on the walls.

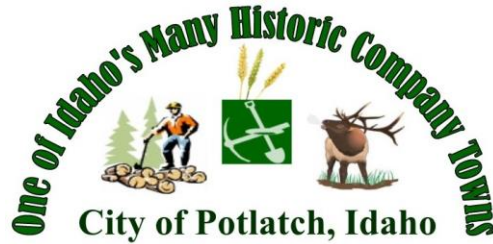
PUBLIC COMMENT: No public comment

Martin Anderson made a motion to adjourn the meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 7:47 p.m.

ATTEST: _____ David L. Brown, Mayor

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, April 24, 2023



Potlatch City Council Meeting

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

April 24, 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: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

ABSENT: Jennifer Anderson

Guests: Tom O'Malley Kendria Cada Gayle & Wayne Gallagher

NEW BUSINESS:

Joan Bender said the invocation Prayer.

Mayor Brown asked for a motion to amend the agenda to include the Forest Management Plan for Wastewater Irrigation.

David Cada motioned to amend the agenda to include the Forest Management Plan for Wastewater Irrigation, Joan Bender seconded the motion, the motion was approved with a roll call vote:

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

- 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 April 10, 2023 City Council meeting, the City of Potlatch bills and payroll.***

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

David Cada, yes

Martin Anderson, yes

Joan Bender, yes



2. TOM O'MALLEY TO PRESENT REVISED PLOANS REGARDING PARCEL #RP1N04W063606

Tom O'Malley, Amber Oaks Properties LLC presented Conceptual Plan E for the undeveloped parcel know as Heritage Hills. The new plan provides for four (4) large country style residential lots while protecting the namesake hills with a generous amount of green space that may be put into a conservation easement and a portion of land set aside for a park. A short plat will be submitted to the city when available.

3. PLANNING & ZONING RECOMMENDATION ON ANNEXATION OF PARCEL #RP1N04W063606

Kendria Cada presented Planning and Zoning's recommendation regarding Annexation of Parcel #RP1N04W063606 owned by Amber Oak Properties LLC. Planning and Zoning recommend approval of the annexation with a zoning of R-2, multi-family residential. Considering the new conceptual design, council discussed zoning as R-1, single family residential.

David Cada motioned to annex parcel #RP1N04W063606 into the City of Potlatch with a zoning of R-1, single family residential. Joan Bender seconded the motion. The motion was approved with a roll call vote:

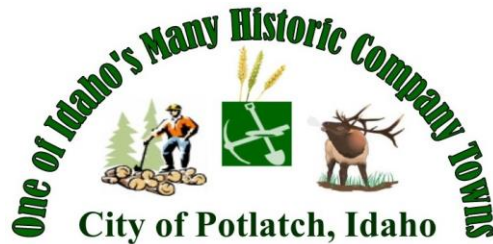
Joan Bender, yes

Martin Anderson, yes

David Cada, yes

4. PLANNING & ZONING RECOMMENDATION ON ANNEXATION OF PARCEL #RP1N04W066466

Kendria Cada presented Planning and Zoning's recommendation regarding Annexation of Parcel # RP1N04W066466 owned by Elk River Enterprises LLC. Planning and Zoning had a few concerns regarding the "zero lot line" design and private drive without an HOA and informed the representative for Elk River Enterprises that when it comes time to build they will need to be approved by Planning and Zoning for the appropriate variances. Planning and Zoning recommend approval of the annexation with a zoning of R-2, multi-family residential.



Martin Anderson motioned to annex parcel #RP1N04W066466 into the City of Potlatch with a zoning of R-2, multi-family residential. David Cada seconded the motion. The motion was approved with a roll call vote:

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

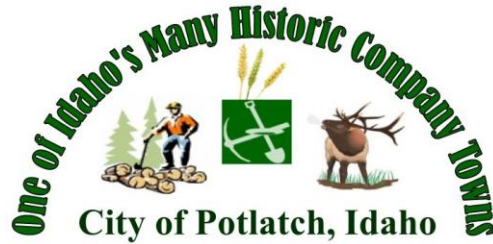
5. AMMENDED – FOREST MANAGEMENT PLAN FOR WASTEWATER IRRIGATION

Mayor Brown introduced the Kagey Forestry Professional Forest Health Services, Forest Management Plan for Wastewater Irrigation by Kevin Bott. The plan is estimated between \$4200.00-\$6900.00 max.

David Cada motioned to accept the Forest Management Plan for Wastewater Irrigation, Martin Anderson seconded the motion and the motion was approved with all ayes.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown spoke with Matthew Perkins from Idaho Department of Lands today. IDL would be happy to help out with our land application irrigation site with planting trees. Mayor Brown, Brenna Pollock, and Joan Bender meet with Avista regarding getting power to the new restrooms. Jennifer Fuller from the RC Track group will put in a Port-a-Potty near the track that can be used by the Splash pad visitors if needed before the new restrooms are in. Gary Anderson finished putting rock around the lagoons. Less rock was needed than previously thought so cost will be less than anticipated. Mayor Brown talked about the possibility of moving the recycle bins and yard debris bin from the City Hall parking lot (respectively) to the concrete slab at the back entrance to Scenic 6 Park. There are some concerns however over it being mismanaged in an out of sight place. Mayor Brown is waiting of a quote from Poe for paving 9th Street from Pine to Larch and the parking lot at City Hall.
2. **Parks – Joan Bender** – Lights still need to be fixed at the RV Park bath house. An electrician was called but hasn't come out yet.
3. **Pool & Cemetery** – Absent



4. **Water & Sewer – David Cada** – David attended the meeting with Dale Rolston and Tom Moore and relayed that the City has a good well at the Ridge Well, however, we are relying too much on this well. Rolston agreed with David that we are drawing water from the Onaway Basalts.
5. **Streets – Martin Anderson** – 10th Street Sidewalk Bid opening will be April 28th at 2pm.
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – The Avista meter at the ballfield well caught fire Friday night, April 21st. Avista will provide new wire and Source Electric will put it in with the new conduit. The cost to the city will be around \$5000.00. Brennan will let the School District know he will be digging a ditch to place new conduit.
8. **Clerk – Harmony Nowack** – Mayor Brown and Harmony both attended the SCO Taxing and Levy training today. The office of the Mayor and Clerk will be moving back to City Hall on Wednesday April 26th. Phones and internet will be down for part of that day.

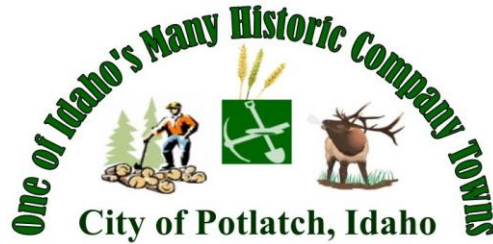
PUBLIC COMMENT: No public comment

Martin Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion. The meeting was adjourned at 9:25 p.m.

ATTEST: _____ David L. Brown, Mayor

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, May 8, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

May 8, 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, Jennifer Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests: Brian Points Brandon Johnson

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 April 24, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

Jennifer Anderson, yes

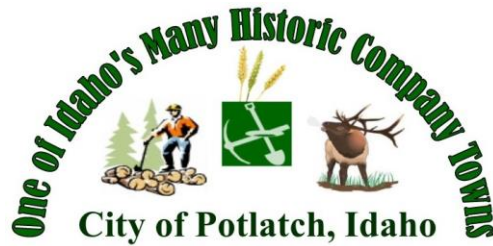
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

- 2. BRIAN POINTS- LONG-TERM RV'S AT RIVERVIEW MANUFACTURED HOME PARK**

Brian Points, owner of Riverview Manufactured Home Park, located at 730 Ponderosa Drive South in Potlatch would like council approval to have RV's parked on a long-term basis at Riverview. RV's would be on a month-to-month lease. The lease agreement would require skirting on all RV's, allowance for a maximum of 2 vehicles parked on the lot and



would include a background check. Brian said he would not allow the spaces to get “junky” and would have restrictions on storage outside of the RV to keep the area looking nice. Currently there are 3 spaces available. In the last few years Brian has updated the sewer hook-ups and water submeters, he is currently working with an electrician and Avista to install the proper meters for RV’s.

Joan Bender motioned to allow RVs at Riverview Manufactured Home Park, Jennifer Anderson seconded the motion, and the motion was approved with all ayes.

3. REVIEW FOR APPROVAL ORDINANCE NO. 521 REZONE 430 PINE ST

Mayor Brown entertained a motion that the rules be suspended, and the proposed ordinance pass its first reading by Title only.

David Cada motioned that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third reading under suspension of the rules. Joan Bender seconded the motion.

Mayor Brown read the Title. There was no discussion.

Roll call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

The ordinance passes its first reading by Title only and its second and third reading under suspension of the rules.

Mayor Brown entertained a motion that the ordinance be formally adopted.

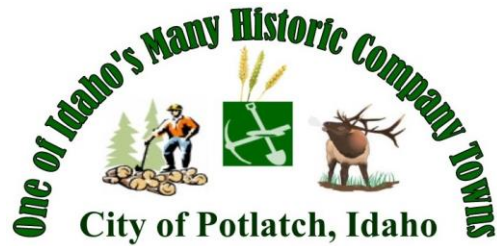
Joan Bender made a motion that ordinance number 521 be formally adopted. The motion was seconded by David Cada and was passed with a Roll Call Vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes



4. REVIEW FOR APPROVAL ORDINANCE NO. 522 ANNEXATION & ZONING, AMBER OAK PROPERTIES

Mayor Brown entertained a motion that the rules be suspended, and the proposed ordinance pass its first reading by Title only.

Martin Anderson motioned that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third reading under suspension of the rules. David Cada seconded the motion.

Mayor Brown read the Title. There was a short discussion on the wording in the legal description.

