



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**January 13, 2025 – 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, Harmony Nowack, Clerk-Treasurer, Jerry Ely, Maintenance. Absent: Jennifer Anderson.

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 December 9, 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. RENEW CITY HALL OFFICE SPACE LEASES**

Council reviewed leases and rent charges for City office rentals. After discussion Council decided not to raise rents for 2025.

***Darrell Bostic motioned to renew all City office space leases with no rate increase, Marty Anderson seconded the motion. The motion was approved with all ayes.***



### **3. RENEW LIQUOR LICENSES**

**\*Four Star Supply Co. INC**

**\*Harvest Foods**

**\*Red Fir Coffee House**

**\*Codi Jo's Wagon Wheel**

*Marty Anderson motioned to renew liquor licenses for Four Star Supply, Harvest Foods, Red Fir Coffee House and Codi Jo's Wagon Wheel, Dave Cada seconded the motion. The motion was approved with all ayes.*

### **4. COMMUNITY CENTER UTILITIES – LION'S CLUB SHARE?**

Lion's Club is using the Community Center Building as a meeting place rent free, Mayor Brown thinks they should help pay for utilities. Darrell questioned how much they could afford and said if they are using the building for an event they should pay the rental fee. Marty thinks we should wait a year and see how much they actually use the building. Heat expense was high this last month. Jerry will make sure heat is turned down and locked.

*No action taken at this time.*

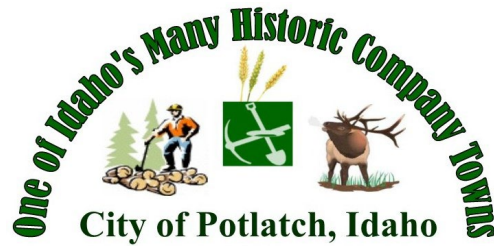
### **5. KME QUOTE – SEWER LIFT PUMP & REPAIRS**

Council reviewed the bid for a new pump at the lift station. The bid did not seem to include fixing the electrical issue with the current pump #2. Council would like to see another bid. Mayor Brown will call Pumpteck for a bid as advised by city engineer as Pumpteck installed the current system.

*Darrell Bostic motioned to get another bid for the lift station pump. Marty Anderson seconded the motion. The motion was approved with all ayes.*

### **6. WASTEWATER FACILITY UPGRADES**

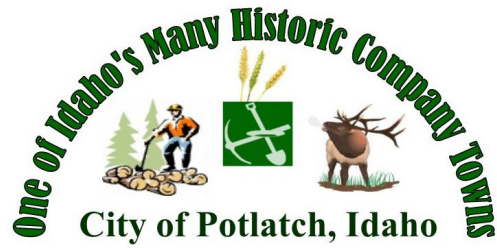
Council reviewed emails and information sent by City Engineer, Tom Moore. In order to meet new DEQ standards another pond is needed but no space is available. Land ap could be used but the city would need to buy more land. Current system will not be able to meet ammonia standards by 2026. Mayor Brown and Tom will meet with DEQ compliance officer next month to work on a compliance agreement.



### **REPORTS:**

1. **Parks – Jennifer Anderson**– Absent
2. **Pool & Cemetery – Darrell Bostic** – Pool lift chair was put away for winter. Tom Andres came out and showed Jerry how to winterize the pool properly. Darrell asked if the shop could order spare supplies from Ferguson. Also noted city vehicles are dirty and need to be cleaned inside and out and a reminder there is no smoking in vehicles.
3. **Water & Sewer – Dave Cada** – Ski areas still have lots of snow, more than normal for this time of year. The aquifer benefits from the snow melt and the rain.  
Dave would like the city to put together a Fire Mitigation Plan, specific to Potlatch. He would like to see the clearing of brush and other wildfire hazards. He would like to involve the community in this.
4. **Streets – Marty Anderson** – 10<sup>th</sup> Street at Larch there is a driveway/alley on the east side that needs gravel. Cars are bottoming out due to the sidewalk. The alley between Fir and Pine needs gravel as well.
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – Maintenance is going to Lewiston to get a pellet stove for heating and lumber for a deck and stairs for the back exit at 630 Larch. They can get needed shop supplies on that trip or they can contact Ferguson.
7. **Maintenance – Jerry Ely** – Maintenance needs PPE, will get a list to clerk. Jerry will be working on repairing the backhoe. The reservoir roof panels have become dislodged during a recent wind storm. Jerry has secured the panels around the edge however the wood underneath is rotting. Mayor Brown said we will need to contact a structural engineer and find grant money to put in a new roof.
8. **Clerk – Harmony Nowack** – Thursday Harmony will attend the County's Hazard Mitigation Workshop in Moscow. This is required for the City to be eligible for FEMA funding. Harmony is also working with Tom Moore on a Letter of Interest for a DEQ construction loan for WW improvements and with Mayor Brown on a grant for the RV park.

### **Public Comment:**



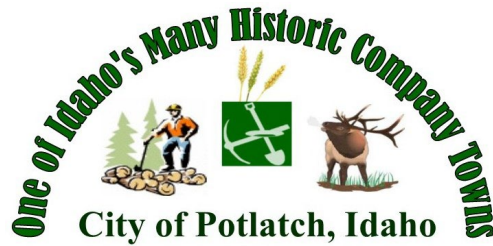
*Martin Anderson made a motion to adjourn the regular meeting, Dave Cada seconded the motion. The meeting was adjourned at 8:57p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, January 27, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**January 27, 2025 – 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., Harmony Nowack, Clerk-Treasurer, and Paul Kilborn, Maintenance. Absent: Darrell Bostic

Guests: Curt McLam

### **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 January 13, 2025, 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. CURT MCLAM – MOU, WILL-SERVE, ELK RIVER ESTATE DEVELOPMENT**

Curt has drawn up an MOU due to the slow action of the city's wastewater and drinking water facility plans which keep getting extended. Mayor Brown spoke with the City's attorney who advised not to enter into the agreement as it ties up the limited City resources prematurely. Though Curt said he believes in Potlatch and wants to build here he stated that they cannot wait forever to start development and that he would look into de-annexing if the City can't commit to providing services. Marty would like to have the City Attorney



write up a new agreement that all parties can agree on. Curt agreed to this he just wants a way to move forward, soon.

