

Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

January 8, 2024 – 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, Darrell Bostic, Martin Anderson. Also present: Brennan Pollock, Maintenance and Harmony Nowack, Clerk-Treasurer.

Absent: Jennifer Anderson

Guests: George Aquaro

NEW BUSINESS:

Joan Bender said the invocation Prayer.

Pledge of Allegiance

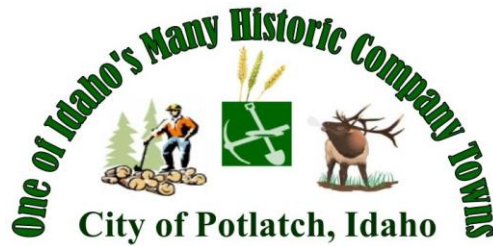
1. AMEND AGENDA TO ADD KME QUOTE FOR BALLFIELD WELL

David Cada motioned to amend the agenda, Joan Bender seconded the motion. The motion was approved with all ayes.

2. SWEAR IN NEW COUNCIL MEMBERS AND MAYOR

Harmony Nowack, Clerk-Treasurer, read the Oath of Office for Darrell Bostic and David Brown. Darrell was sworn into the City Council and David Brown as Mayor. Jennifer Anderson was absent and will be sworn in at the next meeting. Darrell was congratulated and welcomed to the Council by Mayor Brown. David Cada asked Darrell if he would be willing to say the invocation at the start of each meeting. Darrell said he would be honored to do this.

3. 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 11, 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:

David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes

4. VOTE FOR COUNCIL PRESIDENT

Martin Anderson nominated David Cada to remain as Council President.

Martin Anderson motioned for David Cada to continue on as Council President.

Darrell Bostic seconded the motion. The motion was approved with all ayes.

5. GEORGE AQUARO – 875 8TH STREET – CUP FOR CHURCH

George Aquaro is looking for a home for his church. He is Priest at the Orthodox Church currently renting a space in Pullman. They are considering buying 875 8th Street in Potlatch and doing work on the shop currently located at the property so that it is up to code for a gathering. At a later point they would like to build a church building on the property. George will be talking with the county building inspector regarding what needs to be done and what they occupancy would be. David Cada asked what the congregation size is, George said between 70-100 members and growing. George picked up a Conditional Use Permit application from the city clerk and will be presenting all the information he has acquired to the leaders of the church to make the final decision.

No action taken – discussion only.

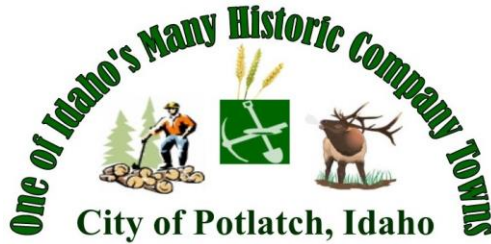
6. RESOLUTION 2024-1-8 - BROADBAND

Resolution No. 2024-1-8 is in its entirety on file in the City's Resolution File.

Resolution No. 2024-1-8 was introduced by Councilman Martin Anderson who moved for its adoption. Seconded by Councilman Darrell Bostic and approved with a Roll Call vote:

David Cada, yes

Martin Anderson, yes



Darrell Bostic, yes

Mayor Brown declared Resolution No. 2024-1-8 duly approved and adopted.

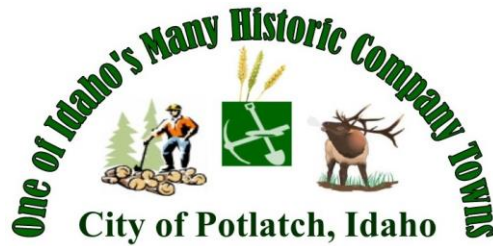
7. KME QUOTE – BALLFIELD WELL PUMP REPAIRS

The pump has gone out at the Ballfield Well. Also, during a recent camera scope of the well there was debris the camera was not able to pass. The current pump is sized for 37 gallons/minute which is too big for the well as it only pumps 17-18g/m. KME would like to pull the pump and wait a week then camera to see what is going on and if cleaning or repairs need to be done. Then they will re-size for a new pump. This work was quoted at \$18,452.50.

David Cada motioned to accept the quote for work on the Ballfield Well. Martin Anderson seconded the motion and the motion passed with all ayes.

REPORTS:

1. **Mayor – David Brown** – No report
2. **Parks – Jennifer Anderson**– Absent
3. **Pool & Cemetery – Jennifer Anderson** – No report
4. **Water & Sewer – David Cada** – David gave a short report on the Onaway Basalts which are located under Potlatch and where our water comes from. This aquifer is completely independent of any other town and because of that Potlatch should not fear running out of water.
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** –No report



7. **Maintenance – Brennan Pollock** – New RV spots did not have meters installed. These will need to be put in. Brennan will talk with Nick from Avista about placement of lights between the new restrooms and the gazebo.
8. **Clerk – Harmony Nowack** – No report

Public Comment: No public comment

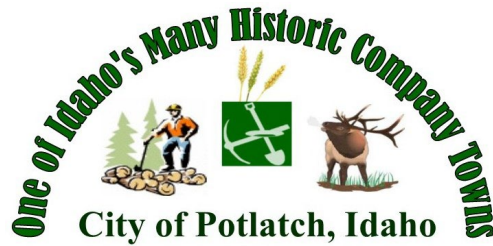
Martin Anderson made a motion to adjourn the regular meeting, David Cada seconded the motion. The meeting was adjourned at 8:36p.m.

_____David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

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



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

January 22, 2024 – 7:00 p.m.

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

Guests: Tina Delph

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. SWEAR IN JENNIFER ANDERSON TO COUNCIL

Harmony Nowack, Clerk-Treasurer, read the Oath of Office for Jennifer Anderson. Jennifer was sworn into the City Council and was congratulated and welcomed to the Council by Mayor Brown.

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 January 8, 2024 City Council meeting, the City of Potlatch bills and payroll.*

Darrell Bostic seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes



3. TINA DELPH – STOP SIGNS

Tina's husband was recently in an accident at Larch and 7th Street. This intersection is what is known as an "uncontrolled intersection" meaning there are no stop or yield signs. Due to the snow and slick conditions on the road the other car was unable to slow down to a stop and the Delph's car was totaled. Most citizens treat the named streets as the main through streets and those travelling on the numbered streets should yield at the named streets. However, not everyone treats the streets this way and it would be helpful to have signage. Tina asked Council what the process is to get signs installed. Mayor Brown said this is the way to start the process. Martin Anderson asked how many extra signs we have in our inventory. Brennan, Maintenance, said he will check. Brennan thinks we will need to install around 20 signs to have all intersections controlled. Mayor Brown would like to identify what streets are currently most in need of signs and we can install signs we have in stock now. We can then apply for the sign grant at the end of the year from LHTAC for the rest of the signs and to replenish our stock. Jennifer Anderson agreed this is necessary for safety.

No action taken – City will decide where to place current signs and will apply for the appropriate grant when available.

4. APPROVE LIQUOR LICENSES

The following liquor licenses need approval from Council before being issued:

- Four Star Supply Co. INC
- Harvest Foods
- Red Fir Coffee House
- Codi Jo's Wagon Wheel

David Cada motioned to renew liquor licenses for Four Star Supply Co. INC, Harvest Foods, Red Fir Coffee House, and Codi Jo's Wagon Wheel. Jennifer Anderson seconded the motion and the motion passed with all ayes.



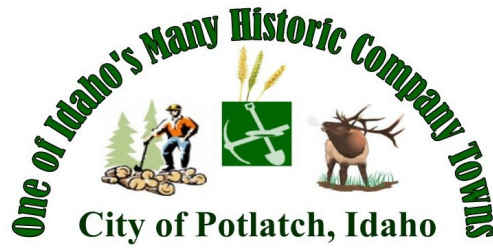
5. KME QUOTE FOR BALLFIELD WELL REVISITED

Mayor Brown talked with City Engineer, Tom Moore, regarding the work needed for the Ballfield Well. Tom suggested we hold off for now as the well is not needed at this time and the City is looking into drilling a new well. He would like to do some tests at the reservoir to see if the well is needed this summer and if so, we can have the work done then.

David Cada motioned to wait until summer to work on the Ballfield Well. Darrell Bostic seconded the motion and the motion passed with all ayes.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown attended the Commissioners meeting with Sunshine Disposal and stated that Sunshine is working on setting up a phone tree to let customers know if there will be any delays in service or any other service issues. Mayor Brown met with City Engineer, Tom Moore and Latah County grants specialist, Christina Mangiapani, regarding the proposed regional sewer district project. Mayor Brown would like to set up a meeting with the regional sewer district partners, Tom Moore, Christina Mangiapani, Tony Tenne from Commerce and someone from DEQ to talk about funding for a project like this.
2. **Parks – Jennifer Anderson**– No report
3. **Pool & Cemetery – Darrell Bostic** – No report. Mayor Brown said we need to start advertising for operators and lifeguards and be thinking about ways to fundraise for the pool. David Cada stated that the community donated to build the pool in the 50's and he thinks they will do so again.
4. **Water & Sewer – David Cada** – No report
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** –No report



7. **Maintenance – Brennan Pollock – No report**

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

Public Comment: No public comment

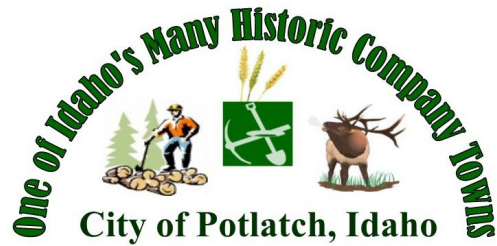
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:05p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

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



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

February 12, 2024 – 7:00 p.m.

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

Guests: Steve Normington

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

- 1. CONSENT AGENDA:** *Darrell Bostic 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 8, 2024 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

Darrell Bostic, yes

- 2. P&Z RECOMMENDATION OF ANNEXATION OF PARCEL #RP41N04W066756**

Mayor Brown summarized the minutes from Planning and Zoning's public hearing on February 8, 2024. Planning and Zoning recommended the annexation of parcel



#RP1N04W066756 into the City of Potlatch with a zoning of single family residential. Martin Anderson asked if the Elk River Enterprises would be doing the building or just infrastructure. Steve Normington said they were just doing the infrastructure, including the road, then would be dividing and selling off the lots.

David Cada motioned to approve annexation of parcel #RP41N04W066756 with a zoning of single family residential. Martin Anderson seconded the motion and the motion passed with a roll call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes

3. REVIEW AND APPROVE ATTORNEY CONTRACT FOR SERVICES

Council reviewed the attorneys' contract for services.

David Cada motioned to renew the attorney contract for services. Jennifer Anderson seconded the motion and the motion passed with a roll call vote:

Jennifer Anderson, yes

David Cada, yes

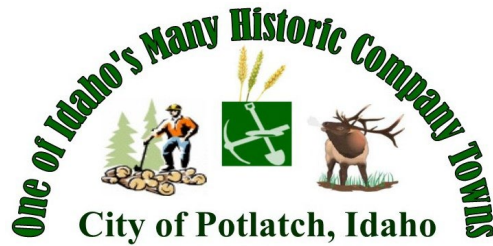
Martin Anderson, yes

Darrell Bostic, yes

REPORTS:

1. **Mayor – David Brown** – Mayor Brown met with David Cada, Dale Rolston and Tom Moore to discuss placement of a new well. Five locations were identified, the ridge, reservoir, Swensen Park, south of Hwy 6 on the east of town and Lion's Park. There was an old well at Lion's Park that was shut down years ago but it is unknown why. David Cada said in the early nineteen-teens there was temporary housing in the park and he believes that might have been when that well was drilled.