Roll call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

The ordinance passes its first reading by Title only and its second and third reading under suspension of the rules.

Mayor Brown entertained a motion that the ordinance be formally adopted.

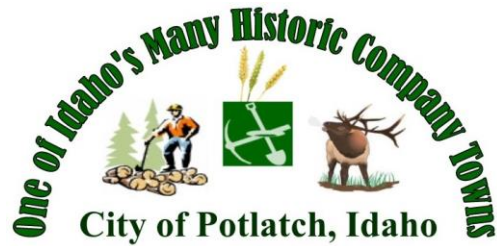
David Cada made a motion that ordinance number 522 be formally adopted. The motion was seconded by Joan Bender and was passed with a Roll Call Vote:

Joan Bender, yes

Martin Anderson, yes

David Cada, yes

Jennifer Anderson, yes



5. REVIEW FOR APPROVAL ORDINANCE NO. 523 ANNEXATION & ZONING, ELK RIVER ENTERPRISES

Mayor Brown entertained a motion that the rules be suspended, and the proposed ordinance pass its first reading by Title only.

David Cada motioned that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third reading under suspension of the rules. Joan Bender seconded the motion.

Mayor Brown read the Title. There was no discussion.

Roll call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

The ordinance passes its first reading by Title only and its second and third reading under suspension of the rules.

Mayor Brown entertained a motion that the ordinance be formally adopted.

Martin Anderson made a motion that ordinance number 523 be formally adopted. The motion was seconded by David Cada and was passed with a Roll Call Vote:

David Cada, yes

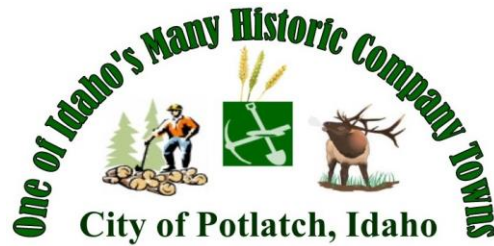
Joan Bender, yes

Jennifer Anderson, yes

Martin Anderson, yes

6. 10TH STREET SIDEWALK UPDATE: APPROVE BID AND REQUEST FOR CONTINGENCY FUNDS

Keller Engineering had broken up our bid into two parts due to the cost increase. The Engineers opinion of the most probable construction cost for the first section (Onaway Rd



to Larch Street) was \$169,000.00. The second section (Larch St to Spruce St) was \$91,000 for a total of \$260,000.00. The City received one (1) bid for the 10th Street Sidewalk Project from Quality Contractors. The lump sum bid for the first section was \$271,875.00 and the second section was \$149,375.00 for a total project bid of \$421,250.00. Two of the contractors from Quality met with Mayor Brown to discuss options to lower the bid and construction costs. Mayor Brown will be meeting with both Quality Contractor and Keller Engineering this week to discuss re-drawing the plans to help lower costs. LHTAC has received more funding and are offering to grant \$50,000.00 in contingency funds to current projects and will be funding all unfunded 2022 Child Pedestrian Safety grant application. Mayor Brown and Clerk, Harmony attended the LHTAC webinar to learn the process for requesting the contingency funds and have already put in the application to receive these funds. With the contingency funds and the options to lower construction/design costs and supplementing with the remaining ARPA funds the city is hoping to be able to construct the project for \$325,000.00 or under.

Martin Anderson made a motion to make the necessary changes to bring the project down to or under \$325,000.00 Jennifer Anderson seconded the motion and the motion was passed with a Roll Call Vote:

Jennifer Anderson, yes

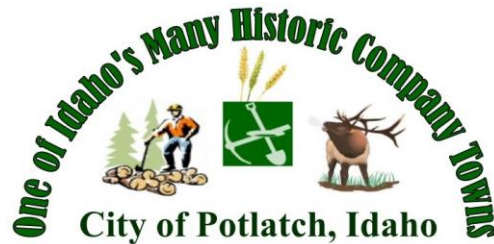
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

REPORTS:

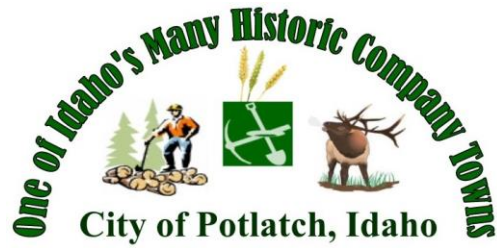
1. **Mayor – David Brown** – Unlimited will be here on the May 9th to start putting in the plumbing for and tank for the new restrooms at Scenic 6 Park. According to the Idaho Commerce website the City has been awarded the Gem Grant for paving a section of Mill Road into the back entrance of Scenic 6 Park although the City has not received formal notification yet. Scott from Poe Paving will be in this week to give the City a quote for paving 9th street from Pine to Larch and the City Hall Parking lot.
2. **Parks – Joan Bender** – Lights still need to be fixed at the RV Park bath house. Splash pad needs to be ready to open when the pool opens. The broken pipe from this winter still needs



to be fixed. The RC track has been rebuilt for the season. The RC group asked Karin, park maintenance, to keep kids on bicycles off the track. Mayor Brown said that is not her responsibility the RC group will need to put up signs and fencing. Joan has noticed there are a lot of dandelions in the park and wanted to know if the City would be spraying them. Joan said it looks like no one is caring for Harvey's Pond. She will be looking into finding someone who would like to volunteer their time to making the pond area nice again.

3. **Pool & Cemetery** – Jennifer has recruited more lifeguards. The new pool manager has resigned. Jennifer will be helping to put the word out that we are again looking for a pool manager.
4. **Water & Sewer – David Cada** – The City will be getting quotes from Poe Paving and Quality Contractors regarding a sink hole on Larch near 4th Street. Brennan, maintenance, has been working today to fill the hole with gravel and checked that no damage was done to the City sewer and water lines in the area. Brennan believes there is a break in the old sewer line that has caused the sink hole. Tom Moore, city engineer, will be out Wednesday and will check on the water and sewer lines on Larch St. as well.
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – The ballfield well has been repaired.
8. **Clerk – Harmony Nowack** – Both open office spaces in City Hall have been rented as of today. Harmony spoke with the Library District last week, they are reviewing the Potlatch library lease and will be attending council in the near future to discuss terms of renewing the lease. Sheriff's deputy had to be called over the weekend to the RV park due to guests of a renter driving too fast thru the park after being asked to slow down by the camp host. This is not the first time the camp host has had to ask guest of this renter to slow down when driving thru the park. Harmony was advised by Mayor and Council to send a letter to the renter that this behavior will not be tolerated.

PUBLIC COMMENT: Brandon Johnson from Inland North Waste attended the meeting tonight to discuss ways they can help the City to improve the garbage service in town.



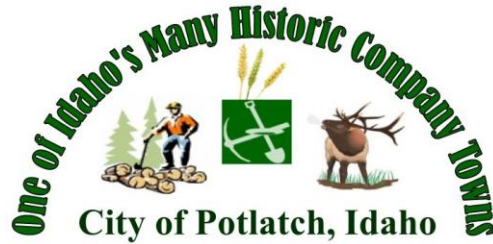
Martin Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion. The meeting was adjourned at 9:15 p.m.

_____David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, May 22, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

May 22, 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, Jennifer Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Absent: Martin Anderson

Guests: Daniel Anderson

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 May 8, 2023 City Council meeting, the City of Potlatch bills and payroll.*

Jennifer Anderson seconded the motion. Motion was approved with a Roll Call vote:

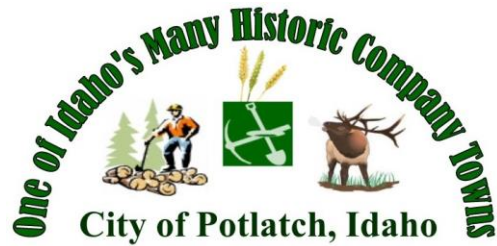
Jennifer Anderson, yes

David Cada, yes

Joan Bender, yes

2. DANIEL ANDERSON – VARIANCE APPEAL

Daniel Anderson presented Council with his appeal to the decision made by Planning and Zoning not to grant him a setback variance to turn his shop at 875 8th Street in Potlatch into a house. The variance is regarding the setbacks to the current shop on the property. The distance from the SE corner of the shop to the property line is three (3) feet. However, the distance to the road is approximately twenty (20) feet, this includes the City's right of way. David Cada stated that Planning and Zoning made their recommendations on the advice of



the City attorney. David would like the Council to talk with the attorney to see what he would say, he feels he cannot vote on the matter until we have done so. He wants to make sure the City will not get into any future trouble should they grant the variance.

David Cada motioned to table the issue until council can speak with the City attorney, Joan Bender seconded the motion, and the motion was approved with all ayes.

3. SWIMMING POOL OPENING

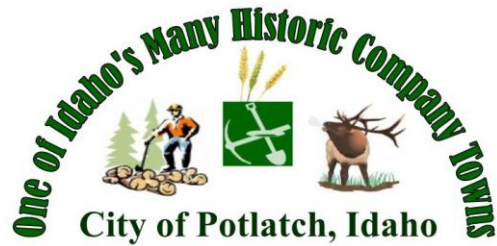
Mayor Brown told council that currently we have hired two (2) lifeguards and there is an interested pool manager for four (4) days a week. There may also be a couple youths that would be willing to work as deck support/concessions. With no more interested lifeguards the pool will not be able to open as many days and hours as it used to and there is not a certified swimming instructor at this time so the city will not be able to offer swimming lessons. Mayor Brown has been talking with the Health Department to make sure we are properly staffed and ready to open the pool. Pool opening may need to be put on hold until appropriate staff is hired.

Jennifer Anderson motioned for the City to get the hired crew together and make a plan as to how the pool will run this year. The motion was seconded by Joan Bender, and the motion was approved with all ayes.