*No action.*

### **3. RV PARK IMPROVEMENT PROJECT**

The City is currently working on a grant to improve the Scenic 6 RV Park. The improvement under consideration are to move the Camp Host spot and place a 14x30' building by it that can serve as a reception area and store, enclose the dump station, convert the old office/reception building into a laundromat, replace the slab at space #1, replace all picnic tables and add fire rings for the cabins. The City would like to have a 15% match of cash and in kind work.

*No action.*

### **4. CDASSE QUOTE FOR BOILER OIL TANK CLEANING**

Council reviewed the quote for cleaning the boilers oil tanks at City Hall. Marty thinks it would be cheaper to buy new tanks and replace the old ones rather than cleaning and would like the city to look into that.

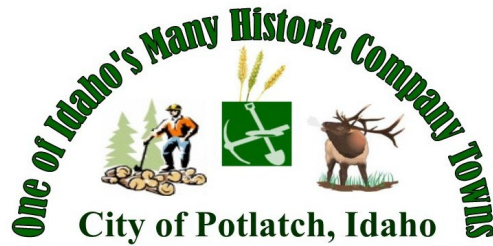
*No action.*

### **5. COUNTY HAZARD MITIGATION PLAN – DISCUSSION ON CITY MITIGATION ACTIONS**

The City of Potlatch is required to participate in the Latah Count Hazard Mitigation Plan. The City is responsible to have action items specific to the City listed in the plan in order to be eligible for funding from FEMA in the case of an adverse event. Council would like new action items to include the roof at the reservoir, portable generators for use at the Senior Center or other building that might be used as a shelter and a back up generator for the Ridge Well.

### **6. PLANNING AND ZONING COMMITTEE – RECRUITING NEW MEMEBERS**

The City has recently lost another member of the Planning and Zoning Committee. There are currently three members and city code states there needs to be five. Dave Cada asked if we needed a separate committee for P&Z or if it could be streamlined by having City Council take it over. Mayor Brown stated that our current P&Z members know more and



it would be a shame to lose them. Dave Cada made a motion to combine Planning and Zoning with City Council, there was no second. Marty suggested putting an ad in the CIA to recruit new P&Z members and have a meeting to meet possible candidates.

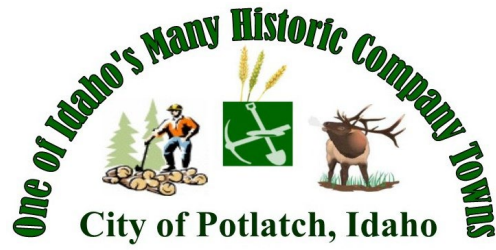
### **REPORTS:**

1. **Parks – Jennifer Anderson**– No report.
2. **Pool & Cemetery – Darrell Bostic** – Absent.
3. **Water & Sewer – Dave Cada** – Dave would like to revisit the idea of finding more water. There might be new funding sources and more money coming available.
4. **Streets – Marty Anderson** – Marty asked for an update on the fence project at Ridge Well. The City received an updated quote from the fencing company and is awaiting their response to schedule the work.
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – No report
7. **Maintenance – Paul Kilborn** – No report
8. **Clerk – Harmony Nowack** – No report

### **Public Comment:**

*Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:27p.m.*

\_\_\_\_\_  
David L. Brown, Mayor



ATTEST:

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Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, February 10, 2025.**





## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**February 10, 2025 – 7:00 p.m.**

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

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 January 27, 2025, 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***

***Marty Anderson, yes***

***Darrell Bostic, yes***

### **2. KME QUOTE – ELECTRICAL – LIFT STATION**

Council reviewed two quotes from KME for a surge protector and a soft starter for the lift station. Jerry explained that the lift station surge protector is a three-part system, two parts have not been working. If we have a big surge of power and the system goes out it could be very costly to fix. The soft started is for the pump at the lift station. Currently they are manually turning on the pump then it shuts off on it's own. It needs constant monitoring;



the soft starter should kick in and run on it's own without it having to be manually turned back on.

*Jennifer Anderson motioned for the City to purchase the surge protector and soft starter for the lift station. Darrell Bostic seconded the motion and the motion was approved with all ayes.*

### **3. BALLFIELD SCOREBOARD/NAME**

The scoreboard at the ballfield doesn't work properly and you can no longer get parts. The Potlatch Recreation District and the Booster Club are meeting soon to discuss purchasing a new scoreboard. Mayor Brown would like the fields to be named after the Potlatch Recreation District. The Recreation District has done a lot for this area and have funded many of the amenities in the park as well. Council liked the idea to name the fields after the Recreation District. Mayor Brown will bring this to the next Recreation District meeting.

*No action taken at this time.*

### **4. AREA OF IMPACT – DISCUSSION**

The Idaho Code regarding areas of city impact are was modified by the legislature last session and went into effect July 2024. It is required that each area of city impact agreement be re-evaluated for compliance with the new criteria and re-adopted prior to the end of 2025. The main changes are the size of the area of impact (areas on impact shall not exceed the areas that are very likely to be annexed to the city within the next 5 years) and the notice from the County on hearings going from 15 days to 30 days. Council reviewed the updated map of Potlatch's area of impact, there were no concerns or requests for changes.

*No action.*

### **REPORTS:**

1. **Parks – Jennifer Anderson**– No report.
2. **Pool & Cemetery – Darrell Bostic** – No report. Darrell asked Council if the Food Pantry could look into placing a lean-to roof over the loading area. Council saw no issue with this.