Christina Mangiapani is planning a regional sewer meeting at the end of the month.



2. **Parks – Jennifer Anderson**– No report
3. **Pool & Cemetery – Darrell Bostic** – Darrell took a walk around the pool he thinks the building could do with a new coat of paint this spring. Mayor Brown mentioned that he would like to do a fundraiser for the pool, perhaps a luau, to raise money for much needed upgrades to the pool.
4. **Water & Sewer – David Cada** – David said Dale Rolston will be giving us a report explaining the process for obtaining a new well. Dale’s preferred placement of a new well would be at the ridge by the Ridge Well.
5. **Streets – Martin Anderson** – No report
6. **Scenic 6 – David Cada** –No report
7. **Maintenance – Brennan Pollock** – Phil with KME will be out soon to pull the pump, camera, resize pump and do any needed repairs for the Ballfield Well.
8. **Clerk – Harmony Nowack** – Harmony invited council to sign up for AIC Spring district meeting on April 17 and Inland Northwest Partners event on March 6.

Public Comment: No public comment

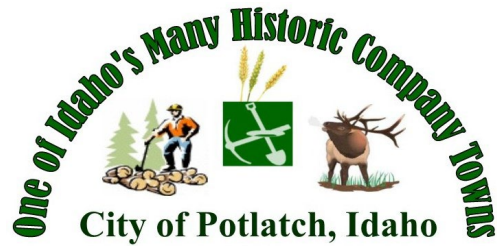
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:30p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

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



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

March 11, 2024 – 7:00 p.m.

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

Guests: Austin Suchoski

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

- 1. CONSENT AGENDA:** *Darrell Bostic 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 12, 2024 City Council meeting, the City of Potlatch bills and payroll.*

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

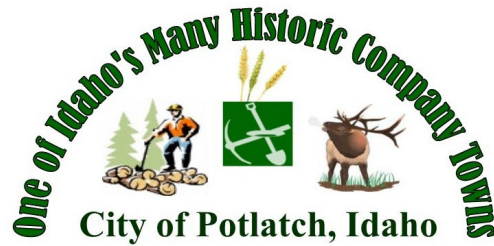
David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes

- 2. ORDINANCE NO. 527 – ELK RIVER ENTERPRISES, LLC - ANNEXATION**

Mayor Brown entertained a motion that the rules be suspended and the proposed ordinance pass it's first reading by title only.



David Cada motioned that the rules be suspended and the proposed ordinance pass by its first reading by title only. Martin Anderson seconded the motion and the motion passed with a roll call vote:

David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes

No discussion. 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 and summary approved.

Martin Anderson motioned that Ordinance 527 be formally adopted. David Cada seconded the motion and the motion passed with a roll call vote:

David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes

3. AUSTIN SUCHOSKI – PORTA-POTTY & SEPTIC DUMPING

Austin Suchoski presented his business plan to the council. He is looking to be another vender in the area surrounding St. Maries to Emida, Tensed, Plummer and Potlatch. The porta-potties are all new, grey in color and are newly designed to help neutralize smells. ADA and handwashing stations will also be available. He has two 700g pump trucks and 150-200 porta-potties, each has 5 gallons of waste pumped every 1-2weeks. Austin estimates he will be dumping up to 1000g a week. Down the road he would like to also do septic pumping. Austin would like council approval to sign an agreement to dump in the City of Potlatch system . Council had some questions as to what chemicals would be used and if they would affect our system. Austin agreed to supply that information to City clerk and the City clerk will check with City Engineer, Tom Moore, for his advice.

David Cada motioned to make an agreement for dumping on the condition that City Engineer approves of chemicals used. Martin Anderson seconded the motion and the motion passed with all ayes.

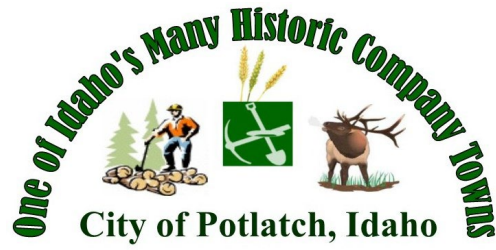


REPORTS:

1. **Parks – Jennifer Anderson**– Absent
2. **Pool & Cemetery – Darrell Bostic** – Darrell would like to have a tour of the pool with Brennan or Mayor Brown.
3. **Water & Sewer – David Cada** – David summarized Dale Rolston’s final well report. Dale thinks we should dig test wells to see where there is the best water production. This however is very costly and the City may only be able to do one. David reminded the Council about how good our water is here as it is not surface water but water from the melted ice caps that is around 25,000 years old.
4. **Streets – Martin Anderson** – No report
5. **Scenic 6 – David Cada** – The Scenic 6 group will use its 501c3 will help with grant support for the American Legion at the Log Cabin.
6. **Mayor – David Brown** – Mayor Brown would like to have a Veterans Memorial mausoleum wall at the Potlatch Cemetery for the ashes of Veterans and their spouses. The local VFW and American Legion would work with the City to come up with a plan to do this if Council is ok with that. Council agreed that they thought this would be a good idea. Mayor Brown will take this back to the VFW and American Legion groups.
7. **Maintenance – Brennan Pollock** – Absent
8. **Clerk – Harmony Nowack** – Local artist Wendy Schmidt and Margaret Keefe are interested in doing a mural in town. Harmony asked if council would be interested in having them submit a design for a possible mural on the new restrooms. Council said yes, David Cada would especially like something historical.

Public Comment: No public comment

Martin Anderson made a motion to adjourn the regular meeting, David Cada seconded the motion. The meeting was adjourned at 8:55p.m.

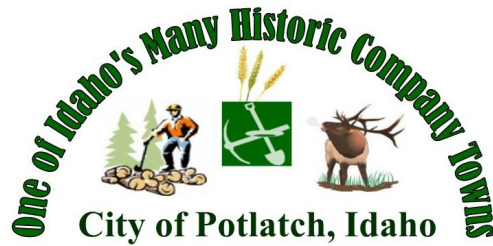


David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, March 25, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

March 25, 2024 – 7:00 p.m.

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

Guests: Chris Middleton -ABSENT

Elk River Enterprises- Curtis McLam and Steve Normington

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 11, 2024 City Council meeting, City of Potlatch bills and payroll.

Jennifer Anderson made a motion to approve the Consent Agenda, David Cada seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

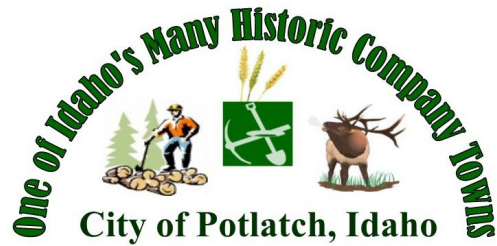
David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes

2. CHRIS MIDDLETON (RUNNING FOR LATAH COUNTY SHERIFF)

Absent.



3. P&Z RECOMMENDATION FOR ELK RIVER ENTERPRISE PUD

No members of Planning and Zoning were present at the Council Meeting, however Mayor Brown and David Cada had attended the Planning and Zoning meeting and stated that Planning and Zoning had approved the PUD for Elk River Enterprises' Ponderosa Estates with the following conditions, review of the development agreement, HOA's/CC&Rs and the final plat. All items have been submitted to Planning and Zoning. Curt McLam of Elk River Enterprises gave a brief overview of the PUD for the Council.

Martin Anderson motioned to accept the recommendation by Planning and Zoning to approve the Planned Unit Development for Elk River Enterprise, LLC for the Ponderosa Estates. Darrell Bostic seconded the motion and the motion passed with all ayes.

4. DEVELOPMENT AGREEMENT APPROVAL

Mayor Brown introduced the Development Agreement for the Ponderosa Estates drawn up by City Attorney, Will Herrington with the help of City Engineer, Tom Moore.

Martin Anderson motioned to accept the Development Agreement, David Cada seconded the motion and the motion passed with all ayes.

5. PLAT REVIEW/APPROVAL FOR PONDEROSA ESTATES

Curt McLam walked Council through the plat for the Ponderosa Estates off of South Ponderosa Drive. He said there would be one change to the current plat as they have given the neighbor at 715 Ponderosa Dr South an easement to use the private drive in order to get to their shop. This easement will be shown on the final plat which will be presented to Council when it is drawn up.

Jennifer Anderson made a motion to approve the plat for the Ponderosa Estates, Darrell Bostic seconded the motion. The motion was approved with a Roll Call vote:

Darrell Bostic, yes

Martin Anderson, yes

David Cada, yes

Jennifer Anderson, yes

6. P&Z COMPENSATION

Mayor Brown would like to compensate Planning and Zoning per meeting attended. Council had a brief discussion on what the compensation rate should be.



David Cada motioned to compensate Planning and Zoning \$25.00 per meeting, Martin Anderson seconded the motion and the motion passed with all ayes.

7. AMEND ORDINANCE NO. 527

Ordinance No. 527 was approved at the Council Meeting on March 11, 2024. Shortly after that meeting, City Attorney, Will Herrington, spoke with Mayor Brown that we would need to annex in Highway 6 as to connect the property to city property on the north side of the highway. Mayor Brown spoke with ITD and Hodge & Associates provided the City with a new legal description that includes the highway. Mr. Herrington advised that we amend Ord. No. 527 and he created a new Ordinance, Ord No. 528 amending the legal description for the annexation.

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 the proposed ordinance pass by its first reading by title only. Jennifer Anderson seconded the motion and the motion passed with a roll call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes

No discussion. 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 and the summary approved.

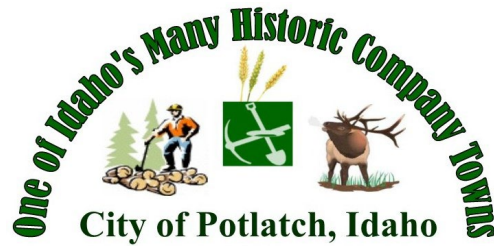
David Cada motioned that Ordinance 528 be formally adopted. Darrell Bostic seconded the motion and the motion passed with a roll call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes



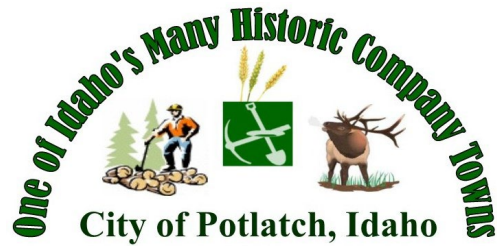
8. PAVING 9TH & SPRUCE

The City has budgeted for \$50,000.00 in street maintenance and repairs. There is around \$40,000 left in the budget and a portion of this will go to street paving this summer. Mayor Brown would like to have Spruce Street from 9th to 10th paved on the west side. The street was not paved properly after the sewer project and this has made the street very narrow and caused parking problems particularly on the west side of the street. Poe has given a quote of \$25,400 for this project. Mayor Brown asked council if there were any other streets they would like to see paved. They all agreed Spruce was in most need of maintenance.

David Cada motioned to pave the west side of Spruce street from 9th to 10th, Martin Anderson seconded the motion and the motion passed with all ayes.

REPORTS:

1. **Parks – Jennifer Anderson**– No report
2. **Pool & Cemetery – Darrell Bostic** – Darrell toured the pool with Mayor Brown. Lots of work needs to be done. Darrell would like to see a new coat of paint on the building and would like to donate a roll up door that could be used to secure the office/concessions area.
3. **Water & Sewer – David Cada** – David talked about how good our water is here in Potlatch due to the clay in the ground and how it filters contaminants out of the ground water. David maintains that our water is better than any water you could buy in a plastic bottle.
4. **Streets – Martin Anderson** – No report
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – The American Legion is removing the old commercial cook stove from the Log Cabin. Mayor Brown would like to put it in the park near the pickleball courts and build a shelter around it with seating for the community to use. He would like to start small and make it bigger as needed. Community members wanting to use the stove would have to bring their own propane. Council liked this idea. Mayor Brown will keep Council updated on the topic.