4. CITY HALL MOSS REMOVAL

Harmony, Clerk, spoke with Moore Broz regarding the moss on the roof of the City Hall building. They can scrub off the moss and treat the roof with a zinc powder for \$500.00. They can also install a zinc strip along the peak of the roof that will hold off moss for the next few years for \$100.00.

Joan Bender motioned for the complete treatment and zinc strip, David Cada seconded the motion. The motion passed with all ayes.



5. YARD DEBRIS PICK-UP

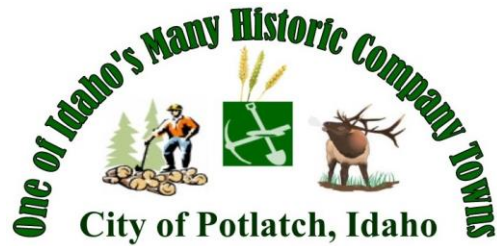
Yard debris pick-up is taking too much time out of the day for maintenance to do three (3) times a week. With the recent trial schedule of three (3) times a week it takes nearly the entire shift for one maintenance person to pick-up all yard debris across the city. Households are not following the three (3) bags only requirement and maintenance are finding some bags to be very heavy and some to have trash in them. Due to the rising cost of fuel, labor and wear and tear on the vehicles it is no longer feasible to offer this service. Currently Inland North Waste does not do curbside yard waste pick-up although there may be an option in the future for this however, everyone who currently gets garbage service would need to have and pay for yard waste service to make it feasible for them. Some residents in town may not be aware that they can dump their own yard debris in the City's bin or at the bulky waste site on the days it is open. David Cada said the City should charge for the service. Jennifer Anderson said the City could offer the service only to those who cannot dispose of the waste on their own.

David Cada motioned to keep the yard debris service going with a fee for those who want to receive the service. Joan Bender seconded the motion and the motion passed with all ayes.

Joan Bender motioned to set the fee for yard debris pick-up at \$20 per month to those who choose to sign up for the service. David Cada seconded the motion and the motion passed with all ayes.

REPORTS:

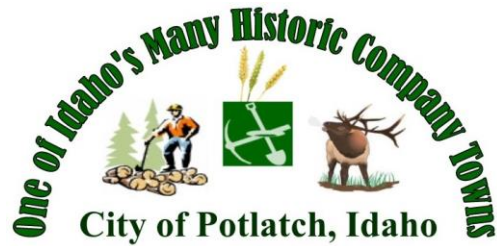
1. **Mayor – David Brown** – 10th Street sidewalk update: contractor is waiting on the concrete bid to see if the price will remain the same as the original bid. Once they have this they can proceed with starting the project. Paving to take place tomorrow on 9th Street and City Hall parking lot. Potlatch Deltic has asked us to wait on paving part of Mill Rd until they have the easement finalized.



2. **Parks – Joan Bender** – Joan received notice that she was not awarded the Community Challenge grant she put in for improvements to the pickle-ball courts.
3. **Pool & Cemetery** – Jennifer would like to be involved in meeting with the new pool manager and helping to set up the plan for the pool opening this season.
4. **Water & Sewer – David Cada** – Attending a meeting with Tom Moore, City Engineer, Dale Rolston and Mayor Brown today regarding the study Dale and Tom are currently doing regarding where to put a new well for the City. Dale believes the best place for a new well would be at the Ridge Well for redundancy and/or growth. The Ridge Well is our strongest well, if it were to go down for an extended period of time the other wells would not suffice. Dale thinks we could tap into the same aquifer as the Ridge Well. He also recommends the next time the pump is changed on the Ridge Well that we put a camera down into the well to ensure everything is intact and well maintained.
5. **Streets – Martin Anderson** – Absent
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – No report
8. **Clerk – Harmony Nowack** – No report

PUBLIC COMMENT: No comments

EXECUTIVE SESSION: As per Idaho Code 74-206, (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in any elective office or deliberations about staffing needs in general.



David Cada motioned to go into Executive Session, Joan Bender seconded the motion. The motion was approved by a roll call vote:

Jennifer Anderson, yes

David Cada, yes

Joan Bender, yes

Council entered Executive Session at 9:45pm.

Joan Bender motioned to leave executive session, David Cada seconded the motion. The motion was approved with all ayes.

Council left Executive Session at 10:25pm

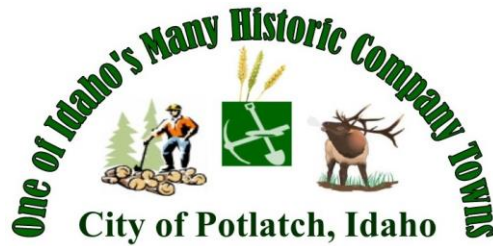
Joan Bender made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 10:26 p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, June 12, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

June 12, 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, Jennifer Anderson, Martin Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests: Daniel Anderson

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 May 22, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

Jennifer Anderson, yes

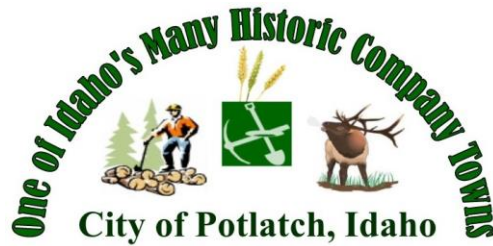
Martin Anderson, yes

David Cada, yes

Joan Bender, yes

2. DANIEL ANDERSON – VARIANCE APPEAL

Mayor Brown spoke with the City's Attorney who saw no problem in the shop at 875 8th Street being converted into a house. The City's only concern was that the proposed living area in the would be less than the required 980sf minimum. Daniel Anderson stated that the living area would be 1200sf with a single car garage.



David Cada motioned to approve Daniel Anderson's variance to convert the current shop at 875 8th Street into a house, Joan Bender seconded the motion, and the motion was approved with all ayes.

3. GEM GRANT CONTRACT

Mayor Brown introduced the Gem Grant Funding Agreement from Idaho Commerce for the Gem Grant awarded April 27, 2023. Joan Bender asked what the status was on the Mill Rd easement. Mayor Brown said the City's Attorney and the Attorney for Potlatch Deltaic are working together to draw up the agreement.

Martin Anderson motioned for Mayor Brown to sign the Gem Grant Funding Agreement. The motion was seconded by David Cada, and the motion was approved with a Roll Call vote:

Joan Bender, yes

Martin Anderson, yes

David Cada, yes

Jennifer Anderson, yes

4. SOLID WASTE DISPOSAL AGREEMENT

Mayor Brown introduced the new City of Moscow Disposal Agreement. The agreement was amended on June 5, 2023 by the Moscow City Council which increased MSW tipping fee rates by 2.5% annually for the next 5 years.

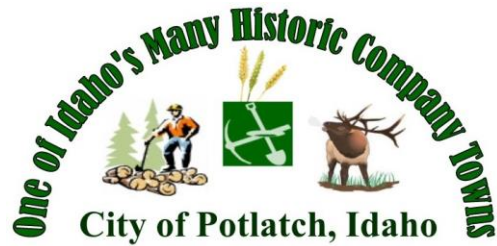
Martin Anderson motioned to accept the City of Moscow Disposal Agreement. The motion was seconded by David Cada, and the motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes



5. RESOLUTION: SURPLUS ITEMS

Surplus resolution presented to Council for the camper that came with the Ford F350 bought in December. Mayor Brown wanted to add items to the resolution and read thru a list of items.

David Cada motioned accept the Surplus Resolution with the added items. Joan Bender seconded the motion and the motion passed with all ayes.

6. EXPLORATORY WORK AGREEMENT – LARCH STREET

Mayor Brown introduced the Exploratory Work Agreement from Quality Contractors. Quality Contractors will provide equipment and labor to explore and diagnose the three settling areas of pavement on Larch Street between 4th and 2nd Streets. They were planning to start today however some unforeseen circumstances have caused this to be delayed until the end of the month.

Martin Anderson motioned to have the Mayor sign the Exploratory Work Agreement. Joan Bender seconded the motion and the motion passed with a roll call vote:

Jennifer Anderson, yes

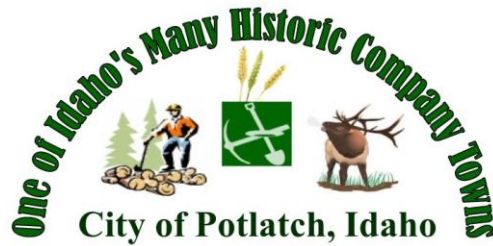
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

REPORTS:

1. **Mayor – David Brown** – No report. Joan Bender asked if there was an update on the new restrooms at the park. Mayor Brown said there was no new updates at this time.
2. **Parks – Joan Bender** – Joan stated she was still looking for a way to get lights to the pickle ball court.
3. **Pool & Cemetery** – Jennifer said the pool is now fully staffed and set to open tomorrow.



4. **Water & Sewer – David Cada** – David asked if the Mayor had any new information on the study Dale Rolston is currently working on for the City. Mayor Brown said he had no updates at this time.
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – Valves for pump filters have been replaced at the pool. Redingers is to give us a quote for and electric start for the pool furnace. The lift station pump keeps tripping, Phil with KME came out to look at it, they will be starting with a soft start and will give the City a price on a new pump.
8. **Clerk – Harmony Nowack** – Auditors will be here this week to start the City’s 2022 audit. The 2021 audit is now complete. Prenell will be sending hard copies for each council member.

PUBLIC COMMENT: Brandon Johnson with Inland North Waste (INW) attended the meeting tonight to let council know that the County will be meeting Wednesday to discuss the ending of the 10 year agreement with INW. Brandon has been visiting the rural towns to get feedback and see if he can answer any questions or if there is anything INW can do for their customers.