3. **Water & Sewer – Dave Cada – Absent**
4. **Streets – Marty Anderson – No report**
5. **Scenic 6 – David Cada – Absent**
6. **Mayor – David Brown – No report**
7. **Maintenance – Jerry Ely – Pump arrived for the pool. Need to move the water truck from the reservoir to the shop to work on it but it has no brakes. Jerry and Paul got all the old meters broken down and scrapped. Money will go toward need tools for the shop and a pavement cutting saw.**
8. **Clerk – Harmony Nowack – No report**

**Public Comment:**

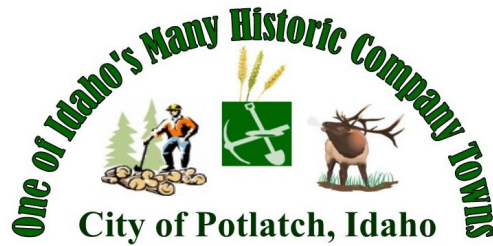
*Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:21p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

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Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, February 10, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**February 24, 2025 – 7:00 p.m.**

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

Guests: Megan Smith, III-A

**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 February 10, 2025, 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. MEGAN SMITH III-A ANNUAL REPORT**

Megan Smith from III-A (employee health insurance) presented the agency's annual financial report.



**3. RV-PARK – IMPROVEMENTS WITHOUT GRANT FUNDING?**

Mayor Brown reported to council that he is unsure if we will get the grant the City has applied for for improvements at the Scenic 6 RV Park. He asked Council for approval to go ahead and make some of the improvements if we do not get grant funding. The City would have to cut back on what the original project entailed. Dave Cada said if the money is there he is all for making the park nicer.

*Dave Cada motioned to make improvements on the RV Park as funds allow, Darrell Bostic seconded. The motion passed with all ayes.*

**4. OIL TANK – CITY HALL FURNACE - REVISITED**

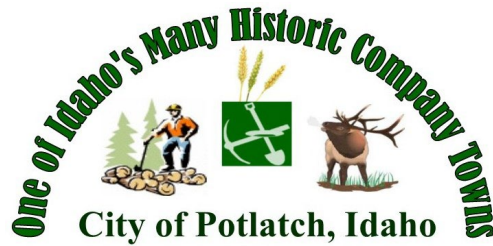
Oil tanks for the furnace at City Hall need to be cleaned or replaced. A recent quote for cleaning the tanks was \$5690.16. Council requested the price of new tanks, which range from \$1100-\$1300. The City got a rough estimate from St. Joe Oil to replace both tanks, they thought they could do the work for under \$2000. Council requested a quote from St Joe for replacement of tanks and separate quote for moving the tanks outside of the building.

*Issue tabled until further quotes can be obtained.*

**5. PHILANTHROPY NORTHWEST GRANT FUNDING – CITY SPONSER FOR REGIONAL WW PLANNING**

Philanthropy Northwest offers a Thriving Communities Planning Grant that could work for the regional WW project. Planning grant awards are up to \$250,000.00. Mayor Brown spoke with the Boise program officer and he was very encouraging that we should apply. Like the GEM Grant the City of Potlatch would need to sponsor the grant (write and administer) on behalf of all the communities involved in the project. Mayor Brown will set up a meeting in March with the Regional Stakeholders to discuss further.

*Jennifer Anderson motioned for the City to sponsor the Philanthropy Northwest Thriving Communities Planning Grant, Darrell Bostic seconded. The motion passed with all ayes.*



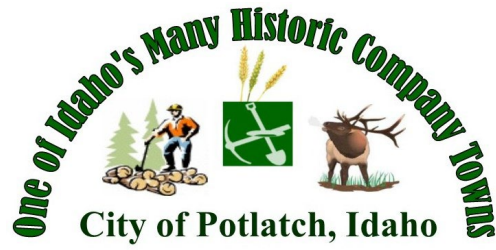
### **REPORTS:**

1. **Parks – Jennifer Anderson**– No report.
2. **Pool & Cemetery – Darrell Bostic** – No report.
3. **Water & Sewer – Dave Cada** – Dave commented on the recent weather, when there is a deluge of rain and snow melt off like we are experiencing right now some does get down into the aquafer.
4. **Streets – Marty Anderson** – Bennett’s Addition had some flooding and experienced some erosion on one street. Maintenance had been out to make sure the road was passable and look at drainage issues. Marty requested that maintenance check that all drains are free of debris.
5. **Scenic 6 – David Cada** – The train engine came to town on Saturday. A lot of people showed up for the event. It is good to see the line back open and running again.
6. **Mayor – David Brown** – Mayor Brown would like to explore the idea of putting in a commercial kitchen at the Potlatch Community Center (old VFW hall). The City has had request for a commercial kitchen that could be rented by the hour for hobbyist. The City will explore what the regulations are for this.
7. **Maintenance – Paul Kilborn** – The generators at the lift station and reservoir did not come on automatically with the power outage Sunday. Had to be manually started and needed new batteries.
8. **Clerk – Harmony Nowack** – No report

**Public Comment:** Matt Taylor asked how he get on the agenda and who initiates a motion. He will contact Harmony when he is ready to meet with Council.

***Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 7:58p.m.***

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David L. Brown, Mayor

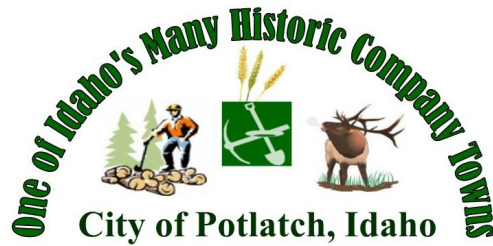


ATTEST:

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Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, March 10, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**March 10, 2025 – 7:00 p.m.**

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Marty Anderson, Jennifer Anderson, Darrell Bostic, Dave Cada. Harmony Nowack, Clerk-Treasurer, and Paul Kilborn, 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 February 10, 2025, 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. AMEND AGENDA TO ADD EXECUTIVE SESSION**

Mayor Brown asked for a motion to amend the agenda to add executive session to Consider personnel matters per Idaho Code 74-206.





*Dave Cada made a motion to amend the agenda to add executive session, 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*

### **REPORTS:**

1. **Parks – Jennifer Anderson**– Water from flooding is draining out of the park but more rain is on the way.
2. **Pool & Cemetery – Darrell Bostic** – No report.
3. **Water & Sewer – Dave Cada** – No report.
4. **Streets – Marty Anderson** – Marty asked Paul if the new pump had been put in at the pool. Paul said not yet and that they would need help from an electrician.
5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – No report.
7. **Maintenance – Paul Kilborn** – No report.
8. **Clerk – Harmony Nowack** – AIC Spring Meeting Agenda will be available by next meeting.