7. **Maintenance – Brennan Pollock** – Liquid Engineering was here last week to clean and check the reservoir. There were no issues with the reservoir.
8. **Clerk – Harmony Nowack** – No report

Public Comment: No public comment

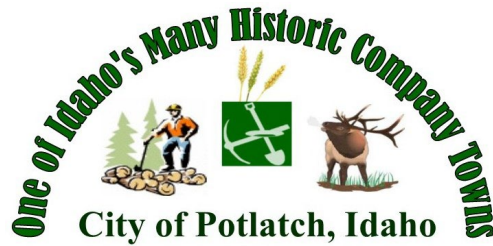
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:47p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

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



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

April 8, 2024 – 7:00 p.m.

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

Guests: Richard Skiles

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Richard Skiles*

NEW BUSINESS:

1. 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 25, 2024 City Council meeting, City of Potlatch bills and payroll.

David Cada made a motion to approve the Consent Agenda, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

2. TOM MOORE – CONTRACT FOR WASTEWATER FACILITY PLAN

Council reviewed Tom Moore's contract for the Wastewater Facility Plan under Tom's new PLLC. Will Herrington, City Attorney, has yet to review contract.



David Cada motioned for approval of the Contract for Wastewater Facility Plan upon City Attorney, Will Herrington's, approval. Martin Anderson seconded and the motion was approved with a Roll Call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

3. FAIR HOUSING PROCLAMATION

Mayor Brown introduced the Fair Housing Proclamation.

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

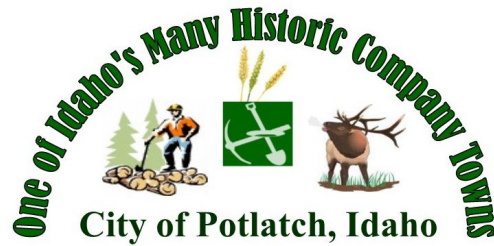
4. RECONSIDER P&Z COMPENSATION

David Cada was concerned that he made the motion at the Council Meeting on March 25th concerning P&Z compensation as his wife is on the P&Z committee. He feels this is a conflict of interest and that he should not have made the motion or voted concerning this matter. He is asking for Council to make the decision again without his input or vote. Martin Anderson stated that the issue would need to be tabled as there is not a quorum to vote on it tonight if David is not voting. P&Z compensation will be placed on the next City Council Agenda.

Issue tabled.

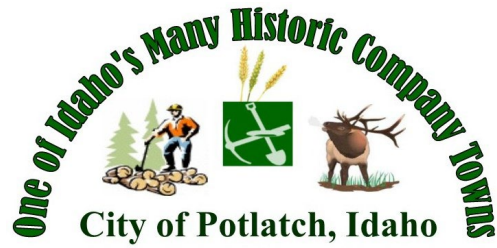
REPORTS:

- 1. Parks – Jennifer Anderson**– City received the Arbor Day Grant for \$350.00 to plant trees in the park.
- 2. Pool & Cemetery – Darrell Bostic** – ABSENT
- 3. Water & Sewer – David Cada** – David has been doing more research on the clay in the soil around Potlatch. David recommends all to watch a Nick on the Rock PBS special regarding the clay overlaying the basalt in the Palouse.



4. **Streets – Martin Anderson** – Martin asked if the street sweeper was ready to go. Brennan said the sweeper on the passenger side is still not working. He is not sure if it is electrical or a hydraulic issue.
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – Mayor Brown got a quote from Hold ‘Em Fencing for fencing at the Ridgewell. The quote was for \$32,340.00 including all supplies. The City has a grant to pave a parking spot put in a culvert and fence 50’ around the well. The grant is for \$24,000 for paving, culvert and supplies with the city maintenance doing the fencing work with fencing the city already has. Mayor Brown want the Council to think about having Hold ‘Em Fencing do the fencing work. Martin asked if there was anyone else to give a bid. He knows a company in Colfax and will ask them for a quote.
Mayor Brown found a 12x14’ gazebo with a slopped roof for \$3000.00 at Costco. He thinks this would be a good shelter for the cookstove from the Log Cabin to go in.
7. **Maintenance – Brennan Pollock** – KME will be here on Thursday to camera the Ballfield Well. Phil, from KME, thinks if we resize the motor and casing we could get more water (gallons/minute) from the well.
8. **Clerk – Harmony Nowack** – No report

Public Comment: Sheriff Richard Skiles attended the meeting tonight to let Council know that he will be running for a 3rd term as Latah County Sheriff. He wanted to make sure the City is happy with the service the Sheriff’s office is administering and if the council had any suggestions. Mayor Brown asked that more tickets be written for speeding through town. Sheriff Skiles said they could place the speed signs back up and increase their traffic time. Mayor Brown also asked about code enforcement. Sheriff Skiles said this was an issue they were working on and that he could have the deputies stop into City Hall more often to check on code complaints.



Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 9:05p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

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



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

April 22, 2024 – 7:00 p.m.

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

Guests:

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 8, 2024 City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

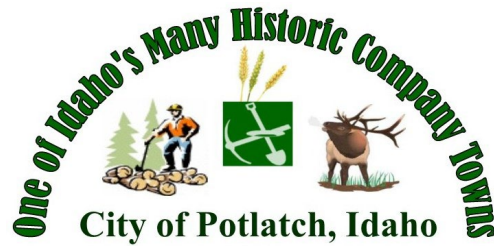
David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes

2. PLANNING AND ZONING COMPENSATION

David Cada reiterated his concern that he made the motion at the Council Meeting on March 25th concerning P&Z compensation as his wife is on the P&Z committee. He feels this is a conflict of interest and that he should not have made the motion or voted on this issue. He is asking for Council to make the decision and he will abstain from the vote.



Jennifer Anderson motioned to compensate Planning and Zoning \$25 for each public hearing attended. Darrell Bostic seconded the motion, and the motion was passed with all ayes:

Jennifer Anderson, yes

Martin Anderson, yes

Darrell Bostic, yes

David Cada: abstain

3. START BIDDING PROCESS FOR POOL

Mayor Brown has received a quote from one company regarding pool repairs. The City will be applying for a Commerce Block Grant for the pool repairs, this grant requires three quotes or bids for any work above \$25,000.00. Mayor Brown would like to start the process to get two more bids by putting out a request for proposal (RFP).

Darrell Bostic motioned for the city to put out and RFP for the pool repairs, Jennifer Anderson seconded the motion. The motion was approved with all ayes.

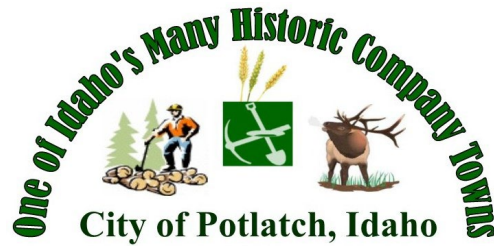
4. SCHOOL DISTRICT – CHARGING ADMISSIONS AT THE CITY BALLFIELD

Janet Avery, Potlatch School District Superintendent, reached out to Mayor Brown earlier this month asking for permission to charge a gate fee for baseball/softball games at the ballfields located at Scenic 6 Park. This year the school will be charging a gate fee for baseball games held at the Jr/Sr High School field and would like to charge for games held at the ballfield in the City park.

David Cada motioned to allow Potlatch School District to charge admissions at the Scenic 6 Ballfield for school sponsored games. Jennifer Anderson seconded the motion, the motion passed with all ayes.

REPORTS:

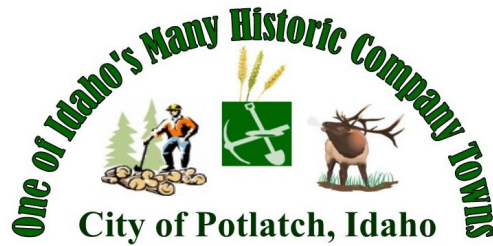
- 1. Parks – Jennifer Anderson–** Invasive weeds are spreading into the RV Park from Potlatch TRS' land. It is suspected to be poisonous hemlock. Jennifer asked if the city crews could spray these weeds. Also, there is still an electrical issue in the bath house at the RV Park that needs attention. Clerk, Harmony will call the County Extension regarding the weeds and Source Electric to investigate the electrical issue this week.



2. **Pool & Cemetery – Darrell Bostic** – Darrell asked if it was time for the pool to be drained and cleaned. He noticed large piles of dirt in the parking lot by the pool and would like to see that spread around to improve parking.
3. **Water & Sewer – David Cada** – David asked Clerk, Harmony if the IRWA had sent their report regarding the Source Water Protection Plan. Harmony stated she had not received any reports yet.
4. **Streets – Martin Anderson** – Marty asked if the street sweeper had been repaired. Mayor Brown said that it had been looked at and now we are waiting on parts.
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – Mayor Brown said the VFW/American Legion have decided to keep the stove/grill from the Log Cabin.
7. **Maintenance – Brennan Pollock** – Absent
8. **Clerk – Harmony Nowack** – Rachel Hemphill from The Red Fir Coffee House, called today asking if the crosswalks could be repainted on 6th Street at Pine and Larch as they have faded and she is noticing cars are not slowing down or stopping for folks that are in the crosswalk or waiting to cross.
Harmony informed Council of the new DEQ Lead and Copper Rule that takes effect this year. The City will be sending out a survey to all water customers with instructions on how to test their water lines and report what material their water lines are.

Public Comment:

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.



Darrell Bostic motioned to go into Executive Session, Jennifer Anderson seconded the motion. The motion was approved by a roll call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Darrell Bostic, yes

Council entered Executive Session at 8:08p.m.

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

Council left Executive Session at 8:30p.m.

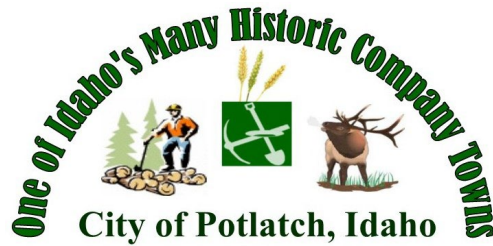
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:31p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, May 13, 2023.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

May 13, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Darrell Bostic. Also present: Harmony Nowack, Clerk-Treasurer. Absent: Jennifer Anderson

Guests: Amy Manning (via zoom)

Greg Stancil

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 22, 2024 City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Dave Cada seconded the motion. The motion was approved with a Roll Call vote:

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

2. AMY MANNING – III-A ANNUAL REPORT

Amy Manning gave the annual benefits report for III-A via Zoom conference call.

3. GREG STANCIL – ST JOE POTTY HUTS – DUMPING



Greg, owner of St Joe Potty Huts, is looking for a place to dump porta-potty waste in our area. Based out of St. Maries, they have had to turn down customers due to not having a place to dump outside of St. Maries.

Marty Anderson motioned to allow St Joe Potty Huts to dump in the City, Darrell Bostic seconded the motion. The motion was approved with all ayes.

4. FENCING AT RIDGEWELL

Completing the fencing at the Ridgewell could cost up to \$30,000.00 more than the City has been awarded through the Source Water Protection Grant. The City has the funds in savings if Council agrees to use this to complete the project. City could cut costs by using old fencing from the park. Mayor Brown is still looking for more quotes. Dave Cada is all for the fence as our water supply is important and needs to be protected.

David Cada motioned to complete the fence. Marty Anderson seconded the motion, the motion passed with all ayes.