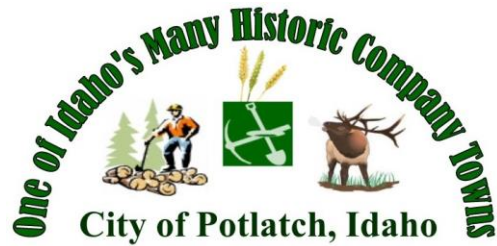
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:45 p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, June 26, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

June 30, 2023 – 8:00 a.m.

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

Guests:

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 May 22, 2023 City Council meeting, the City of Potlatch bills and payroll.*

Martin Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

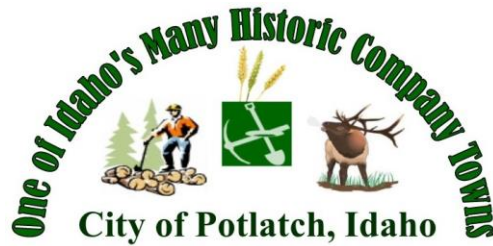
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

2. LATAH COUNTY SOLID WASTE COLLECTION AGREEMENT

Mayor Brown introduced the Latah County Agreement with the City of Potlatch, Idaho for Solid Waste Collection, Recycling, and Bulky Waste Programs. Latah County has awarded the new contract to Sunshine Disposal.



David Cada motioned to approve and have Mayor Brown sign the Latah County Solid Waste Collection Agreement Martin Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

3. CONSTRUCTION AGREEMENT – 10TH STREET SIDEWALK PROJECT

Mayor Brown introduced the Construction Agreement for the 10th Street Sidewalk Project.

Joan Bender motioned to approve and have Mayor Brown to sign the 10th Street Sidewalk Project Construction Agreement. The motion was seconded by Martin Anderson, and the motion was approved with a Roll Call vote:

Joan Bender, yes

Martin Anderson, yes

David Cada, yes

Jennifer Anderson, yes

4. NOTICE TO PROCEED – 10TH STREET SIDEWALK PROJECT

Mayor Brown introduced the Notice to Proceed with construction of the 10th Street Sidewalk Project.

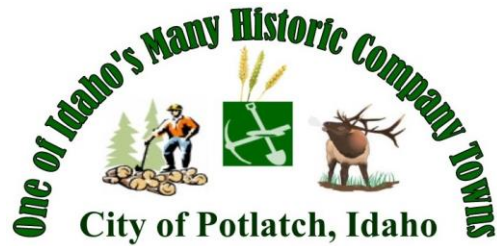
David Cada motioned approve and have Mayor Brown sign the 10th Street Sidewalk Project Notice to Proceed. The motion was seconded by Joan Bender, and the motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes



5. MILL STREET EASEMENT

Mayor Brown introduced the easement drawn up by Potlatch TRS Idaho and sent to the City by the City's Attorney, Will Herrington, earlier this week. Mayor Brown stated this was not what was originally talked about between him and Potlatch TRS representative Ben Ballard. Mayor Brown had questions and objections to a few points on the easement and has sent his questions to Mr. Herrington but is yet to hear back from. Mayor Brown asked Council if they had any further questions.

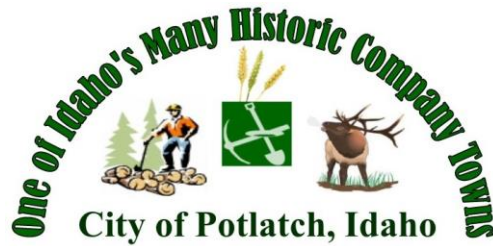
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:18 a.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, July 10, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

July 10, 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, Jennifer Anderson, Martin Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests: Amanda Bashaw – Latah County Solid Waste
 Sean McCabe – Sunshine Disposal
 Steve Wulf – Sunshine Disposal

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 June 30, 2023 City Council meeting, the City of Potlatch bills and payroll.*

Martin Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

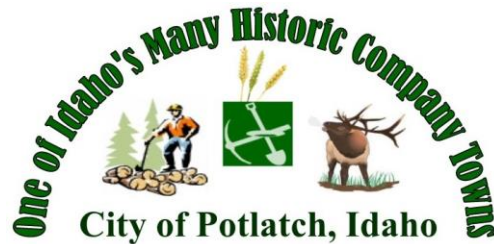
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

2. MEET AND GREET WITH SUNSHINE DISPOSAL

Steve Wulf, Regional Manager for Sunshine Disposal & Recycling, introduced Sunshine Disposal. Sunshine has been around the area, specifically in Lewiston since the 1970s. They specialize in small to medium size towns, not large municipalities. Sunshine was



awarded the contract with Latah County and will start servicing Potlatch and the County in October of this year. They will keep the same collection and bulky waste days. The community recycle bins will be smaller and front load. These bins should fit much better in the City Hall parking lot and will also cause less damage to the parking lot.

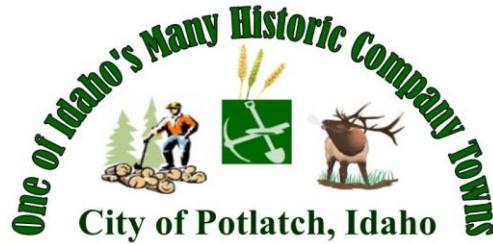
3. REVIEW RESERVOIR INSPECTION QUOTES

Council read through quotes from Midco Diving and Liquid Engineering. Midco said they could schedule us out to September of 2024. Marty asked if Liquid Engineering could do the same. Would like to schedule service for summer-fall of 2024.

Issue tabled, city clerk to find out if Liquid Engineering can schedule out to Summer/fall of 2024 under the same quote.

REPORTS:

1. **Mayor – David Brown** – Quality Contractor has begun exploration on 4th and Larch St and has discovered that when the new sewer line was placed it was not back fill with rock, only clay. The clay is extremely wet, this is the reason the street has been sinking. They are digging out all the clay and filling in with self-compacting drain rock. Unfortunately, there is little recourse as this is the fault of the inspector with the engineering outfit that did the Sewer Project.
Mayor Brown has started work on the budget for FY 23-24 and ask council to be thinking where they would like to allocate the general funds.
City attorney, Will Herrington was in today to drive Mill Rd with the Mayor. He is still working with Potlatch TRS on the easement for Mill Rd.
2. **Parks – Joan Bender** – The long-term tenet in Space 6 of the RV park has moved out. The concrete at space 6 is in very rough shape. Maintenance will clean it up as best they can and patch where needed.
3. **Pool & Cemetery – Jennifer Anderson** – The motor went out on the pump at the pool. It is currently being worked on and should be done and the pool open by the end of the week.



4. **Water & Sewer – David Cada** – Dave is continuing his study of the ground water in this area. New information states that the Missoula floods were small in comparison to earlier ice age floods. This region has been sculpted by these floods. This new information adds to the possibility that our water table is even larger than once thought.
5. **Streets – Martin Anderson** – Marty asked when paving would take place. Mayor Brown said paving will begin as soon as we have our easement as Poe would like to do all our paving projects at one time.
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – The motor for the pump at the Ridge Well is up and running again.
A fuse was blown at the booster station over the weekend causing many residential homes to lose their water pressure. The fuse has been fixed and water pressure is back however the Mission box may have incurred some damage. Brennan has a call out to Correct Equipment to service this.
8. **Clerk – Harmony Nowack** – The City has received the extra \$50,000 from LHTAC for the sidewalk project.
All the funds have been collected for the Regional Sewer District Feasibility Study and the first invoice has been received. Harmony will work on getting the proper contact details for all the those participating in the study so she and City Engineer, Tom Moore, can send out updates.

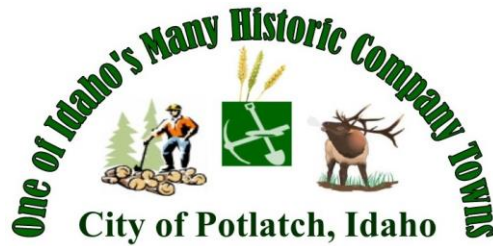
Martin Anderson made a motion to adjourn the regular meeting, Joan Bender seconded the motion. The meeting was adjourned at 9:11 p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, July 24, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

July 24, 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, Jennifer Anderson, Martin Anderson. Also present: Harmony Nowack, City Clerk-Treasurer.

Guests:

NEW BUSINESS:

Joan Bender said the invocation Prayer.

1. AMEND AGENDA

Joan Bender motioned to amend the agenda to add Reservoir Inspection Quotes review. David Cada seconded the motion, the motion passed with all ayes.

- 2. 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 July 10, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

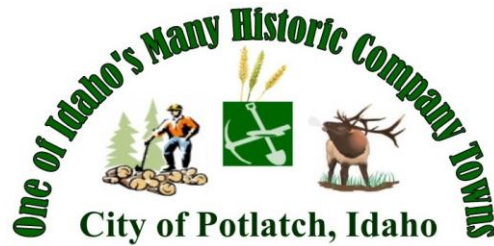
Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

3. REVIEW RESERVIOR INSPECTION QUOTES



Clerk, Harmony, followed up with both Midco and Liquid Engineering to see how long quotes would be good for. Both companies would honor the quote given thru 2024. Council agreed Spring of 2024 would be a good time for the reservoir inspection and cleaning.

Jennifer Anderson motioned to have Liquid Engineering complete the inspection and cleaning of the reservoir. Joan Bender seconded the motion and the motion passed with all ayes.

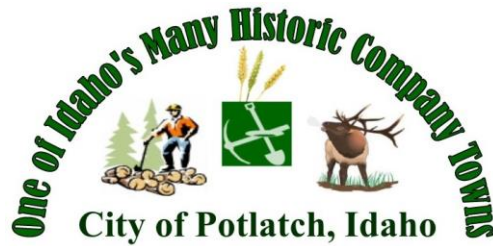
4. CITY HALL PARKING LOT PAVING

Poe Paving was here last week to grind the parking lot. The ground beneath the parking lot was very wet, too wet to pave. Poe gave the City two options, to let it sit for a few weeks and see if it will dry out then pave or to excavate 18” and backfill with 15.5” of the grindings from the former parking lot, then pave on top of that. The quote for the excavating and backfill is \$46,500.00. Council discussed that not excavating could cause problems down the line and it would be best to do it the right way now to ensure the pavement will last longer.