### **Public Comment:**

Clayton Rounds said he has lived in Bennett's Addition for over 30 years, he has experienced flooding here five times and has dug a ditch around his property with a 20" culvert but his place flooded anyway with the recent rain/snow melt off. He thinks the culvert under Onaway Road is too small at 18". Water is coming from Onaway and the farm field next to Bennett's Addition.

Larry Chambers, also from Bennett's Addition stated the water goes across the street and floods out the folks across the street from him. The rain and melt off water was like a river he



was pumping 60-80g/min and could not keep up with the flow and also experienced flooding. He agrees that the culvert at Onaway Road is not big enough to handle water flow like this and thinks the culvert needs to be 3'-4'.

The residents from Bennett's Addition would like the Council, Mayor and City Engineer to come out and look at the culvert and the drainage issue and see if there is something the city can do to keep flooding from happening in the future.

Matt Taylor would like to pray for the council and asked for Harmony to give his email to all council members so they could send prayer requests to him.

#### **EXECUTIVE SESSION:**

*Darrel Bostic motioned to go into executive session pursuant to Idaho Code 74-206 (a), Dave Cada seconded the motion.*

#### **ROLL CALL VOTE TO ENTER EXECUTIVE SESSION:**

*Jennifer Anderson, yes*

*David Cada, yes*

*Martin Anderson, yes*

*Darrell Bostic, yes*

#### **EXECUTIVE SESSION BEGAN AT 8:06PM**

*Darrel Bostic motioned to leave executive session pursuant to Idaho Code 74-206 (a), Jennifer Anderson seconded the motion.*

#### **ROLL CALL VOTE TO END EXECUTIVE SESSION:**

*Jennifer Anderson, yes*

*David Cada, yes*

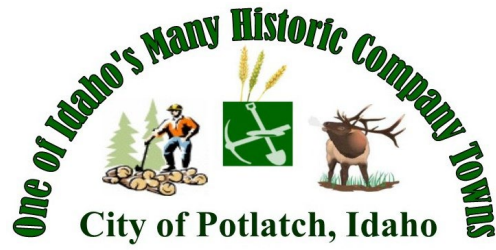
*Martin Anderson, yes*

*Darrell Bostic, yes*

#### **EXECUTIVE SESSION ENDED AT 8:33PM**

*No action taken from executive session.*

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

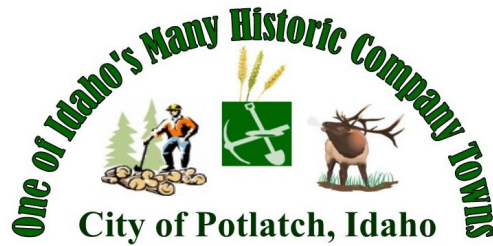


\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, March 24, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**March 24, 2025 – 7:00 p.m.**

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

Guests: Dan Hernandez

**REGULAR MEETING - *Call to order***

**PLEDGE OF ALLEGIANCE**

**INVOCATION PRAYER – Darrell Bostic**

### **EXECUTIVE SESSION:**

*Dave Cada motioned to go into executive session pursuant to Idaho Code 74-206 (a), Darrell Bostic seconded the motion.*

### **ROLL CALL VOTE TO ENTER EXECUTIVE SESSION:**

*Jennifer Anderson, yes*

*David Cada, yes*

*Martin Anderson, yes*

*Darrell Bostic, yes*

### **EXECUTIVE SESSION BEGAN AT 7:02PM**

*Dave Cada motioned to leave executive session pursuant to Idaho Code 74-206 (a), Darrell Bostic seconded the motion.*

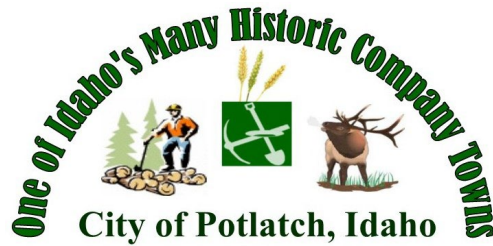
### **ROLL CALL VOTE TO END EXECUTIVE SESSION:**

*Jennifer Anderson, yes*

*David Cada, yes*

*Martin Anderson, yes*

*Darrell Bostic, yes*



**EXECUTIVE SESSION ENDED AT 7:05PM**

**1. ACTION FROM EXECUTIVE SESSION:**

- *No changes in personnel*
- *Authorized full-time employee pay increase.*

*Dave Cada motioned to increase full-time employee pay rates as designated by Mayor Brown, Darrell Bostic seconded the motion. The motion was approved with all ayes.*

**NEW BUSINESS:**

**2. CONSENT AGENDA**

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*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*

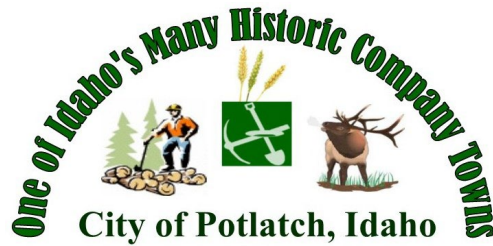
*Darrell Bostic, yes*

**3. DAN HERNANDES – LION’S CLUB – SUMMER ACTIVITIES**

For Potlatch Days, the Lion’s Club is planning an Eduro-cross/obstacle course race. As an obstacle course, speeds will be kept down to a minimum. Bennett Lumber has donated logs for the race. Side-by-sides can race as well. Dan confirmed that the Wooden Bat Tournament would be taking place on Potlatch Days as well as a Palouse River RC race. The Lion’s Club is also putting together a summer concert series at Lion’s park. This will take place on two Friday nights a month from June-Aug. It will be a small interactive setting. The Lion’s Club has received lots of sponsorship for this summer event. They will have cornhole, horseshoes and a bouncy house at the events as well.

**4. PLANNING & ZONING – APPOINTMENT OF NEW MEMBERS**

Received interest from two candidates for planning and zoning. Candidates unable to attend this meeting, will re-schedule for next regular council meeting.



## 5. IDAHO GEM GRANT APPLICATION RESOLUTION

The Idaho Gem Grant Application Resolution was giving the number 3-24-25  
Resolution 3-24-25 was introduced by Marty Anderson who moved for its adoption  
seconded by Dave Cada.