5. USE RV PARK FUNDS TO FINISH MILL ST PAVING INTO BACK OF PARK

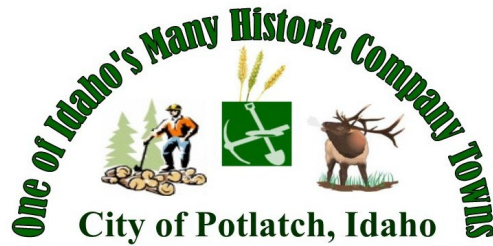
Poe Paving has patched the first part of Mill St and this summer will be paving from the corner on Mill to the back entrance to Scenic 6 Park. Mayor Brown would like to see the section from the patched area to the corner patched or paved as well using RV Park funds to complete this road. He would also like to see the road paved farther into the park to accommodate the new RV sites. Mayor Brown will get a quote from Poe for this work.

Darrell Bostic motioned to pave the section of Mill St from the patched area to the corner. Marty Anderson seconded the motion, the motion passed with all ayes.

6. PAY OFF DEQ SEWER LOAN?

The DEQ Sewer loan balance is \$45,000.00. Mayor Brown asked Council if they would like to pay off this loan then wrap the payments we are currently making on the loan to into the payments on the DEQ Land Application loan. Both loans are interest free.

Council was unanimous that the city did not need to pay off this loan right now as it is interest free.

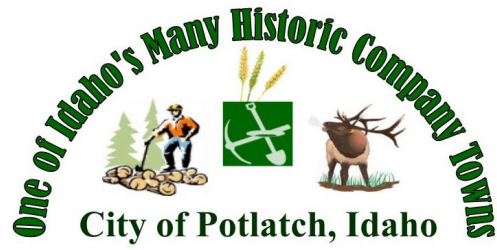


REPORTS:

1. **Parks – Jennifer Anderson**– ABSENT
2. **Pool & Cemetery – Darrell Bostic** – Darrell met with the pool managers. They would like a separate building added on to the pool building to house the chemicals. Darrell and Council agree that framing in and insulating a room inside the boiler room for the chemicals should be sufficient and more cost effective.
3. **Water & Sewer – Dave Cada** – Dave is continuing his research on the geology of our water source. He is interested to see if he can find another place like ours with a reservoir of very old water that is protected by a layer of clay that keeps the contamination low. He has not been able to find such a place and believes we have some of the purest water in the world.
4. **Streets – Marty Anderson** – No report
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – Mayor Brown will be meeting with the railroad on Wednesday to discuss paving Mill St at the railroad tracks and also to ask about ties.
New President of the Lions Club, Dan, is looking for a home for the Lions Club. Mayor Brown mentioned the building behind the Senior Center that the City took possession of a few years ago. The Lion's would have to put in the money and time to fix this building up for their use if they wanted it. Dan will look at it and let us know if he thinks that is feasible.
The street sweeper needs to be taken to the shop in Colfax in order to finish the repairs on the broom. Mayor Brown and Marty will drive it down later this week.
7. **Maintenance – Brennan Pollock** – Absent
8. **Clerk – Harmony Nowack** – No Report

Public Comment:

Martin Anderson made a motion to adjourn the regular meeting, Dave Cada seconded the motion. The meeting was adjourned at 8:38p.m.



David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

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



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

May 24, 2024 – 2:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Darrell Bostic. Also present: Harmony Nowack, Clerk-Treasurer. Absent: Jennifer Anderson

Guests: Tom Moore, City Engineer

Onaway Water & Sewer Board: Mark Hunt, Mike Amos & Ramond Hendershott

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 13, 2024 City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Dave Cada seconded the motion. The motion was approved with a Roll Call vote:

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

2. FINAL PLATT – ELK RIVER ENTERPRISES – PONDEROSA ESTATES

Council inspected final plat.



Marty Anderson made a motion to approve Elk River Enterprises final plat, Dave Cada seconded the motion. The motion was approved with a Roll Call vote:

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

3. REGIONAL SEWER STUDY REVIEW

Mayor Brown went over the minutes from the last North Latah Regional Wastewater shareholders meeting. Legal counsel was present at this meeting to discuss legal options for a regional wastewater processing facility. Two main options were presented; (1) Joint Powers, historically this has not worked for towns in Idaho that have tried this. The Hayden Area Regional Sewer Board is currently trying to unwind this structure; (2) District Formation, this would take judicial action and require petitions, multiply elections, and dissolution of all other districts. Shareholders were asked to present these items at their various board meetings and gather feedback on what each board prefers. After a lengthy conversation and given the current information presented, Council agreed district formation seems like the most beneficial option. Members of the Onaway Water & Sewer Board attended the Council meeting this afternoon and agreed with the Potlatch City Council that District Formation would be the best approach.

Marty Anderson motioned for the formation of a regional sewer district, Darrell Bostic seconded the motion The motion was approved with a Roll Call vote:

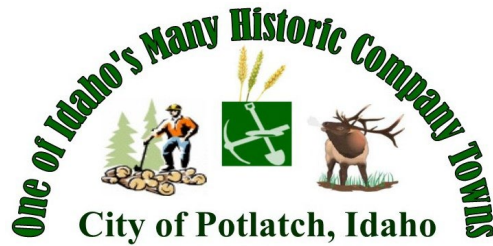
Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes.

REPORTS:

1. **Parks – Jennifer Anderson– ABSENT**
2. **Pool & Cemetery – Darrell Bostic – No Report**
3. **Water & Sewer – Dave Cada – No Report**



4. **Streets – Marty Anderson** – No report
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – Poe will be here next week to start paving Spruce and Mill Streets
7. **Clerk – Harmony Nowack** – No Report

Public Comment:

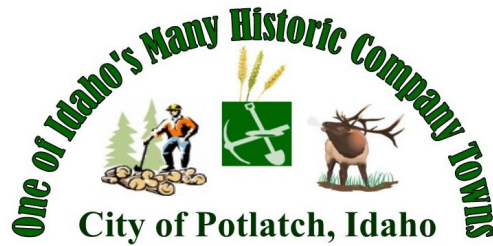
Martin Anderson made a motion to adjourn the regular meeting, Dave Cada seconded the motion. The meeting was adjourned at 4:50p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

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



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

June 10, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Darrell Bostic. Also present: Harmony Nowack, Clerk-Treasurer. Absent: Jennifer Anderson

Guests: Chris Middleton

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. AMEND AGENDA TO ADD RFP ENGINEERING SERVICES

Dave Cada motioned to amend the agenda, Darrell Bostic seconded the motion. The motion was approved with all ayes.

2. 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 27, 2024 City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Dave Cada seconded the motion. The motion was approved with a Roll Call vote:

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes



3. CHRIS MIDDLETON -RUNNING FOR LATAH COUNTY SHERIFF

Chris Middleton is running for Latah County Sheriff and will be on the ballot this November. Chris stated he has a long history with the City of Potlatch from when he was a Latah County Sheriff's Deputy. He has also worked as a State Trooper. He believes law enforcement officers should have a relationship with the town and people. He would like to re-zone the enforcement contracts and have officers more present in town and at City Hall. His goal would be to train all officers in conflict resolution.

4. AMENDED- REVIEW RFP'S FOR ENGINEERING SERVICES

Council reviewed the RFP's from HMH, Keller, and Tom Moore.

Marty Anderson motioned to retain Tom Moore as City Engineer, Darrell Bostic seconded the motion The motion was approved with a Roll Call vote:

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes.

5. RV PARK CAMP HOST JOB OPENING

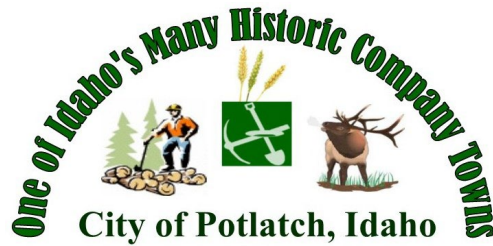
Karin has put in her notice for Camp Host at the RV Park. She will remain in the position until the end of summer. Job will need to be advertised for starting in the CIA/paper. Job description needs to be updated, more duties giving to camp host with stipend to reflect that.

Marty Anderson motioned advertise Camp Host job at \$500.00, Dave Cada seconded the motion The motion was approved with all ayes.

6. LIBRARY LEASE

The City received a letter from the Latah County Library District stating that they would like to negotiate a renewed lease agreement with the City of Potlatch. They sent a draft Memorandum of Understanding (MOU). Council would like a representative of the Library District to come to a council meeting to answer questions the Council has regarding the lease and draft MOU.

Issue tabled until Library District can attend a council meeting.



REPORTS:

1. **Parks – Jennifer Anderson**– ABSENT
2. **Pool & Cemetery – Darrell Bostic** – Darrell had a question from a resident wondering why the local tax payers pay the same price for the pool as non-locals. Money for the pool comes from both the City and Recreation District tax. The Recreation District encompasses a larger area than just the City.
3. **Water & Sewer – Dave Cada** – In his continued research on the water in this region. Dave believes that the Potlatch area was subjected to the Missoula floods and that is the water that sits in the basalts where we get our drinking water.
4. **Streets – Marty Anderson** – Paving is all completed on Spruce St, Mill St, and the parking spaces at the Ridge Well. The Ridgewell still needs curb and fencing
5. **Scenic 6 – David Cada** – Railroad workers were here on the 8th cleaning up the scrap around the track. They are hoping to have an engine here by Potlatch Days.
6. **Mayor – David Brown** – Mayor Brown will call Poe regarding the curb at the Ridge Well. The Ballfield Well was cleaned and is now pumping at 60gpm. This is in contrast to 18-19gpm we were previously getting.
7. **Clerk – Harmony Nowack** – FEMA will be here on the 18th for a final inspection for the bridge project that wrapped up at the start of the pandemic. The final reimbursement for this project was just received as well.

Public Comment:

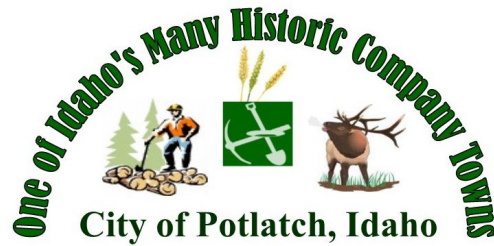
Martin Anderson made a motion to adjourn the regular meeting, Dave Cada seconded the motion. The meeting was adjourned at 8:55p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, June 24, 2024.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

June 24, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Darrell Bostic, Jennifer Anderson. Also present: Harmony Nowack, Clerk-Treasurer.

Guests:

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 10, 2024 City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Dave Cada seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

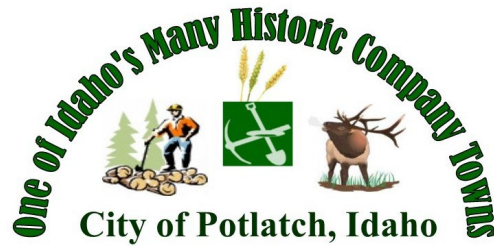
Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

REPORTS:

- 1. Parks – Jennifer Anderson–** Jennifer is worried staff dug too deep around the trees in the park. Mayor Brown said this has all been taken care of and the park will look nice for Potlatch Days.