Joan Bender motioned to excavate and backfill with grindings. David Cada seconded the motion and the motion passed with all ayes.

REPORTS:

- Mayor – David Brown** – Received a call from Keller that the new wall for the sidewalk on 10th will need a guardrail due to Latah County height regulations. Quality Contractors is ordering a rail similar to the one on the sidewalk outside City Hall. Potlatch Days was a success. There is a concern over the excessive water used for the mud bogs. The City was not notified that water would be used like this. Krista from CEDA met with Mayor Brown today. New restroom will be delivered/installed mid-August at the earliest. Restroom grant won’t be completed in time to apply for a grant for the pool. Krista recommends looking into everything that could possibly be needed for the pool and apply for all in case we run into issues as the pool is being improved. Mayor Brown has emailed Will Herrington, City Attorney, regarding the easement on Mill Road as Poe is ready to start patching and paving. Still waiting on response from attorney.



2. **Parks – Joan Bender** – A car was parked in an RV space over the weekend, owner left town and the space was rented out. The City needs to put more signage out at the RV Park so people know the rules. Space 6 at the RV Park is in need of improvements. Joan would like to add lights at the pickle ball court to the next Council Agenda.
3. **Pool & Cemetery – Jennifer Anderson** – The pool is up and running again. The pool vacuum died this last week, a new one has been ordered and will arrive tomorrow. There have been some complaints about the pool not being open on Saturdays however, they have been busy with pool parties on Saturdays.
4. **Water & Sewer – David Cada** – Dave is continuing his study of the geology of this area. He has been watching the coverage of the current Icelandic Volcanos. What is happening with these volcanos is similar to what our landscape looked like 17,000 years ago, that volcanic rock is what holds our water today. Dave will be meeting with Mayor Brown, Tom Moore and Dale Rolston tomorrow regarding Dale’s report of where the City can drill a new well.
5. **Streets – Martin Anderson** – Paving will be completed on Pine and 9th soon. Marty asked if the City should be looking into a back-up pump or motor for the lift station.
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – Absent
8. **Clerk – Harmony Nowack** – The City has applied for a Source Water Protection Grant thru DEQ for \$24,000 to pave a parking spot and put a fence up at the Ridge Well in 2024.

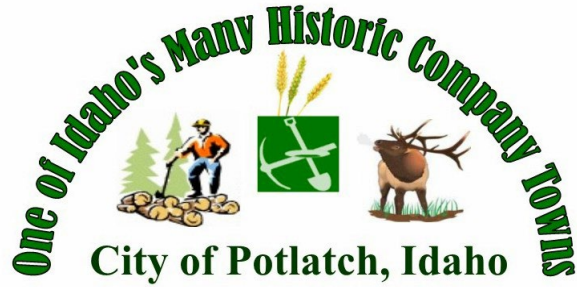
Martin Anderson made a motion to adjourn the regular meeting, Joan Bender seconded the motion. The meeting was adjourned at 8:35 p.m.

_____David L. Brown, Mayor

ATTEST:

_____Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, July 24, 2023.



195 6th Street – Potlatch, ID 83855 – 208-875-0708

Special Meeting of the City Council
HELD IN THE COUNCIL CHAMBERS AT CITY HALL
August 2, 2023
Minutes

Present: Mayor David Brown, Council Members: Martin Anderson, Jennifer Anderson and David Cada. Clerk-Treasurer: Harmony Nowack

GUESTS:

Mayor Brown called the meeting to order at 5pm. Council reviewed and discussed the proposed FY 2023-2024 Budget.

Martin Anderson motioned to tentatively approve the FY 2023-2024 Budget. Jennifer Anderson seconded the motion and the motion passed with all ayes.

Clerk-Treasurer, Harmony Nowack will published the proposed budget August 12 & 19, 2023.

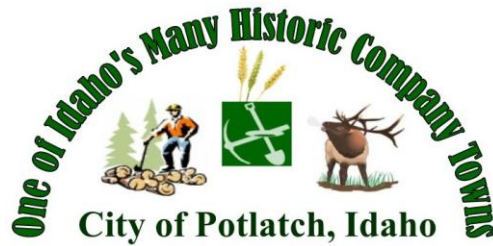
Martin Anderson motioned to adjourn the meeting, Jennifer Anderson seconded the motion and the motion carried will all ayes.

Meeting adjourned at 6:54pm.

David Brown, Mayor

ATTEST:

Harmony Nowack, Clerk-Treasurer



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

August 14, 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, Jennifer Anderson, Martin Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests:

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 July 24, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

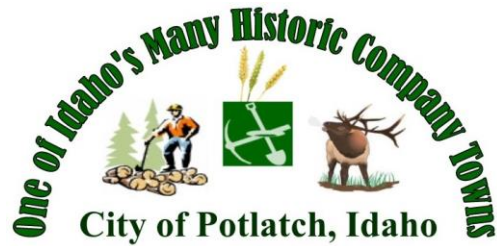
2. MILL STREET EASEMENT

Council reviewed the updated easement agreement from Potlatch TRS for Mill Street.

Martin Anderson motioned to have Mayor Brown sign the easement agreement David Cada seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes



Martin Anderson, yes

Joan Bender, yes

3. MCKINSTRY BOILER REPAIR

Council reviewed the quote from McKinstry regarding boiler repairs. Mayor Brown would like to have McKinstry be in charge of the boiler at City Hall and do the annual maintenance checks. Two items, moving the air intake and flushing the radiators, were noticed to be missing from the quote that had been discussed when McKinstry visited in April. Mayor Brown will ask McKinstry about the missing items.

Martin Anderson motioned to accept the proposal from McKinstry for boiler repairs. Joan Bender seconded the motion and the motion passed with all ayes.

4. WELL REPORT FROM DALE ROLSTON/TOM MOORE

From the report and earlier meeting with Dale Rolston, Dale has suggested that the City have Budinger & Associates perform a downhole camera survey of each of the wells. Budinger has provided a quote for this service at \$3,360. Brennan, maintenance, said he thinks there should be enough room to do this without having to pull the pump. The video logging of the well will determine the degree of plugging of the perforations and measure the depth of the static water level. The well can then be cleaned and repaired as needed.

Jennifer Anderson motioned to accept the Budinger & Associates quote for a camera survey of the City's municipal wells. Martin Anderson seconded the motion. The motion passed with all ayes.

5. RESOLUTION 2023-08-14 – SURPLUS

Mayor Brown read Resolution 2023-08-14, resolution for surplus.

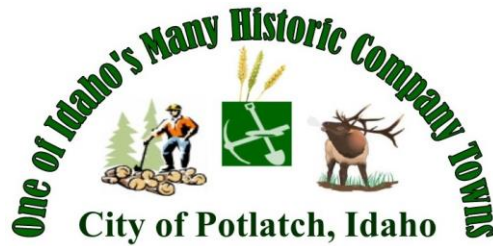
Joan Bender made a motion to adopt Resolution 2023-08-14. David Cada seconded the motion. The motion passed with a roll call vote,

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes



6. ORDINANCE NO. 524 – MAYOR/COUNCIL SALARY

Mayor Brown read Ordinance No. 525. There was a brief discussion in which David Cada stated that the Mayor has not had a raise since 2012 and he is deserving of such for all the time he has put in. He also stated Council has not had a raise in 20 years. Mayor Brown entertained a motion that the ordinance be formally adopted.

David Cada motioned that Ordinance No. 524 be formally adopted. Joan Bender seconded the motion and the motion passed with a roll call vote,

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

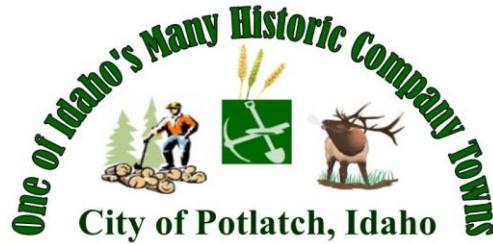
Jennifer Anderson, abstain

7. REVIEW RATES

Council reviewed rate increases to be published in September prior to the public hearing.

REPORTS:

1. **Mayor – David Brown** – There have been a few issues with the 10th St sidewalks at the corner and tying into the old sidewalks.
Mayor Brown will call Poe this week to get them scheduled for the paving on Mill St.
2. **Parks – Joan Bender** – The settlers cabin and outhouse in the park are in need of shoring up.
3. **Pool & Cemetery – Jennifer Anderson** – The pool has been running well and had another successful Friday night swim. The pool will be open until August 25th.
4. **Water & Sewer – David Cada** – David has been doing research on chem trails. He believes the military is putting chemicals into the clouds causing less rain. The state of Georgia is working on banning this activity in their air space. David believes it is time more of us fought back against this.
5. **Streets – Martin Anderson** – Scraper blade is back on the backhoe. Larch St repair will continue next week after Quality Contractors finishes up the sidewalk on 10th St.



6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – Power pole at the Ridge Well caught fire last week during the high winds. Avista assisted Brennan with this issue. Avista suggests the City change out the pole, wire and meter.
8. **Clerk – Harmony Nowack** – Potlatch Night Out will take place on Wednesday this week. The fiddlers will be playing and the helicopter is scheduled to land. Harmony reviewed upcoming meetings and public hearings with the Council.