*The motion was approved with a Roll Call vote:*

*Jennifer Anderson, yes*

*David Cada, yes*

*Martin Anderson, yes*

*Darrell Bostic, yes*

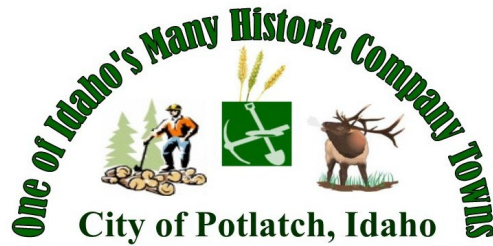
Mayor Brown declared Resolution No. 3-24-25 duly approved and adopted.

## 6. STAFF WAGE DISCUSSION

Action following Executive Session

### REPORTS:

1. **Parks – Jennifer Anderson**– No report
2. **Pool & Cemetery – Darrell Bostic** – No report.
3. **Water & Sewer – Dave Cada** – IRWA report from February shows that parts of Idaho have not received the rain/snow they usually would this time of year. However, March has been wet. Dave noted that on a trip to Coeur d’Alene recently there was lots of water on the road and pools/lakes everywhere. This shows that the ground is saturated. Schweitzer base’s current snow level is 293’ with 91’ of packed snow. Dave is continuing to watch chem trails and believes this administration is going after chemtrail producers.
4. **Streets – Marty Anderson** – Marty asked Paul if the new pump had been put in at the pool. Paul said he and Jerry had looked at it today and found that there is a filter that is attached to the pump that will not fit in the hole, the pump itself should fit but with this attachment it does not. They will look into it more tomorrow but might need to call WMS Aquatic.
5. **Scenic 6 – David Cada** – No report.



6. **Mayor – David Brown** – The street sweeper needs repair. Would like to take it to a hydraulic specialist in Lewiston.
7. **Maintenance – Paul Kilborn** – The generator at the reservoir has not been maintained. It is overheating when turning on and has not worked after power outages. Generator was purchased new in 2003 during water project, and is only used during power outages. Repair shop in Spokane scheduled to come out and look at it.
8. **Clerk – Harmony Nowack** – Greg Stancil from St. Joe Oil out to look at oil tanks for City Hall boiler. Greg does not think the boilers need to be replaced, just cleaned. He will put together two quotes, one for cleaning and one for replacement for council to review. AIC Spring Meeting and CEDA Annual Meeting agendas passed out. Council to let Harmony know if they would like to attend either of these.

**Public Comment:**

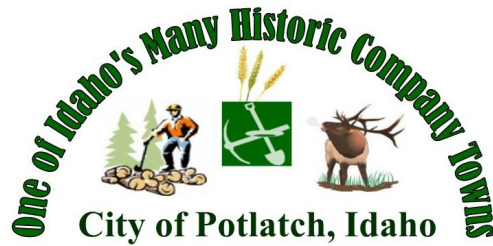
*Martin Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 7:36p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, April 14, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**April 14, 2025 – 7:00 p.m.**

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

Guests: Craig Swanson

### **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 24, 2025, 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***

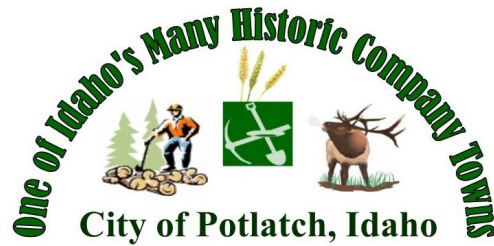
***Marty Anderson, yes***

***Darrell Bostic, yes***

#### **2. PLANNING AND ZONING – APPOINTMENT OF NEW MEMBERS**

Planning and Zoning is looking for two additional members. Craig Swanson joined council tonight to express his interest in joining the Planning and Zoning Commission.





*Dave Cada made a motion to appoint Craig Swanson to the Planning & Zoning Commission, Darrell Bostic seconded the motion. The motion was approved with all ayes.*

### **3. ARBOR DAY PROCLAMATION**

Mayor Brown introduced the Arbor Day Proclamation.

*Marty Anderson made a motion to have Mayor Brown sign the Arbor Day Proclamation, Darrell Bostic seconded the motion. The motion was approved with all ayes.*

### **4. POOL RATES DISCUSSION**

Pool managers met with Mayor Brown, this will be the last year for both of them. New managers will start this summer. There was discussion over raising the Season Pass rates for this year. As rates were set in October for this fiscal year and potential rate increase would be more than five percent it would need to go to Public Hearing.

*Darrell Bostic made a motion to proceed with a Public Hearing regarding pool rate increases, Martin Anderson seconded the motion. The motion was approved with all ayes.*

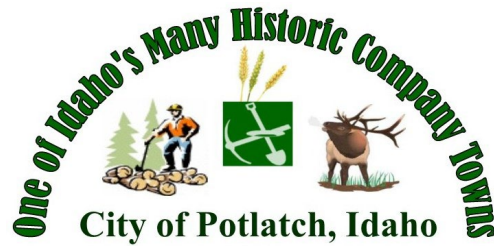
### **5. CITY HALL OIL TANK CLEANING**

St Joe has declined their offer to clean oil tanks due to staffing and insurance issues. They still maintain that the tanks could be cleaned but probably don't have much build up. Marty asked if we changed the filters on the tanks. City Maintenance staff has not been doing any work on the boiler, McKinstry has been in charge of this. Paul Kilborn will check the filters to see if we can change them.