2. **Pool & Cemetery – Darrell Bostic** – Darrell said the pool is doing great. He will be working on the horseshoe pits at the park.
3. **Water & Sewer – Dave Cada** – Dave asked if the Ballfield well was working. Mayor Brown said we are still waiting on the pump.
4. **Streets – Marty Anderson** – Marty checked on all the streets that were recently paved and said they all looked great.
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – Mayor Brown asked Council if he could budget for a one dollar raise for the full-time employees rather than the standard three percent. The difference would be \$3450. Seasonal and part-time employees would receive a three percent raise. The council agreed that he could budget for that.
Mayor Brown showed the Council the utilities right-of-way permit Genesee is enacting. Mayor Brown would like to have City Attorney, Will Herrington, write up something similar for Potlatch as down the road broadband fiber will be installed underground in every alley in town and it is imperative that we have regulations and fees set up for this.
7. **Clerk – Harmony Nowack** – New account in Council accounts journal for LT RV (Long Term RV's) these will not be billed or paid through the RV Park but to City Hall directly. There will be no long term stays at the Scenic 6 RV Park. The income generated from the long-term stays will not go into the RV account but into this new separate account and will go toward continued improvement at the new long term RV spaces.
Harmony spoke with Curtis Cooper at DEQ regarding the changes to the 2024 Source Water Protection Grant. The paving cost was more than expected when we applied and fencing cannot be done by city staff due to the rocky terrain. Curtis approved the changes and encouraged the City to apply for the 2025 SWP Grant specifically for fencing. 2025 Grant applications are due June 30, 2024.
Harmony handed out a couple example RV ordinances from other towns and asked the council to look them over. Potlatch needs an updated RV ordinance. We will talk more about this at the next meeting.



Public Comment: Tom O'Malley attended the meeting tonight to express his concerns for a proposed Verizon 150' macro tower on Bennett Lumber land in Harvard. The conditional use permit is going before the county planning and zoning for a second hearing tomorrow night (June 25, 2024). He and other neighboring residents to this property have signed a petition. Tom urges the City of Potlatch to have a moratorium on cell towers and wind farms.

Martin Anderson made a motion to adjourn the regular meeting, Dave Cada seconded the motion. The meeting was adjourned at 8:30p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, July 8, 2024.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

July 8, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Darrell Bostic, Jennifer Anderson. Also present: Harmony Nowack, Clerk-Treasurer.

Guests:

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 24, 2024 City Council meeting, City of Potlatch bills and payroll.

Jennifer Anderson made a motion to approve the Consent Agenda, Darrell Bostic seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

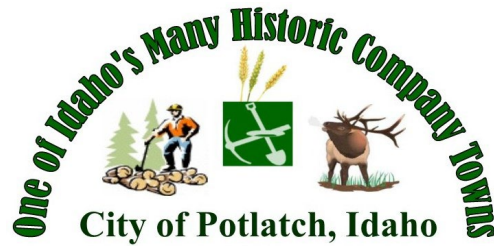
Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

2. PARKING ORDINANCE

The City's parking ordinance is in need of updating. As the City's streets are narrow and there are more RV's, boats, and other recreational vehicles (etc.) being parking on the streets. Section 5-2-3 states that non-motorized vehicles can not be left on the street unless attached to a motor vehicle capable of towing said vehicle. People will do this but will hook their vehicles up to a truck but leave the vehicles past the forty eight (48) hour parking



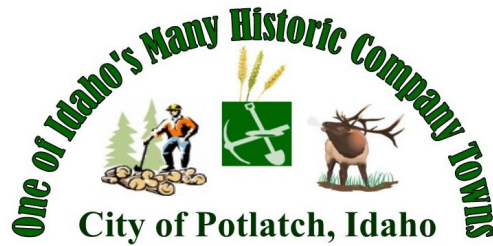
period as stated in Section 5-2-2 of the City Parking Code. Large or oversized vehicles such as trailers, log trucks and RVs are also being parked on the street, these are hard to see around and maneuver snowplows or the street sweeper around. There is no current ordinance regarding oversized vehicles such as this. The question remains, where would these vehicles be parked if they cannot be on the street? Dave Cada said the City used to let them park at the pool or the old mill site would be another area. Neither of these places are secure. OCI Storage at the Y on HWY 95 would be a secure place but comes with a cost.

Darrell Bostic motioned to change the language in the code to remove “unless attached to a motor vehicle capable of towing said trailer, boat or nonmotorized vehicle), Jennifer Anderson seconded the motion. The motion was approved with all ayes.

Jennifer Anderson made a motion to add a section to the parking code limiting oversized vehicles from parking on the street, Darrell Bostic seconded the motion. The motion was approved with all ayes.

REPORTS:

1. **Parks – Jennifer Anderson**– No report
2. **Pool & Cemetery – Darrell Bostic** – Darrell read a letter from Carie, pool manager, with her concerns and celebrations from the pool so far this season. There were some issues with the valves this weekend and the pool drained a couple of times.
3. **Water & Sewer – Dave Cada** – Dave would like a report on reservoir levels this summer with the Ballfield well down. He remembers as a child water being limited in the summer months and is happy to see that we do not have to restrict water usage.
4. **Streets – Marty Anderson** – Marty would like to wait until fall to place sod at the long term RV spots so rain can help with the watering.
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – The City of St. Maries had new, unused kamstup meters for sale. It was a great deal so Mayor Brown got the meters in the sizes the city needed.



7. **Clerk – Harmony Nowack** – Harmony applied for the 2025 round of the DEQ Source Water Protection Grant as advised by DEQ. This will cover the fencing needed at the Ridgewell. The yearly audit will take place this week on the 10th & 11th.

Public Comment: Bridget Bailey attended the meeting with a concern that the pool was going to change the 18 and over lap swim to an all ages lap swim. She is afraid that if all ages were to be allowed in the pool at that time they would not lap swim but mess around. This time is a time for adults to swim and be together where the majority of the day is open swim. Bridget states there are 9 or more adults coming to both morning and evening lap swims.

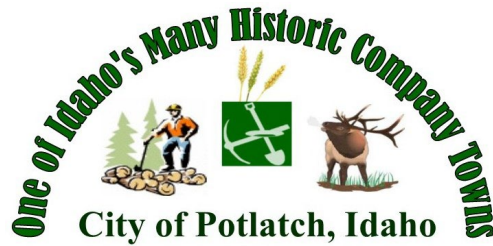
Martin Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 8:20p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, July 22, 2024.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

July 22, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Jennifer Anderson. Also present: Harmony Nowack, Clerk-Treasurer. Absent: Darrell Bostic

Guests: Latah County Library Board Members, April Hernandez & Wayne Schmidt

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

NEW BUSINESS:

1. 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 8, 2024 City Council meeting, City of Potlatch bills and payroll.

Dave Cada made a motion to approve the Consent Agenda, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

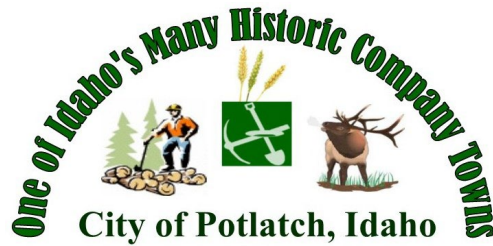
Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

2. LIBRARY BOARD OF TUSTEES – LIBRARY LEASE

Latah County Board President, April Hernandez, and board representative, Wayne Schmidt, attended tonight's council meeting at the request of the city council to discuss the previous library lease which has expired. Mayor Brown stated that the city does not wish to own the building, which the previous lease had stated would happen after twenty years. Mayor Brown said the city would honor the original agreement to provide snow removal, city utilities, and internet access to the building. No lease agreement will be made. The library board will update the MOU at their next board meeting and pass it along to the city for review and approval.



3. ALLOW AUDITORS ACCESS TO BLACK MOUNTAIN SOFTWARE

The auditors were here earlier this month to complete the yearly audit. They requested access to the city's accounting and billing software so they would be able to run reports on their own, saving them and the clerk time when they are working on the audit. Harmony spoke with BMS and this is possible if the council agrees to let them have access.

Marty Anderson motioned to allow the auditors access to Black Mountain Software when completing the yearly audit, Jennifer Anderson seconded the motion. The motion was approved with all ayes.

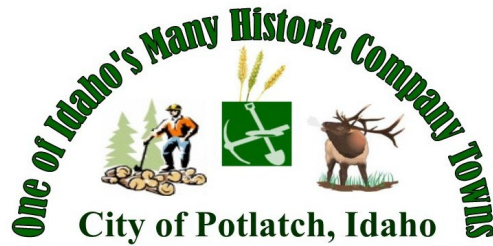
4. BUDGET REVIEW

Council discussed the budget worksheets with Mayor Brown.

Marty Anderson motioned to tentatively approve the FY 2024-2025 budget, Dave Cada seconded the motion. The motion was approved with all ayes.

REPORTS:

1. **Parks – Jennifer Anderson**– No report
2. **Pool & Cemetery – Darrell Bostic** – Absent
3. **Water & Sewer – Dave Cada** – Dave would like a report of the water usage for July since it was such a hot month. Brennan had reported to the Mayor that the reservoir was down 4 ft. He shut off the park irrigation to help conserve water. The ballfield well is back on and running but not getting the higher gpm expected.
4. **Streets – Marty Anderson** – No report
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – There were no kids games at Potlatch Days due to the PTO not being allowed access into the elementary school where they keep the games and prizes. Mayor Brown spoke to a member of the PTO and said he would check with council, but thought they



could keep their things in the basement at City Hall if needed so this would not happen again. Council agreed the PTO could use City Hall for this. Karen Rohn would like to build a permanent stage at Lion's Park for Return to Riverside and other events. Karen will come to a council meeting to present her idea.

7. **Clerk – Harmony Nowack** – Harmony has a webinar with Text My Gov this week to discuss their resident alert program for government entities.

Public Comment:

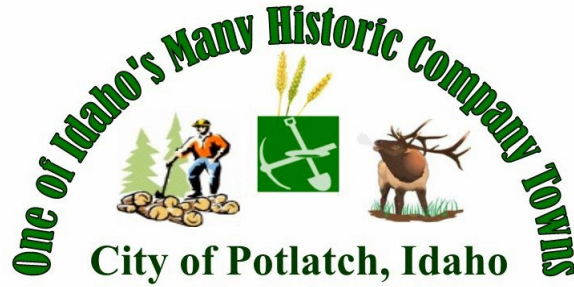
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:31p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, August 12, 2024.



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

Public Hearing: Proposed City Budget for FY 2024-2025

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

August 12, 2024
Minutes

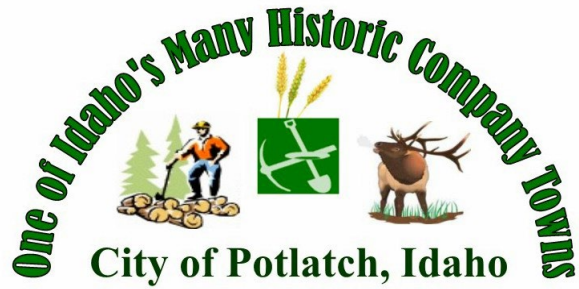
Present: Mayor David Brown, Council Members: Darrell Bostic, Marty Anderson, Jennifer Anderson and David Cada. Clerk-Treasurer: Harmony Nowack

GUESTS:

Mayor Brown called the meeting to order at 6:45pm. Mayor Brown read the proposed budget for FY 2024-2025 as follows:

FUND NAME	FY 24-25 Proposed Revenue	FY 24-25 Proposed Expenditures
GENERAL FUND		
GENERAL FUND TOTAL	\$625,886.00	\$625,886.00
ENTERPRISE FUND		
WATER	\$404,000.00	\$404,000.00
SEWER	\$492,200.00	\$492,200.00
SANITATION	\$234,532.00	\$234,532.00
ENTERPRISE FUND TOTAL	\$1,130,732.00	\$1,130,732.00
SIDEWALK PROJECT	\$250,000.00	\$250,000.00
POOL PROJECT	\$250,000.00	\$250,000.00
RV PARK PROJECT	\$300,000.00	\$300,000.00
CITY GRAND TOTAL	\$2,506,618.00	\$2,506,618.00

Mayor Brown opened the floor for discussion. Marty Anderson asked if we had confirmation of receiving grant money for the Sidewalk Project. Mayor Brown said LHTAC had not awarded the



CPS grant yet. We are hopeful but do not know if this project will take place within the fiscal year.