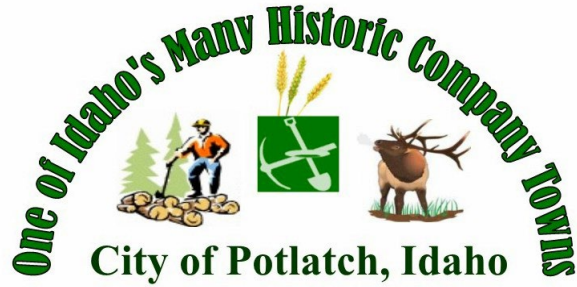
Martin Anderson made a motion to adjourn the regular meeting, Joan Bender seconded the motion. The meeting was adjourned at 8:36 p.m.

_____David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, August 28, 2023.



195 6th Street – Potlatch, ID 83855 – 208-875-0708

Public Hearing: Proposed City Budget for FY 2023-2024

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

August 28, 2023
Minutes

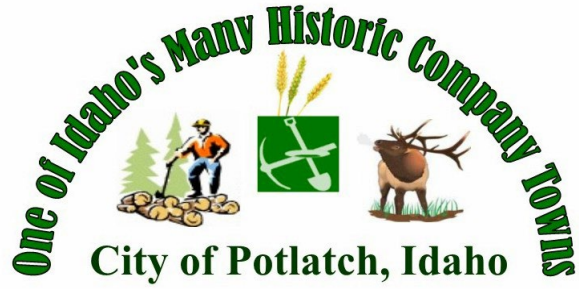
Present: Mayor David Brown, Council Members: Joan Bender, Martin Anderson, Jennifer Anderson and David Cada. Clerk-Treasurer: Harmony Nowack

GUESTS:

Mayor Brown called the meeting to order at 6:30pm. Mayor Brown read the proposed budget for FY 2023-2024 as follows:

FUND NAME	FY 23-24 Proposed Revenue	FY 23-24 Proposed Expenditures
GENERAL FUND		
GENERAL FUND TOTAL	\$565,533.00	\$565,533.00
ENTERPRISE FUND		
WATER	\$424,010.00	\$424,010.00
SEWER	\$471,988.00	\$471,988.00
SANITATION	\$210,986.00	\$210,986.00
ENTERPRISE FUND TOTAL	\$1,106,984.00	\$1,106,984.00
SIDEWALK PROJECT	\$0.00	\$0.00
Amer. Rescue Plane Act (ARPA)	\$0.00	\$0.00
RESTROOM PROJECT	\$0.00	\$0.00
CITY GRAND TOTAL	\$1,672,517.00	\$1,672,517.00

Mayor Brown opened the floor for discussion. No discussion.



Mayor Brown asked if there was any public comment. No public comment.

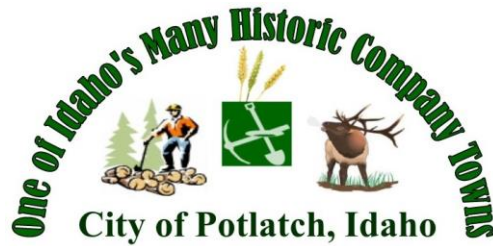
Jennifer Anderson motioned to close the meeting. Joan Bender seconded the motion and the motion passed with all ayes.

Meeting adjourned at 6:33pm.

David Brown, Mayor

ATTEST:

Harmony Nowack, Clerk-Treasurer



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

August 28, 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, Jennifer Anderson, Martin Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests: Steve & Cynthia Normington

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 August 14, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

- 2. APPROVE PROPOSED CITY BUDGET FOR FY 2023-2024**

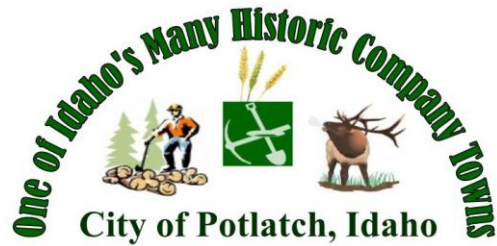
Joan Bender motioned to approve the proposed city budget. David Cada seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes



3. ELK RIVER ENTERPRISE – UTILITY EASEMENT

Council reviewed the utility road easement for Elk River Enterprise’s development off of South Ponderosa Drive. Joan Bender was concerned that the City was receiving no monetary gains from the easement. Steve Normington explained that they will be putting in a new drain line for the City that is galvanized removing the old plastic one that is failing. They will also be placing multiple hydrants within the development. He also assured that there would be no cost to the City in regards to their development and that the City will only benefit from the utility and property tax revenues.

David Cada motioned to accept the easement. Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, no

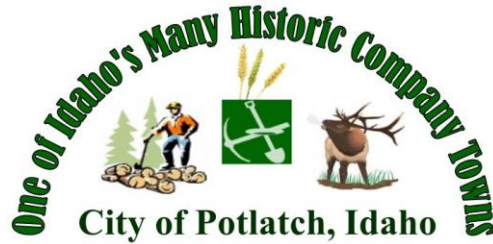
4. LIGHTS AT PICKLEBALL COURTS

Pickle ball court needs lights. City could place one pole with two lights at pickle ball court. Pole would have a switch and a sign would be placed on pole saying lights need to be turned off at 10pm so not to disturb the RV park.

Martin Anderson motioned to have the city install lights at the Pickle Ball Court. Jennifer Anderson seconded the motion. The motion passed with all ayes.

REPORTS:

1. **Mayor – David Brown** – McKinstry will be sending over a new quote as parts for boiler have increased 12-15%.
Return to Riverside was a success again this year.
2. **Parks – Joan Bender** – No report



3. **Pool & Cemetery – Jennifer Anderson** – The pool will be open one more day and closed for the season starting August 30th as all the lifeguards will be back to school.
4. **Water & Sewer – David Cada** – No report
5. **Streets – Martin Anderson** – Sidewalk, second half will be surveyed tomorrow. When completed, Quality hopes to take the same crew up to Larch St. and complete that job.
6. **Scenic 6 – David Cada** – No report
7. **Maintenance – Brennan Pollock** – Brennan asked how long council wanted to keep the splash pad open. Council agreed it could stay open as long as the weather is warm enough.
8. **Clerk – Harmony Nowack** – No report

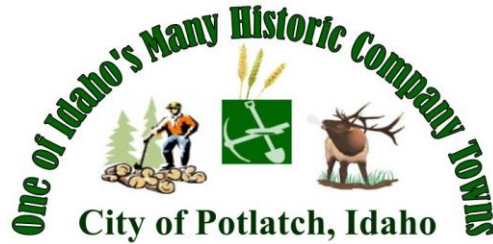
Martin Anderson made a motion to adjourn the regular meeting, Joan Bender seconded the motion. The meeting was adjourned at 7:38 p.m.

_____ David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, September 11, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

September 11, 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, Jennifer Anderson, Martin Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests:

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 August 28, 2023 City Council meeting, the City of Potlatch bills and payroll.*

Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

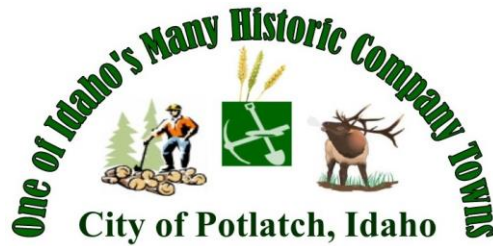
2. RESOLUTION NO. 2023-10-01, RATES & FEES

Resolution No. 2023-10-01 was introduced by Joan Bender who moved for its adoption. Seconded by David Cada. Mayor Brown read the resolution in its entirety.

Roll call vote:

Jennifer Anderson, yes

David Cada, yes



Martin Anderson, yes

Joan Bender, yes

The Resolution passes. Mayor Brown declared Resolution No. 2023-10-01 duly approved and adopted.

3. ANNUAL APPROPRIATIONS ORDINANCE NO. 525

Mayor Brown entertained a motion that the rules be suspended, and the proposed ordinance pass its first reading by Title only.

Martin Anderson motioned that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third readings under suspension of the rules. David Cada seconded the motion.

Mayor Brown read the Title. There was no discussion.

Roll call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

The ordinance passes its first reading by Title only and its second and third reading under suspension of the rules. Mayor Brown entertained a motion that the ordinance be formally adopted.

Joan Bender motioned that Ordinance No. 525 be formally adopted. Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, no

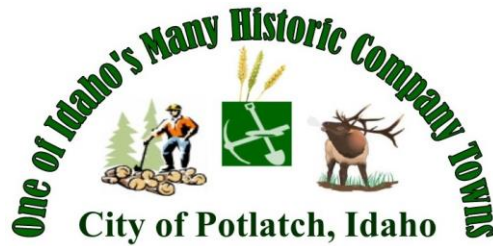
4. OPEN BIDS FROM SURPLUS

No bids were received on surplus items. The City may dispose of items as it likes. Martin suggested the clerk advertise the items in the CIA newsletter.



REPORTS:

1. **Mayor – David Brown** – Sewer and water is in at the new RV sites. It will be \$38.50 for lights around the new restrooms. Mayor Brown would like the same lights that are on the walking path. Lights will also be needed at the new RV spots.
Jenny Hemly from Commerce met with Mayor Brown and Clerk, Harmony, regarding economic development in the area. They would like to hire an economic development specialist for Latah County (excluding the city of Moscow) if the rural cities/towns would be interested. The cities/towns would be responsible for funding such a hire. Mayor Brown will meet with Paul Kimmel soon to discuss this further.
Sunshine Disposal will be bringing in dumpsters this week to store at our bulky waste site before distributing them around the County the first of October. Sunshine will change out all dumpsters and recycle containers. Residential carts will be bought from Inland North Waste. Quality Contractors are continuing work on 10th Street sidewalks.
2. **Parks – Joan Bender** – Concern about the outhouse and shack leaning at Scenic 6 Park.
3. **Pool & Cemetery – Jennifer Anderson** – The pool is now closed for the season.
4. **Water & Sewer – David Cada** – No report
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** – David’s wife attended the WI&M annual board meeting on Saturday. She reported to David that a representative from the railroad was there. They will be starting next week to replace the ties from Harvard to the state line with the goal of having the work done by December and run trains on it before it freezes. Bennett’s will run approximately 5 cars a week, they are hoping for more companies to use the tracks like the pellet mill or have grain cars for the farmers, etc. There is also talk of having skeet cars or pedal cars for public use when the train is not running.
7. **Maintenance – Brennan Pollock** – The pool has been winterized. Brennan noted there are a few more small bubbles but the tears in the lining did not seem any worse than when the season started.