*No Action*

### **6. ELK RIVER ESTATES – DRAFT DEVELOPMENT AGREEMENT REVIEW**

City Engineer, Tom Moore and City Attorney, Will Herrington, want specific things from the developers, Elk River Enterprises, in order to give them a will-serve letter. Elk River Enterprises, refuses to give them anything more until they are given a will-serve letter. This has been at a standstill for quite some time and has been very frustrating for the City as well as the developer. The City is working with Strom Electric to run a test on Wayne

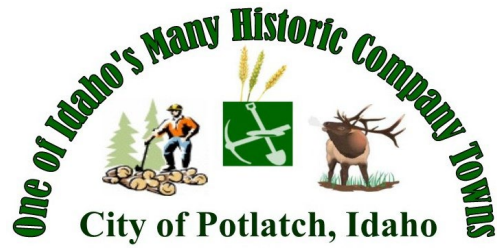


Gallager's well. If the test reveals good results, 50+/-gpm, there is a good chance for a strong well in that area. Wayne has offered land to the city for a well. Elk River Enterprises has also offered land off HWY 6 at their new development. The City has also looked into putting a well at the reservoir. Dave Cada said that the City needs to make it a priority to go after a new well. Mayor Brown will be meeting with Tom and Will this week to discuss further.

*Issue tabled until more information is available.*

### **REPORTS:**

1. **Parks – Jennifer Anderson**– Absent
2. **Pool & Cemetery – Darrell Bostic** – No report.
3. **Water & Sewer – Dave Cada** – Found a report on chemtrails with a 1-800 number to call to when you see chemtrails. Chemicals in chemtrails are known to contain carcinogens, viruses, sterilization and are poisoning our water.
4. **Streets – Marty Anderson** – Ponderosa Dr needs grading before it is oiled.
5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – Mayor Brown met with Lyle Smith of WMS Aquatics this week to get a bid on removing and replacing the liner at the pool. Bid is needed to apply for the Community Development Block Grant. To save water the City could elect to bring up the deep end to 8'. Other municipal pools, like Colfax, are doing this. Lyle will send an updated bid and will also give a quote for heaters and filtering system.
7. **Maintenance – Paul Kilborn** – Pump at the pool will go in this week. Source electric will do all electrical work. Paul will have Source also look at the generator at the reservoir as he is not sure if it is running correctly since last power outage and repair. Camp Host alerted maintenance to a slew of repairs needed on water and wastewater lines at the RV Park, work has been started and will continue this week.
8. **Clerk – Harmony Nowack** – No report.



**Public Comment:**

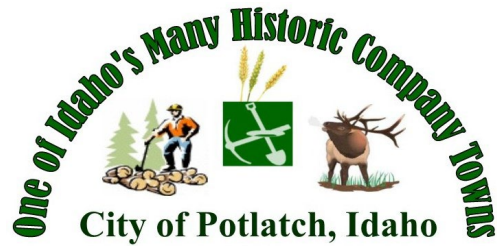
*Martin Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 8:43p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, April 28, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**May 12, 2025 – 7:00 p.m.**

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

Guests: Curt McLam, Steve Normington, Cindy 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 April 14, 2025, 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***

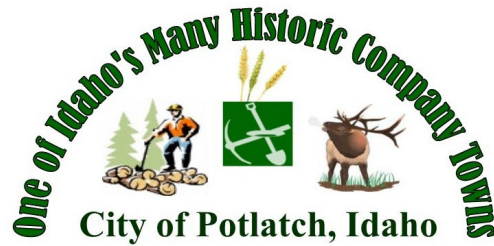
***Dave Cada, yes***

***Marty Anderson, yes***

***Darrell Bostic, yes***

#### **2. ELK RIVER ENTERPRISES – NEW LOT LAYOUT – UTILITY AGREEMENT**

Mayor Brown opened saying we do not have good news. The city's SCADA equipment is showing that the reservoir dropped nearly four (4) feet last July. However, it needs to be noted that the ballfield well was down at this time. City Engineer, Tom Moore, believes



the city is currently at capacity for water. Tom will not write a will-serve for the new development until he has completed his drinking water facility study and knows exactly how many connections the city can allow. Mayor Brown said, he and the council hate to see the development not happen but the city can not spare any water right now. City Attorney, Will Herrington, has also advised the city not to enter into any agreements right now as the city can't commit to providing services until more information is gathered. Mayor Brown asked Curt McLam what exactly he needs to turn into DEQ. Curt said he had everything but the will-serve. Curt blames the city's engineer for not completing the facility studies quicker. He said everything looked good three years ago when the annexation process was started and even with DEQ approval building would not start until next summer. Curt said that if the city will not provide the will-serve he will be asking for a variance for individual wells and septic, if this is not approved they will ask to de-annex from the city.

*No action taken.*

### **3. PLANNING & ZONING – APPOINTMENT OF NEW MEMEBERS**

Absent

*No action taken.*

### **4. GEM GRANT AGREEMENT**

The city was awarded a Gem Grant on behalf of the Regional Wastewater Planning Stakeholders. Mayor Brown asked Council for permission to sign the Gem Grant Agreement.

*Jennifer Anderson made a motion to sign the Gem Grant 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, yes*



**5. MILITARY CAREGIVERS PROCLAMATION**

Mayor Brown presented the Military Caregivers Proclamation.

*Darrell Bostic made a motion to sign the Military Caregivers Proclamation, Jennifer Anderson seconded the motion. The motion was approved with all ayes.*

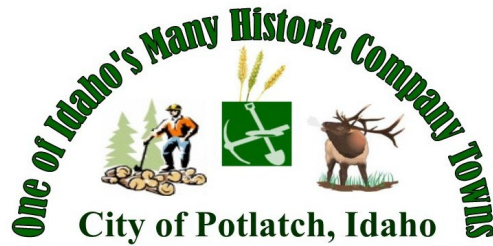
**6. DEQ – SOURCE WATER PROTECTION GRANT – AMENDMENT**

The EPA's terms and conditions have been updated thus DEQ has amended the city's Source Water Protection Grant

*Jennifer Anderson made a motion to sign the Amendment to the Source Water Protection Grant, Darrell Bostic seconded the motion. The motion was approved with all ayes.*

**REPORTS:**

1. **Parks – Jennifer Anderson**– New scoreboards in the park look great.
2. **Pool & Cemetery – Darrell Bostic** – Cemetery looks good. The pool will be acid washed tomorrow.
3. **Water & Sewer – Dave Cada** – Dave reported that over the last three months there has been more precipitation than in the last three years. He thinks because of this our water table should be in good shape.
4. **Streets – Marty Anderson** – No report
5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – Mayor Brown would like to start conservation efforts in the Scenic 6 Park and asked Paul to monitor the water, watering every other day or less and see how it goes. Would like to cut back as much as we can without letting the grass die completely.
7. **Maintenance – Paul Kilborn** – Will be installing flow meter on the Splash Pad



8. **Clerk – Harmony Nowack** – Mike Strong stopped by City Hall late last week wanting to know if, with the council’s permission, he and his family could spread his fathers’ ashes at the Potlatch Cemetery. Council agreed this would be fine.