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

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

Meeting adjourned at 7:00 pm.

David Brown, Mayor

ATTEST:

Harmony Nowack, Clerk-Treasurer



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

August 12, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Jennifer Anderson, Darrell Bostic. Also present: Harmony Nowack, Clerk-Treasurer and Brennan Pollock, Maintenance.

Guests:

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 22, 2024 City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

2. APPROVE PROPOSED CITY BUDGET

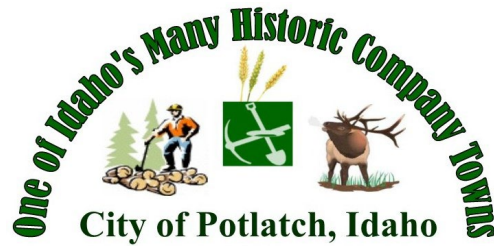
Jennifer Anderson motioned to approve the proposed city budget, Darrell Bostic seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes



3. POTLATCH LIBRARY MOU

Council reviewed the Potlatch Library Memorandum of Understanding.

Marty Anderson motioned to accept the Potlatch Library Memorandum of Understanding, Dave Cada seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

4. REGIONAL WASTEWATER MOU

The Memorandum of Understanding presented to the Council is in its draft form. The MOU will be updated and presented to council at that time. The Regional Wastewater stakeholders are asking each entity involved to review this MOU and take a vote on whether they would approve an MOU like this when the necessary updates have been made. Mayor Brown informed the Council that the county grants administrator is no longer with the county and we have been informed by the commissioners that they will not be replacing that position. The commissioners are turning all the files over to Potlatch at this time and we will head up the stakeholders committee at this time. After agreeing to the MOU the stakeholders will work on securing grants and other funding in order to do a facility study and retain legal council to form a district.

Marty Anderson motioned that the City of Potlatch would agree to sign an MOU when it has been finalized. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

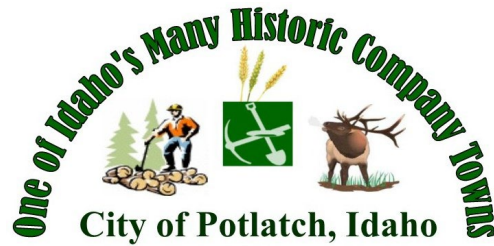
Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

REPORTS:

1. **Parks – Jennifer Anderson**– No report
2. **Pool & Cemetery – Darrell Bostic** – No report



3. **Water & Sewer – Dave Cada** – The City used 600,000 gallons of water more in the month of July 2024 than it did in July of 2023. However the over all water usage for the year to date is less than last year. Dave asked Brennan about the reservoir levels and Brennan confirmed that the levels are back up to normal with the Ballfield Well back online.
4. **Streets – Marty Anderson** – No report
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – No report
7. **Clerk – Harmony Nowack** – Harmony met with Textmygov their product seems to be a little more than what the city is looking for right now. Will keep looking for an alert product that would better suit the city. Harmony updated council on the recent fraudulent activity on the city's checking account. Many cities and government entities in the state are having their emails hacked or accounts compromised, be vigilant and don't click on links or documents if you are uncertain about where they came from.

Public Comment:

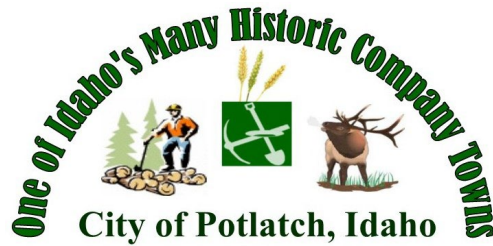
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 7:35p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, August 26, 2024.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

August 26, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Jennifer Anderson, Darrell Bostic. Also present: Harmony Nowack, Clerk-Treasurer and Brennan Pollock, Maintenance.

Guests: Food Panty Board Representatives: Sally Anderson, Lois Blair & Mike Monavec

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 12, 2024 City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Dave Cada seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

2. WORK NEEDED AT FOOD PANTRY

The Potlatch Food Pantry needs to upgrade their emergency generator. The current generator needs to be manually turned on and they have experienced issues with it. The Food Pantry board is looking into grants to fund a new automatic generator. In order to apply for grants they will need a lease agreement from the City. The last lease agreement was when the Food Pantry was located inside City Hall, prior to the new building being

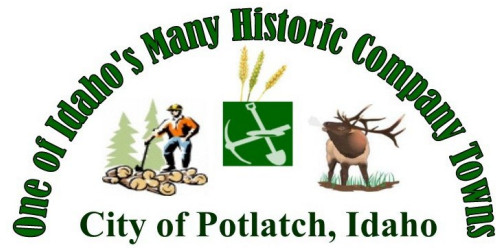


built. It appears no lease agreement was agreed upon or signed after the current Food Panty building was built and occupied. Mayor Brown stated the building is owned by the Food Pantry but it sits on land owned by the City. If the building is abandoned by the Food Pantry it would become the property of the City. The Food Pantry board is requesting a 20-30 year lease agreement detailing out responsibilities of both parties. Harmony will draw up this lease agreement and present it to Council and the Food Pantry board at the next regular meeting.

REPORTS:

1. **Parks – Jennifer Anderson**– Jennifer requested the Splash Pad stay open until the weather becomes too cold for it. Also noted the City is still looking for a Camp Host.
2. **Pool & Cemetery – Darrell Bostic** – No complaints at the cemetery. The Pool had a rough last week with glass breaking in the pool and weather issues causing closures. Pool is now closed for the season.
3. **Water & Sewer – Dave Cada** – Dave was going to report that he had not see chem trails in the sky for the past 6-7 weeks and during that time we had a couple days with good rain fall. This morning however, he noticed chem trails in the sky over Spokane. Dave noted that when he was growing up there would be storms in the summer and over the past few years it has just been hot and dry.
4. **Streets – Marty Anderson** – Marty noted that Pine street going south from City Hall needs gravel at the edges where the street is breaking.
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – No report
7. **Maintenance – Brennan Pollock** – No report
8. **Clerk – Harmony Nowack** – No report

Public Comment:



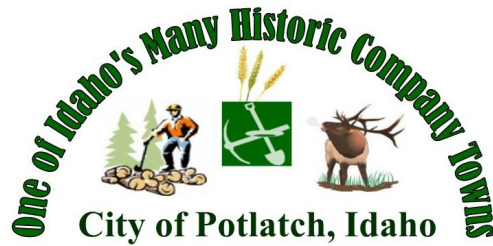
Martin Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 7:38p.m.

_____David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, September 9, 2024.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

September 9, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Jennifer Anderson, Darrell Bostic. Also present: Harmony Nowack, Clerk-Treasurer.

Guests: James Fry Brooklyn Mitchell

Food Pantry Board Representatives: Mike Moravec & Lois Blair

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 26, 2024 City Council meeting, City of Potlatch bills and payroll.

David Cada made a motion to approve the Consent Agenda, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

2. JAMES FRY – RUNNING FOR LATAH COUNTY SHERIFF

James Fry has worked for the Moscow Police department for 29 years. The last years of his time there he was the Chief of Police. James would like to see the county get a drug dog. He would also like to see deputies trained to be forensic detectives. He would place a second SRO officer at schools and would like to start a “Community Cares” program in



every town to promote community involvement. He also thinks it is time for a new county jail and would like to look into that more.

3. BROOKLYN MITCHELL – SENIOR PROJECT – LIONS KITCHEN

Brooklyn would like approval to fix up the Lion's Kitchen. She would make any needed repairs on the benches and put up a whiteboard so the area could be used as an outdoor classroom.

David Cada made a motion to allow Ms. Mitchell's project to move forward, Darrell Bostic seconded the motion. The motion was approved with all ayes.

4. FOOD PANTRY LEASE AGREEMENT

Food Pantry board representatives discussed the lease agreement with the council. They will take the agreement to their next board meeting for approval. Darrell Bostic stated that he would abstain from voting as he is an acting member of the Food Pantry board.

Jennifer Anderson motioned for the City to sign the agreement, Martin Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, abstain

1. ANNUAL APPROPRIATIONS ORDINANCE NO. 529

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. Darrell Bostic seconded the motion.

Mayor Brown read the Title. There was no discussion.

Roll call vote:

Jennifer Anderson, yes

David Cada, yes

Martin Anderson, yes

Darrell Bostic, 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 motioned that Ordinance No. 529 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

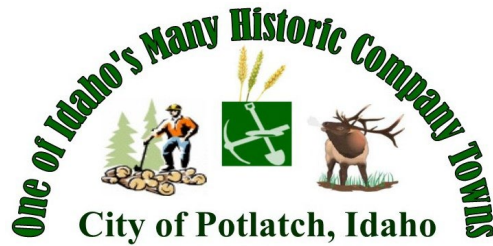
Darrell Bostic, yes

6. RATES AND FEES DISCUSSION

Council discussed rate increases for city utilities, some pool fees and adding a fee for PUD/Subdivision application. Council discussed lowering the rate for long term RV.

REPORTS:

1. **Parks – Jennifer Anderson**– Discussed Camp Host candidates.
2. **Pool & Cemetery – Darrell Bostic** – No report
3. **Water & Sewer – Dave Cada** – Dave stated he is not seeing chem trails even though precipitation is predicted, meaning, this upcoming rainfall will be natural precipitation. Dave believes we are getting half the amount of rainfall in the area than we used to.
4. **Streets – Marty Anderson** – Marty noted that no rock has been placed on Pine St. yet. Marty plans to work on the City's water truck transmission.
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – Mayor Brown, Harmony, clerk and City Engineer, Tom Moore, will be meeting with the county commissioners on the 10th to ask for financial assistance for the regional sewer project.
RC races happened over the weekend. Mayor Brown spoke to Isaiah Moonshadow and they will be donating \$100 to the city for toilet paper in the new restrooms. Dry campers at the RC races are to pay \$10 a night.



7. **Clerk – Harmony Nowack** – Audit is almost complete. Harmony asked Council if they would like to have someone from Presnell & Gage present and explain the audit to them.

Public Comment:

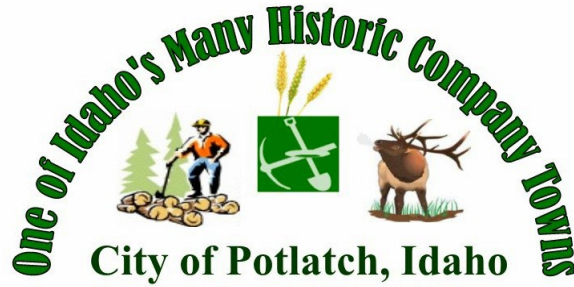
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:25p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, September 23, 2024.



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

Public Hearing: Proposed City Rates & Fees for FY 2024-2025

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

September 23, 2024
Minutes

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

GUESTS:

Mayor Brown called the meeting to order at 6:45pm. Council reviewed the proposed rates and fees for FY 2024-2025.

Mayor Brown opened the floor for discussion. No discussion.

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

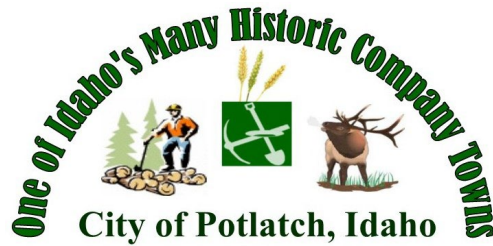
Darrell Bostic motioned to close the meeting. Jennifer Anderson seconded the motion and the motion passed with all ayes.