8. **Clerk – Harmony Nowack** – The FY 2021-2022 audit is complete. Hard copies will be available for council members at the next meeting.

Harmony completed an audit of the city’s garbage accounts and found a few discrepancies, will be working with the county to resolve any issues.

City staff has noted that a bus is now parked at the old gymnasium, and it looks as though someone might be living there. Harmony will refer to city code and work with owner/property manager and Latah County if necessary to resolve this situation.

Public Comment: No public comment

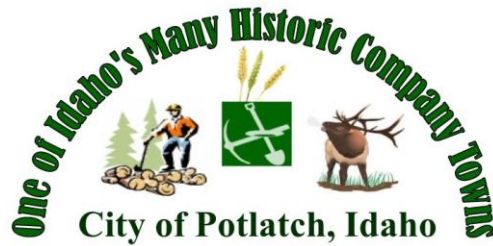
Martin Anderson made a motion to adjourn the regular meeting, Joan Bender seconded the motion. The meeting was adjourned at 8:01 p.m.

_____ David L. Brown, Mayor

ATTEST:

_____ Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, October 9, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

October 9, 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, Jennifer Anderson, Martin Anderson. Also present: Harmony Nowack, City Clerk-Treasurer.

Guests:

7PM Public hearing regarding new and increased building permit valuations and fees

Mayor Brown opened the public hearing. There was no discussion. Joan Bender motioned to close the meeting, Jennifer Anderson seconded. The public hearing closed at 7:02pm.

NEW BUSINESS:

Joan Bender said the invocation Prayer.

1. AMEND AGENDA TO ADD NUMBER 5. BALLFIED WELL

David Cada motioned to amend the agenda to add item number 5 Ballfield well. Jennifer Anderson 2nd the motion and the motion was approved with a Roll Call Vote:

Jennifer Anderson, yes

David Cada, yes

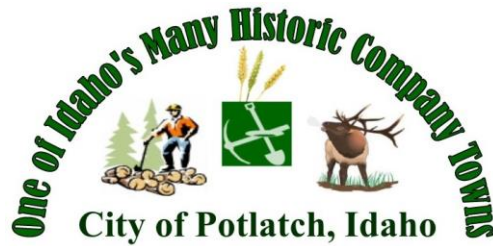
Martin Anderson, yes

Joan Bender, yes

2. CONSENT AGENDA: Joan Bender 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 September 11, 2023 City Council meeting, the City of Potlatch bills and payroll.

David Cada seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes



David Cada, yes
Martin Anderson, yes
Joan Bender, yes

3. RESOLUTION NO. 2023-10-09, RATES & FEES

Resolution No. 2023-10-09 was introduced by Martin Anderson who moved for its adoption. Seconded by Joan Bender. Mayor Brown read the resolution in its entirety.

Roll call vote:

Jennifer Anderson, yes
David Cada, yes
Martin Anderson, yes
Joan Bender, yes

The Resolution passes. Mayor Brown declared Resolution No. 2023-10-09 duly approved and adopted.

4. ORDINANCE NO. 526

Mayor Brown entertained a motion that the rules be suspended, and the proposed ordinance pass its first reading by Title only.

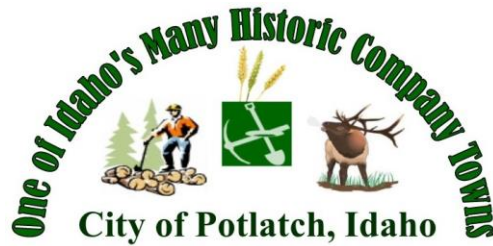
David Cada motioned that the rules be suspended and that the proposed ordinance pass its first reading by Title only and its second and third readings under suspension of the rules. Jennifer Anderson seconded the motion.

Mayor Brown read the Title. There was no discussion.

Roll call vote:

Jennifer Anderson, yes
David Cada, yes
Martin Anderson, yes
Joan Bender, yes

The ordinance passes its first reading by Title only and its second and third reading under suspension of the rules. Mayor Brown entertained a motion that the ordinance be formally adopted.



Joan Bender motioned that Ordinance No. 526 be formally adopted. David Cada seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

5. AMENDED: Ballfield Well Scope Results

Budingers did a camera scope of the Scenic 6 and Ballfield wells. Scenic 6 well was in great condition, there were no concerns. At the Ballfield well they discovered perforations in the pipe that shouldn't be there. Also, they were unable to get the camera to the bottom of the well due to "muck" and debris in the way. Travis from Budinger advised that the well be shut down. Dale Rolston and Tom Moore believe the well should be abandoned however; Mayor Brown wants to talk more with DEQ. As the ballfield well only pumps 14g/min and is not a highly used well it was determined to temporarily shut it down at the time of the scope.

Jennifer Anderson motioned to shut the well off until we get further information, David Cada seconded. The motion was approved with all Ayes.

6. PLEDGE TO PARTICIPATE – NORTH LATAH REGIONAL WASTEWATER PROJECT PARTENERS.

Council read the Pledge to Participate written by Christina Mangiapani, grants specialist for Latah County. The pledge is only an expression of intent to participate in a regional wastewater project for Harvard, Princeton-Hampton, Onaway, Potlatch and the Y on HWY 95, and not a binding, formal agreement.

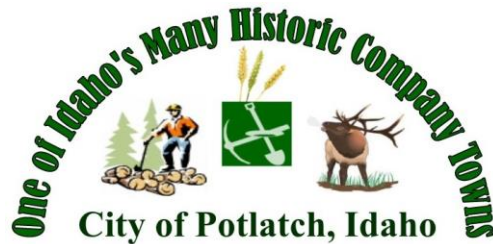
David Cada motioned for the City of Potlatch to participate in the North Latah Regional Wastewater Project Partners, Joan Bender seconded. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes



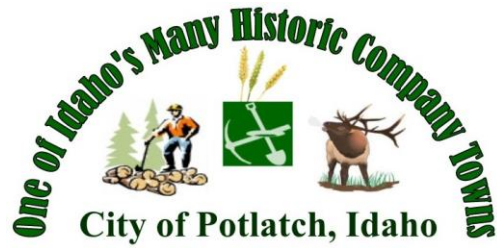
7. PURCHASE STREET SWEEPER

Mayor Brown requested council approval to purchase a street sweeper located in Lewiston. It is a 1997 Ford CF8000w with 16,344 miles on it for \$15,000. Martin and Mayor Brown will go to Lewiston to pick up the sweeper upon council's approval.

Jennifer Anderson motioned that the City purchase the street sweeper. Joan Bender seconded the motion and the motion passed with all Ayes.

REPORTS:

1. **Mayor – David Brown** – Poe cannot pave Mill St until next spring as they cannot get a grinder. Mayor Brown got an extension on the GEM Grant since the paving will be delayed. The maintenance staff is almost done with the new RV spots and will stake out the pickle ball court for new lights. The City will need to purchase the conduit for the lights.
2. **Parks – Joan Bender** – Joan asked for an update as to when the new restroom will be here. Mayor Brown said it is to be delivered mid-October.
3. **Pool & Cemetery – Jennifer Anderson** – No report
4. **Water & Sewer – David Cada** – No report
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** –David added to what he was telling council last week regarding the railroad. The WIM would like to possibly have a passenger car for excursions.
7. **Maintenance – Brennan Pollock** – Absent
8. **Clerk – Harmony Nowack** – Handed out FY 21-22 Annual Audits to council. Mayor Brown and Harmony attended the LHTAC Grants workshop. Grants all due by end of the year. Would like council and mayor to review the Transportation Plan and advise as to what grants the City should apply for.



Public Comment: No public comment

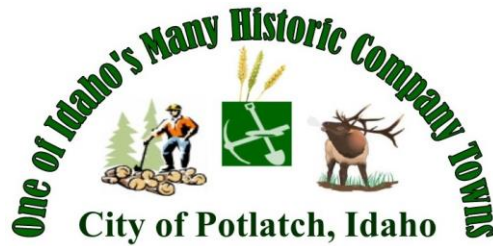
Martin Anderson made a motion to adjourn the regular meeting, Joan Bender seconded the motion. The meeting was adjourned at 8:23 p.m.

_____ David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, October 23, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

November 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, Jennifer Anderson, Martin Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests: Christina Mangiapani

NEW BUSINESS:

Joan Bender said the invocation Prayer.

- 1. CONSENT AGENDA:** *Dave 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 October 9, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Joan Bender, yes

2. CHRISTINA MANGIAPANI – BROADBAND

Christina presented the council with the Broadband Coalition 2023 year-end update. Included in the packet was the draft Memorandum of Understanding that she will be distribute in the upcoming months to towns as the elected officials change. The current provider in Potlatch is contesting Potlatch's involvement in the Coalition. The current fiber line in town was to be open access but they are only allowing one provider. A separate line from Moscow via Viola could come to Potlatch and be an open line for all those not serviced by the current provider.