**Public Comment:**

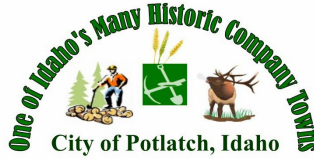
*Martin Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 8:46p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, June 9, 2025.**



195 6<sup>th</sup> Street – Potlatch, ID 83855 – 208-875-0708

## City Council Special Meeting

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

**May 12, 2025**  
**Minutes**

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

GUESTS:

### **1. REVIEW & DISCUSS UTILITY AGREEMENT FOR NEW DEVELOPMENT**

Mayor Brown called the meeting to order at 6:30pm. Mayor Brown shared with Council Elk River Enterprises new subdivision lot layout. They have decreased the development plans to five (5) lots total with a private drive. City Engineer, Tom Moore, is currently working on the drinking water facility study and believes the city is at capacity for water at this time and it looks like the aquifer is falling. City Attorney, Will Herrington, has advised the city against entering into any agreements at this time, not knowing what we can provide. DEQ has advised that they will not approve the development plans until our facility study is completed.

Mayor Brown opened the floor for discussion. Dave Cada said he would like to do whatever is needed to make the development happen. Jennifer Anderson asked what the city could do to make this happen. Mayor Brown said the city needs to be looking into ways to conserve water. Letters will be sent to heavy water users asking them to conserve as much as possible. The city itself will cut down on water use in the park and wherever else they can. A conservation ordinance will be drafted. The city will continue to look for ways to drill a well.

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 6:50 pm.

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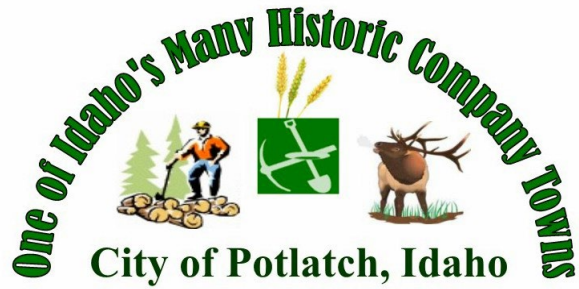
David Brown, Mayor

ATTEST:

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Harmony Nowack, Clerk-Treasurer





195 6<sup>th</sup> Street – Potlatch, ID 83855 – 208-875-0708

## **Public Hearing: Pool Fees**

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

**May 20, 2025**  
**Minutes**

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

GUESTS:

Mayor Brown called the meeting to order at 5:19pm. There was a discussion on pool costs and current pool fees. Current rates do not cover pool costs. Fee increases are necessary to keep the pool running.

Mayor Brown opened the floor for discussion. Fees for swimming lessons, passes and pool rentals were all discussed to be increased.

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

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

Meeting adjourned at 5:50 pm.

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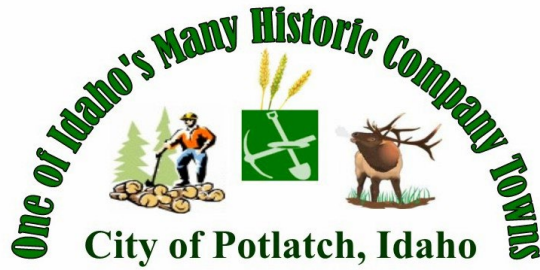
David Brown, Mayor

ATTEST:

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Harmony Nowack, Clerk-Treasurer

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195 6<sup>th</sup> Street – Potlatch, ID 83855 – 208-875-0708

## City Council Special Meeting

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

**May 20, 2025**  
**Minutes**

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

GUESTS:

### 1. INCREASE POOL FEES

Pool fees were discussed to be increased as follows:

#### OLD RATES

#### NEW RATES

Daily Pass: \$5.00 individual (3 and younger free with paid adult)	Daily Pass: \$5.00 individual (3 and younger free with paid adult)
Season Pass: \$70.00 individual; \$140.00 family (up to 5 members, \$15.00 for each additional member up to 4)	Season Pass <b>\$100.00</b> individual; <b>\$200.00</b> family (up to 5 members, <b>\$20.00</b> for each additional member up to 4)
Lap Swim: \$5.00 individual daily pass; \$60.00 season pass	Lap Swim: \$5.00 individual daily pass; <b>\$75.00</b> season pass
Swimming Lessons: \$60.00 each student	Swimming Lessons: <b>\$80.00</b> each student
Private Pool Rentals: \$125.00 per hour	Private Pool Rentals: <b>\$175.00</b> per hour
Friday Night Swim: \$7.00 per individual	Friday Night Swim: <b>\$10.00</b> per individual

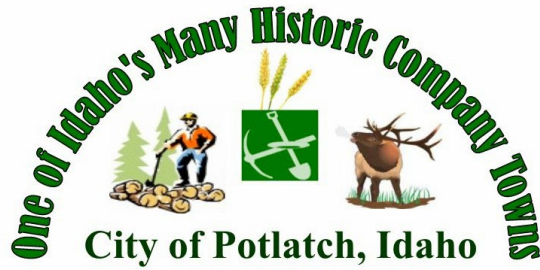
Dave Cada was not present at the meeting, Harmony read a letter from him expressing that he would be in favor of increasing pool fees due to the increased cost of operation and inflationary pressure.

Darrel Bostic motioned to increase pool fees (as shown above), Jennifer Anderson seconded the motion. The motion was approved with a roll call vote:

Jennifer Anderson: yes

Marty Anderson: yes

Darrell Bostic: yes



## **2. POOL FEES RESOLUTION 2025-05-20**

Resolution 2025-05-20 was introduced by Darrell Bostic who moved for its adoption. Seconded by Jennifer Anderson. Mayor Brown read the resolution. The resolution was approved with a roll call vote:

Jennifer Anderson: yes

Marty Anderson: yes

Darrell Bostic: yes

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 5:55 pm.