Meeting adjourned at 6:55 pm.

David Brown, Mayor

ATTEST:

Harmony Nowack, Clerk-Treasurer



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

September 23, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Jennifer Anderson, Darrell Bostic. Also present: Harmony Nowack, Clerk-Treasurer.

Guests: Nathan Gunkle

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 9, 2024 City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

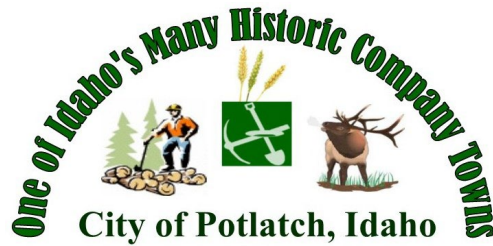
2. RESOLUTION 2024-10-1

Resolution 2024-10-1 was introduced by Jennifer Anderson who moved for its adoption seconded by Darrell Bostic.

The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes



Marty Anderson, yes

Darrell Bostic, yes

Mayor Brown declared Resolution No. 2024-10-01 duly approved and adopted.

3. NATHAN GUNKLE – NEW WATER HOOK UP

Nathan recently purchased the properties at 1599 and 1595 HWY 6. Currently the single wide at 1599 is being serviced by city water. There is a meter at 1595 but the property is not hooked into the water. The line was put in many years ago and was used for a time but has not been used in many years as the previous owner disconnected it and service the property from his personal well. Council advised Nathan that he will need to pay the hook up fees since the line has not been used in years.

No motion was made.

4. REGIONAL SEWER UPDATED MOU

The memorandum of understanding presented to the council previously has been updated. The regional sewer stakeholders would like all entities to sign this updated MOU so it can be presented to Commerce for a GEM Grant. The GEM Grant is \$50,000.00 and would go toward legal fees to begin working on creating a regional sewer district.

Martin Anderson motioned for the City to sign the agreement, Darrell Bostic seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

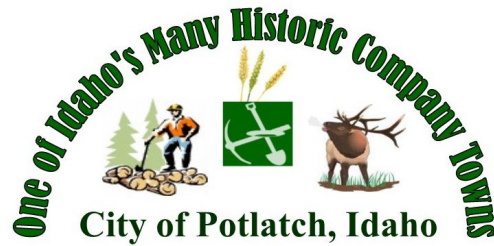
Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, abstain

REPORTS:

1. **Parks – Jennifer Anderson**– New camp hosts have been hired and are fitting in nicely
2. **Pool & Cemetery – Darrell Bostic** – No report
3. **Water & Sewer – Dave Cada** – Dave stated he has seen more chem trails in Coeur d’Alene this past week. Rain was predicted but did not happen. Dave believes we are being intentionally deprived of rain. The rain/snow is important for recharging our aquifers.



4. **Streets – Marty Anderson** – Marty noted that the road out to the bulky waste site needs to be graded.
5. **Scenic 6 – David Cada** – Dave has been thinking about ideas for making the area behind the food pantry look nicer. When Dave was chair of the Scenic 6 group they had around \$2200.00 in a fund for community beautification. He would like to talk with the old group and see what funds are available and if they could be used for the area behind the food pantry.
The WI&M Train Depot will be putting on a celebration day when the repair to the tracks is finally completed and the train comes through town. They are hopeful that this will take place in October.
6. **Mayor – David Brown** – The Lion's Club would like to take over the Potlatch Community Center (old VFW building) as their meeting place and also have it serve as an event place. The city would receive a percentage of events held there. Dan Hernandez will be attending an upcoming council meeting to discuss his ideas for this.
7. **Clerk – Harmony Nowack** – Harmony attended the AIC ICCTFOA Institute in Boise last week. Upcoming AIC fall district meeting in Moscow, Harmony, Mayor Brown and Councilman Darrell Bostic will attend.

Public Comment:

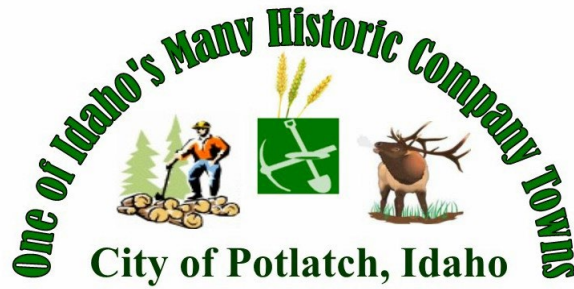
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:00p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, October 14, 2024.



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

Public Hearing: Proposed Building Code Fees

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

October 14, 2024
Minutes

Present: Mayor David Brown, Council Members: Darrell Bostic, Marty Anderson, and David Cada. Clerk-Treasurer: Harmony Nowack

GUESTS:

Mayor Brown called the meeting to order at 6:45pm. Mayor Brown read the changes to the Building Code Fees: the minimum fee for mechanical permits is going from \$50.00 to \$75.00 and the inspection fee for mechanical permits is also going from \$50.00 to \$75.00.

Mayor Brown opened the floor for discussion. No discussion.

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

Darrell Bostic motioned to close the meeting. David Cada seconded the motion and the motion passed with all ayes.

Meeting adjourned at 6:53 pm.

David Brown, Mayor

ATTEST:

Harmony Nowack, Clerk-Treasurer



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

October 14, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Darrell Bostic. Also present: Harmony Nowack, Clerk-Treasurer. Absent: Jennifer Anderson

Guests: Tom Lamar

Cody Brigham - Absent

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 23, 2024, City Council meeting, City of Potlatch bills and payroll.

David Cada made a motion to approve the Consent Agenda, Darrell Bostic seconded the motion. The motion was approved with a Roll Call vote:

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

2. LATAH COUNTY COMMISSIONER - HOUSING

County Commissioner, Tom Lamar presented the county's concern with the lack of affordable housing. State law allows counties to form a Housing Authority. The housing authority can form as a joint entity with the county and cities. Moscow has shown their interest and the commissioners have been working to bring the idea to all the cities in order to form a board with representation from all over Latah County. The Housing Authority would not be eligible for tax money but could get grants and private donations to do a



variety of projects within the cities including building houses. They would like to see cities donate land for the housing authority. Mayor Brown asked what “affordable housing” was. Tom said it is housing that is affordable for the people looking for the housing. Often referred to as “workforce housing” or the workforce of jobs in the area needing housing. Idaho defines “safe and sanitary” as a requisite which is why they are wanting to work with cities with infrastructure already in place.

Informational. No action taken.

3. CODY BRIGHAM – EVENTS FOR POTLATCH DAYS

Absent

No motion was made.

4. RESOLUTION #2024-10-14 – BUILDING CODES

Mayor Brown introduced and read the title to Resolution 2024-10-14 regarding changes to the building codes.

Marty Anderson motioned to formally adopt Resolution 2024-10-14, David Cada seconded the motion. The motion was approved with a Roll Call vote:

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

5. MCKINSTRY QUOTE

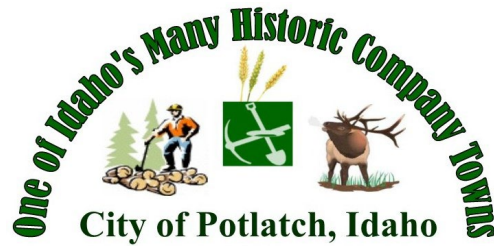
Mayor Brown read the McKinstry quote for twice yearly boiler service with an annual fee of \$3978.00. There was a brief discussion on the importance of having regular service to prevent the complications we have had with the boiler in the past.

Marty Anderson motioned to accept the quote for twice yearly maintenance, Darrell Bostic seconded the motion. The motion was approved with a Roll Call vote:

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes



6. RV PARK GRANT

Mayor Brown attended the Idaho State Parks and Recreation grant funding training on the October 9th. He would like the city to put in a grant for the RV Park for new tables at each RV site and a new building that would serve as a reception area. The reception area could sell light breakfast/snack items and also house a small convenience store. The old office building would become a laundromat for the campers. Mayor Brown would also like to see the dump station enclosed and add an air compressor. The grant requires a 5% match which would come out of RV funds.

Informational. No action taken.

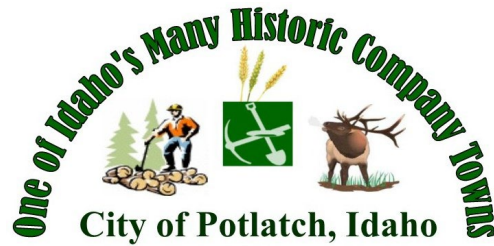
7. PURCHASE ORDERS

Mayor Brown would like to start a purchase order system started for all purchases. Clerk-Treasurer Harmony and Mayor Brown will be the only credit card holders. Harmony will be in charged with issuing P.O.s to staff as needed. Large purchases would require Mayor/Council approval.

Darrell Bostic motioned to start a purchase order system, Marty Anderson seconded the motion. The motion passed unanimously.

REPORTS:

1. **Parks – Jennifer Anderson**– Absent
2. **Pool & Cemetery – Darrell Bostic** – The slide has been wrapped and the pool winterized. The pump was pulled and is out for repair.
3. **Water & Sewer – Dave Cada** – Dave continues his research on weather modification. He said planes were seen above the storm clouds of hurricanes Helen and Milton, making it rain more. Mainstream media is now talking about using lasers to change the weather.
4. **Streets – Marty Anderson** – Marty plans to take a look at the street sweeper to make sure its working correctly.
5. **Scenic 6 – David Cada** – No report



6. **Mayor – David Brown** – Kurtis from IRWA will be coming to do a walk through of the water and wastewater systems with staff. Lion’s club has expanded on their ideas for the Potlatch Community Center (formerly the VFW building) with the idea of adding a bar in the back room. Mayor Brown wants Council to be thinking about what they want to see with that building prior to Dan Hernandez, Lion’s Club President meeting with Council at an upcoming meeting. Darrell stated that he feels the building should stay a community center.
7. **Clerk – Harmony Nowack** – The City has received a Source Water Protection Grant from DEQ for Phase 2 of improvements at the Ridge Well. Harmony distributed hard copies of the year end 2023 Audit and reminded Council that if they had any questions Presnell Gage would be happy to come out and review the audit with them. Child Pedestrian Safety grant designs are due tomorrow, yet we have not heard back from the contractor for designs. Harmony will contact Ken at LHTAC tomorrow to see what we can do. In 2031 ITD will be paving Highway 6 through town and would be willing to work with us at that time to place sidewalks going up 6th street on the south side.

Public Comment: Matt Taylor asked for a copy of the information Tom Lamar brought with him. He has concerns on what a housing authority might do and how it would affect the city.

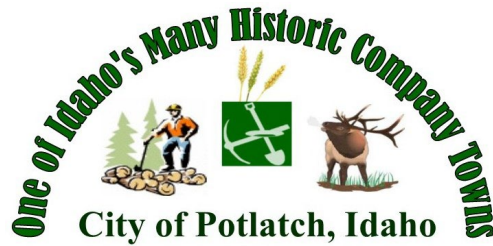
Martin Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 8:21p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, October 28, 2024.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

October 28, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Darrell Bostic, Jennifer Anderson. Also present: Harmony Nowack, Clerk-Treasurer.

Guests: Kathy Dawes

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 14, 2024, City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

2. KATHY DAWES – RUNNING FOR STATE LEGISLATURE, HOUSE SEAT B, DIST. 6

Kathy Dawes taught 8th grade science and special education at the Palouse Discovery Science Center. She also did programs for rural schools. She was a marimba teacher and brought her marimba club and band to the Potlatch Schools. Kathy believes there is too much government overreach when it comes to schools and local government. She supports



school funding and thinks it should be based on need not on attendance. She asked what Potlatch would like to see at the state level that would help our community. Mayor Brown stated that the city depends on taxes and grants. He stressed how important federal infrastructure money is for small communities. Kathy is in favor of bringing more federal funding to Idaho.