3. LHTAC NOFO DISCUSSION – Sidewalks/Paving/Signs

Keller Engineering met with Mayor Brown and Harmony Nowack, clerk, last Monday to discuss upcoming funding from LHTAC for paving and sidewalks. Keller believes Potlatch is a good candidate for three of the open grants: Child Pedestrian Safety, grant award of \$250,000.00 (0% match) which provides sidewalks; LRHIP, award of \$100,000.00 (0% match) that could go toward paving; Transportation Alternatives Program, award max of \$500,000.00 (7.34% match) which could go toward sidewalks with construction to begin in 2025. David Cada stated that the south side of 6th Street going up the hill from Pine St. is the last sidewalk to complete sidewalks on 6th Street. There is a lot of public support for this sidewalk from businesses along the south side of 6th Street.

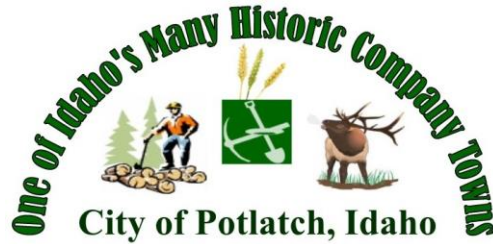
Jennifer Anderson motion for the City to apply for the Child Pedestrian Safety grant thru LHTAC for sidewalks on the south side of 6th Street from Pine Street to the edge of the school ballfield or as far as we could go. Joan Bender seconded the motion. The motion was approved with all ayes.

4. WELL STUDY UPDATE

The recommendation from Dale Rolston is to drill a new well near the Ridge Well. Drilling at the Reservoir could have a negative impact to nearby residential wells. If the town intends to grow, more water will be needed. A new well near the Ridge Well could produce more water possibly from a different source than the current well. Dale believes the City must go west to find more water.

REPORTS:

1. **Mayor – David Brown** – The new bathroom for Scenic 6 Park arrived on November 1st. It was quickly discovered the plumbing was wrong. Plumbers have fixed the issue. CTX will be sending a crane and workers back on November 21st to place the restroom. Mayor Brown is working with the plumber to help cover the cost of sending the crane back. Part of the cost will come from what is left of the City's match.



2. **Parks – Joan Bender** – No report. Harmony, clerk mentioned that a resident from the Y had stopped in earlier in the week asking if the City would consider putting in a dog park for off leash dog recreation at the park. Joan said this is something that she and Parks Director, Karin have discussed.
3. **Pool & Cemetery – Jennifer Anderson** – No report
4. **Water & Sewer – David Cada** – No report
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** –No report
7. **Maintenance – Brennan Pollock** – Sewer line for the new development east of the City Pool will be going in soon. Brennan spoke with KME, they will be sending a quote to pull the pump and clean the Ballfield Well. Overhead Door stopped in to inspect the shop door, they will be sending a quote.
8. **Clerk – Harmony Nowack** – Harmony is working with IRWA and DEQ to complete a Source Water Protection Plan. End of the year SCO reporting has been completed and submitted.

Public Comment: Shan and Racheal Hemphill attended the meeting tonight to request and support sidewalks on the south side of 6th Street. Matt Taylor had concerns about where grant money comes from and how it is used.

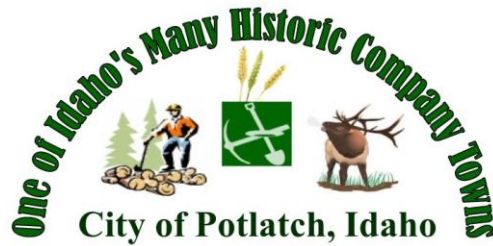
Martin Anderson made a motion to adjourn the regular meeting, Joan Bender seconded the motion. The meeting was adjourned at 8:29 p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, October 23, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

December 11, 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, Jennifer Anderson, Martin Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, City Clerk-Treasurer.

Guests: Molly Clark

NEW BUSINESS:

Joan Bender said the invocation Prayer.

- 1. CONSENT AGENDA:** *Jennifer Anderson 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 November 13, 2023 City Council meeting, the City of Potlatch bills and payroll.*

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

Jennifer Anderson, yes

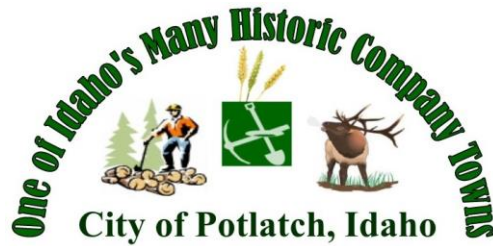
David Cada, yes

Martin Anderson, yes

Joan Bender, yes

2. MOLLY CLARK – GARDEN DAYCARE USE OF LION’S PARK IN SUMMER

Molly is the owner/manager of The Garden Daycare in Potlatch. She is currently at capacity in the space she rents for the daycare. She is looking for an outdoor space to hold a “summer camp” for preschooler and school age children this summer. Molly is asking for City Council’s permission to use Lion’s Park this coming summer. There would be a maximum of 24 kids with at least 3 teachers at the park. She would work around already scheduled events like Return to Riverside. Dave Cada asked about insurance, Molly said she is insured and would add the city park to the insurance plan. Molly will draft up a plan for



the use of the park and keep the City involved in all the planning. Molly also asked if the City has a building within walking distance of the daycare in case the kids would need to be inside due to heat or smoke in the summer. The VFW hall or the Depot could be available for this use.

Martin Anderson motioned that Molly Clark could use the Lion's Park this coming summer for her daycare/summer camp. Joan Bender seconded the motion. The motion was approved with all ayes.

3. REVIEW UPCOMING MEETING DATES

Clerk, Harmony Nowack needs to put together the yearly calendar of Council Meeting dates. There are meetings that conflict with holidays: May 27, 2024, Memorial Day; November 11, 2024, Veterans Day. Also, Harmony requested permission to cancel the next Council Meeting this month as it falls on Christmas day.

Joan Bender motioned to cancel conflicting meeting dates for 2024 and for Dec. 25, 2023. Jennifer Anderson seconded the motion. The motion was approved with all ayes.

4. RENEW LEASES

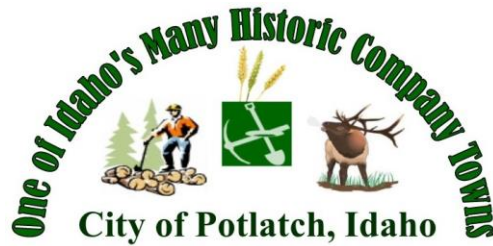
Leases on City Hall office spaces are set to renew January 1st. Council would like to increase rent by 3%. New lessee in room 204 would like to make some improvements on the floor in that room, either change out the carpet or refinish the floors at her expense. Council is ok with these improvements.

Joan Bender motioned to increase rent by 3% on leases starting January 1st. Martin Anderson seconded the motion. The motion passed with all ayes

Jennifer Anderson motioned to let the lessee in room 204 make improvements to the flooring at her expense. Joan Bender seconded the motion and the motion passed with all ayes.

5. CITY HALL IMPROVEMENTS

The office of the Mayor and Clerk is in need of new flooring, either new carpet or possibly wood flooring to match the rest of the first floor. Three of the upstairs offices still have the



original windows. These windows need to be updated. Martin Anderson asked for quotes on this work.

Issue tabled until quotes for proposed work can be obtained.

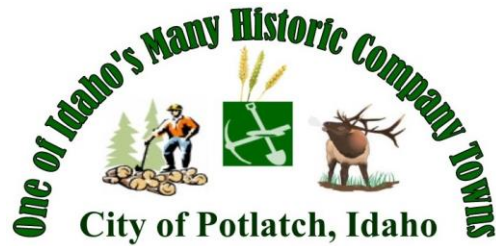
6. STAFF BONUS

Mayor Brown asked Council if they would like to give City staff a holiday bonus this year.

Joan Bender motioned to give staff a \$100 holiday bonus. Martin Anderson seconded the motion. The motion passed with all ayes.

REPORTS:

1. **Mayor – David Brown** – The 28th Annual Lighted Christmas Parade was a success this year. The Latah County Commissioners were here to judge the parade entrants. They told Mayor Brown they will be putting on a Mayor's Roundtable soon to discuss affordable housing. Source Electric and Unlimited are working on getting the new restrooms hooked up to electricity and plumbing this week.
2. **Parks – Joan Bender** – Joan spoke with Karin, Parks Director, this week. Karin has concerns that the walking path at Scenic 6 Park is heaving in places. Joan asked that the city keep an eye on it.
3. **Pool & Cemetery – Jennifer Anderson** – No report
4. **Water & Sewer – David Cada** – Dave asked if Mayor Brown had heard anything more from Dale Rolston. Mayor Brown said the well study is done now and Dale believes the best place to drill for a new well is in the NE corner of the property where the Ridgewell sits.
5. **Streets – Martin Anderson** – Marty was informed that some of the stakes might have been left behind on 10th Street. Asked Brennan to walk the street and see if there are any left that need to be pulled.
6. **Scenic 6 – David Cada** – No report



7. **Maintenance – Brennan Pollock** – No Report
8. **Clerk – Harmony Nowack** – Harmony turned in the Child Pedestrian Safety grant application for sidewalks on 6th Street. Grant awards will be announced in May. The 10th Street Sidewalk Project is completed and has been closed out.
Harmony was asked by Adrianna Cardoso of IRWA to put together a Planning Team for the Source Water Protection Plan. Adrianna will come to Potlatch the week of January 8th to meet with the planning team and start working on the SWP Plan.

Public Comment: Tess and Andy Fry attended the meeting tonight to ask permission to hang banners in town celebrating the High School Senior class. They are working with Avista to get permission to use their poles and asked if the City had any brackets that they would be willing to donate to the cause. Brennan stated the City had maybe 20 brackets they could possibly donate. The brackets cost nearly double what the banners cost. Mayor Brown advised Tess to meet with the Recreation District regarding a donation for the brackets. Council all liked the idea of starting a tradition of honoring the Senior Class.

Martin Anderson made a motion to adjourn the regular meeting, Joan Bender seconded the motion. The meeting was adjourned at 8:08 p.m.

_____David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, January 8, 2023.