Informational. No action taken.

3. DRINKING WATER FACILITY PLAN, TOM MOORE CONSULTATION SERVICES AMENDMENT

City Engineer, Tom Moore, amended the facility plan to include the Drinking Water Planning Grant. He will begin working on this facility plan when he wraps up the Wastewater Facility Plan early next year.

Marty Anderson motioned adopt the amendment to the Drinking Water Facility Plan, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

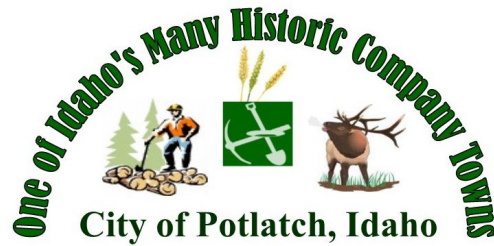
4. VAC TRUCK PURCHASE LIMIT

The city would like to purchase a vac truck for cleaning the lift station and any potential sewer backups. Currently we must hire out if an issues arise. If the city owned a truck, we could also rent it out to nearby communities when they are in need. Mayor Brown has been looking at auctions and would like council to set a limit of how much the city can spend to get a vac truck.

Darrell Bostic motioned to set a \$25,000.00 limit on the purchase of a vac truck, Marty Anderson seconded the motion. The motion was approved with all ayes.

REPORTS:

1. **Parks – Jennifer Anderson**– No report



2. **Pool & Cemetery – Darrell Bostic** – The lift chair at the pool needs to be brought in for winter.
3. **Water & Sewer – Dave Cada** – Dave advises to keep your eyes on the sky. He noticed the sky turn yellow on October 11th before a windstorm passed through. Yellow sky typically indicates a tornado. The weather in the past few years has been different than Dave has seen in his whole life living in Potlatch.
4. **Streets – Marty Anderson** – Marty asked if the boiler maintenance had been scheduled. Harmony stated she was waiting to hear back for McKinstry to schedule.
5. **Scenic 6 – David Cada** – The members of the Scenic 6 group that Dave has spoken to are in favor of using funds to improve the green space behind the food pantry. Dave is working on a plan so that this area can be easily maintained.
6. **Mayor – David Brown** – The RV Park blower was taken in for repair. Mayor Brown also ordered a pavement saw.
7. **Clerk – Harmony Nowack** – No report

Public Comment:

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

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, November 25, 2024.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

November 25, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Darrell Bostic, Jennifer Anderson. Also present: Harmony Nowack, Clerk-Treasurer.

Guests: Dan Hernandez – Potlatch Lion’s Club

Dale & Tina Nagle

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 28, 2024, City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

2. DAN HERNANDEZ – LION’S CLUB USE OF THE COMMUNITY CENTER

Dan Hernandez, Potlatch Lion’s Club President, joined council tonight to make a formal request for the Lions Club to make the back room of the Potlatch Community Center (formally the VFW Hall at 735 Pine Street) the Lion’s Club official “Clubhouse.” Dan has been diligently working to clean out the back room and has found many memorabilia from past Lion’s activities when the Lion’s Club was thriving. The Lion’s Club would clean and



maintain the back of the Community Center and convert it back to the Lion's Club Clubhouse, bringing back the comradery and having a home base to be a true service organization. The Lion's would like to hold community events in the building as well. Dan is determined to bring the Lion's Club back to its old glory.

Marty Anderson motioned to allow the Lion's Club use of the back of the Community Center Building, Jennifer Anderson seconded the motion. The motion was approved with all ayes.

3. DALE NAGLE – HOUSE FIRE 980 SPRUCE – ASSIST WITH CLAIM

Dale had a house fire at his residence at 980 Spruce Street in August of this year. His homeowner's insurance is not offering enough to cover the cost to repair the damage. Contractors he has spoken with say the house needs to be demolished. Dale believes all walls, electrical and all pipes will need to be replaced if home is not demolished. His insurance requested he go before City Council. The County Inspector will come out on December 2nd to do a special inspection, if they believe the home is dangerous/unlivable they will "red-tag" it. Council reviewed city code and said there was nothing they can do at this time, it would be up to the Latah County Inspector's report.

No action taken at this time.

4. PUMP FOR POOL

Mayor Brown spoke with CEDA, we will not be able to apply for the grant to make much needed repairs and updates for the pool this year as CEDA has just closed out the Restroom Project grant. The pump for the pool was pulled after the summer season and sent to WMS Aquatics for repair. We were informed that the pump needs to be replaced. The City would have had the new pump as part of the grant but since we will not be able to get the grant and work completed this year we need to purchase a new pump in order to open the pool for the 2025 season. Total cost of the new pump is quoted at \$13,879.21.

Marty Anderson motioned to order a new pump, Darrel Bostic seconded the motion. The motion was approved with all ayes.

5. CITY SPONSER GEM GRANT FOR REGIONAL WW PLANNING?

The Regional Wastewater planning group has been told they can apply for a GEM Grant through Idaho Commerce to help cover initial legal fees in creating a regional wastewater district/treatment plant. However, a City needs to be the one to apply and administer the



grant. The City of Potlatch is the only one able to do this. The grant is a reimbursement grant so the City would front the money that would be reimbursed by Commerce.

Darrell Bostic motioned for the City of Potlatch to sponsor the GEM Grant for regional wastewater planning, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

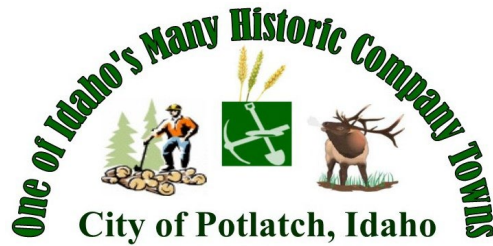
6. RENEW LEASE LT RV SPACE #3 ROSS/HAMPTON?

Long Term RV Space #3 lease is up for renewal at the end of November. They are behind on their rent and electric payments but are working with a few agencies to hopefully get caught up. Council discussed not renewing the lease until past due rent and electric payments are paid in full. They will give tenants until the first of the year to do so then they will consider renewing the lease.

Darrell Bostic motioned to not renew lease until past due payments are paid in full with a deadline of January 1st, 2025. Marty Anderson seconded the motion. The motion was approved with all ayes.

REPORTS:

1. **Parks – Jennifer Anderson**– No report
2. **Pool & Cemetery – Darrell Bostic** – No report
3. **Water & Sewer – Dave Cada** – The bomb cyclone that hit off the pacific coast has caused an atmospheric river giving us more moisture – this is good news. The ski areas have more snow now than what is usual for this time of year.
4. **Streets – Marty Anderson** – Gravel has been placed on Larch Street. Marty is continuing work on the water truck.
5. **Scenic 6 – David Cada** – No report



6. **Mayor – David Brown** – Regional Sewer Planning group has found an attorney to work with us. The CDBG Grant for the new restroom at the park is finally closed. The City is out of compliance with DEQ due to the Facility Plan not being completed and the last progress report not submitted correctly. We have asked for an extension on the facility plan and it should be completed by the end of the year.
7. **Clerk – Harmony Nowack** – Harmony attend the County’s Hazard Mitigation webinar. Our current Hazard Mitigation Plan is due to be updated by the end of 2025. Each city works with the county on this plan. It is important to have a current plan to receive FEMA disaster funding. There will be a series of webinars and one in person meeting coming up in 2025 that the city will need to be involved in. The new plan will be put in place via resolution before the end of 2025.

Public Comment:

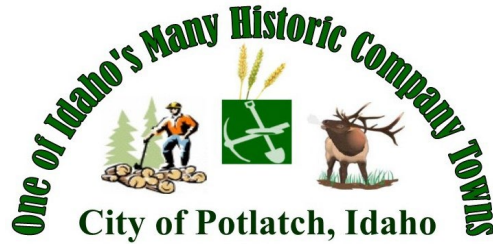
Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:50p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, December 9, 2024.



Potlatch City Council Meeting

City Hall 195 6th Street – Potlatch, ID 83855

December 9, 2024 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Marty Anderson, Darrell Bostic, Jennifer Anderson. Absent: Harmony Nowack, Clerk-Treasurer.

Guests:

REGULAR MEETING - *Call to order*

PLEDGE OF ALLEGIANCE

INVOCATION PRAYER – *Darrell Bostic*

NEW BUSINESS:

1. 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 25, 2024, City Council meeting, City of Potlatch bills and payroll.

Darrell Bostic made a motion to approve the Consent Agenda, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

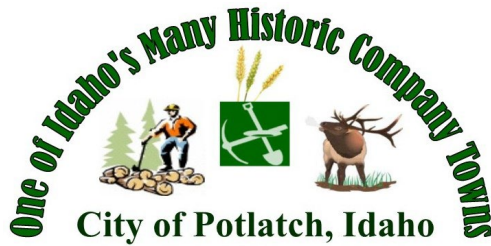
Marty Anderson, yes

Darrell Bostic, yes

2. TREE CITY USA PROCLAMATION

Mayor Brown read the Tree City US Proclamation

Marty Anderson motioned to have Mayor Brown sign the Tree City USA Proclamation, Darrell Bostic seconded the motion. The motion was approved with all ayes.



3. KME – LIFT STATION PUMP

The pumps at the lift station are in urgent need of cleaning and rebuilding. A back up pump is also needed. Phil Stradley with KME will be putting together an estimate for this work.

No action taken at this time.

4. HEAT AT 630 LARCH STREET

The electric heaters at the City's 630 Larch Street are out dated and a safety hazard. The City needs to update the heating system with new electric heaters, propane heat or a pellet stove.

Darrell Bostic motioned to have the City buy a pellet stove for 630 Larch, Jennifer Anderson seconded the motion. The motion was approved with all ayes.

5. EMPLOYEE HOLIDAY BONUS

Full time employees receive a \$150.00 holiday bonus last year. After discussion Council agreed to raise the bonus to \$175.00 this year for full time employees.

Dave Cada motioned to give full-time employees a \$175.00 holiday bonus, Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:

Jennifer Anderson, yes

Dave Cada, yes

Marty Anderson, yes

Darrell Bostic, yes

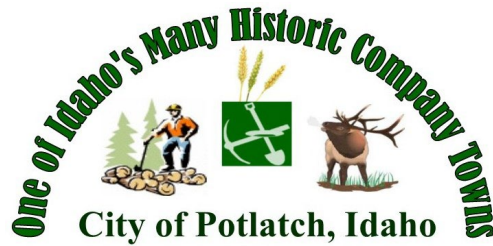
6. SCHEDULE OF COUNCIL MEETINGS FOR 2025

Council reviewed the upcoming meeting dates for 2025. Only one meeting conflicts with a holiday, May 26, 2025, Memorial Day. There will be no scheduled meeting that day.

Marty Anderson motioned to accept the schedule of Council Meetings for the year 2025. Jennifer Anderson seconded the motion. The motion was approved with all ayes.

REPORTS:

1. **Parks – Jennifer Anderson**– No report



2. **Pool & Cemetery – Darrell Bostic** – No report
3. **Water & Sewer – Dave Cada** – No report
4. **Streets – Marty Anderson** – No report
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – No report
7. **Clerk – Harmony Nowack** – Absent

Public Comment:

Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:00p.m.

David L. Brown, Mayor

ATTEST:

Harmony Nowack, City Clerk-Treasurer

The next City Council meeting will be Monday, December 23, 2024.