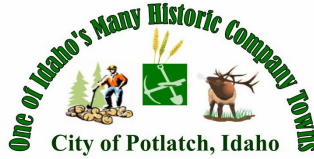
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David Brown, Mayor

ATTEST:

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Harmony Nowack, Clerk-Treasurer



195 6<sup>th</sup> Street – Potlatch, ID 83855 – 208-875-0708

## City Council Special Meeting

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

**June 5, 2025**

### Minutes

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

GUESTS:

#### 1. DISCUSS WATER ISSUES

Mayor Brown called the meeting to order at 4:30pm. Mayor Brown said the Elk River Enterprises has talked with the County. They will divide the city annexed property off HWY 6 into 4 lots and sell those off. If they stay in the city they can have sewer hook-ups but the city at this time can not offer water hook-ups. They are asking the city if they can drill wells for each of these 4 lots. Mayor Brown spoke with Mauri Knott at the county, she believes there could be a lawsuit if the city denies the wells. Will Herrington, city attorney, does not think the developer has a case. Regardless, the city needs to make it a priority to drill a municipal well. Dodd Snodgrass from CEDA will be at the regular council meeting Monday to talk about grant opportunities. Commerce offers a block grant of \$500,000 that could be used for a well. CEDA would be the grant administrator and would receive 10% of the grant. Marty said that ITD at the HWY 95/HWY 6 Y had offered in the past to let the city drill a well on their property, it could be a better well but would need to be piped a long way into the existing infrastructure. Mayor Brown mentioned that Onaway is also willing to tie in their line. Currently they have a 180' deep well that pumps 100gpm. As for conservation the council needs to make a decision on restricting the hours at the splash pad. The splash pad is now being metered.

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 5:10 pm.

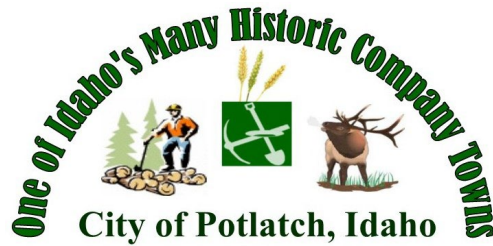
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David Brown, Mayor

ATTEST:

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Harmony Nowack, Clerk-Treasurer



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**June 9, 2025 – 7:00 p.m.**

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

Guests: John Rincon, Steve Normington, Cindy Normington, Curt McLam, Dodd Snodgrass

**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 12, 2025, City Council meeting, minutes from May 20, 2025 Public Hearing & Special Meeting, minutes from June 5, 2025 Special 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. JOHN'S JONS – SEPTIC DUMPING AGREEMENT**

John Rincon of John's Jons requested a general agreement to dump septic at the City of Potlatch.



***Darrell Bostic made a motion to sign a general agreement for septic dumping, 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***

### **3. CURT MCLAM – ELK RIVER ENTERPRISES - DEVELOPMENT**

Curt would like a variance to drill four (4) wells on four (4) lots in the city at his development site off HWY 6 at the east end of the city. They would put in four (4) lines with pumps to the city sewer and the owners of the properties would pay for their garbage through the city as well. Marty asked if it was against the rules to have wells in the city. Mayor Brown said if you are within a certain area of a water system you have to hook-in. Mayor Brown is looking into ways the city can drill a well but it takes time. Curt wants a date in order to move forward. Mayor Brown told Council it was their decision. Marty said he hates to see wells in the city limits but if the city can't provide water then what choice is there? Dave said he has problems with all of this because at the time of annexation and when the city annexed land off Onaway Road the city was told it had 100 hook-ups, what has changed? Mayor Brown asked if an agreement could be drawn up that wells can be used unless city services are available at the time of development. Curt said that would work for him.

***Marty Anderson motioned to allow four (4) wells to be drill at the development off HWY 6 if the city cannot provide water at the time of development. Jennifer Anderson seconded the motion. The motion was approved with all ayes***

### **4. DODD SNODGRASS – CEDA – GRANTS**

CEDA is ready to start the process for a Community Development Block Grant for the Potlatch swimming pool. Mayor Brown asked Dodd if we could apply for a grant for a well. Dodd explained that you would need to prove that there are infrastructure issues regarding capacity, supply, health or safety. If these issues are proven then the city could seek funding for a new well. A study we need to be completed quickly as the grant application is by November. Current study being done will not be done in time to apply for a grant. It was agreed that a grant for the pool is more feasible right now so the city will continue with that.



*Darrell Bostic made a motion for the city to apply for the CDBG for the pool, Marty 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*

**5. MCHUGH BROMLEY –ATTORNEY AGREEMENT– REGIONAL WW PROJECT**

Mayor Brown presented the attorney agreement with McHugh-Bromley for the regional wastewater project. Agreements were sent to Princeton-Hampton Sewer District, HooDoo Water and Sewer District, Onaway Water and Sewer Association, and the City of Potlatch. Candace McHugh would represent all entities, GEM Grant funds will cover the cost of legal services to establish a regional wastewater plant.

*Jennifer Anderson made a motion to sign the attorney 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, yes*

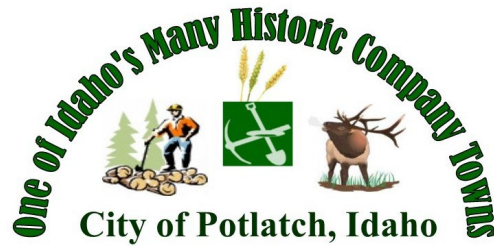
**6. DRAFT ORDINANCE – WATER CONSERVATION – FOR DISCUSSION**

Council reviewed the draft Conservation Ordinance. City Attorney, Will Herrington, has advised Mayor Brown that an ordinance is not needed in order to have a conservation plan. An ordinance does make it more legal however, it would be hard to enforce. More tiers in the rate system for water usage was discussed.

*Discussion only.*

**REPORTS:**

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



2. **Pool & Cemetery – Darrell Bostic** – No report. Darrell will look in at the pool.
3. **Water & Sewer – Dave Cada** – No report.
4. **Streets – Marty Anderson** – Marty is trying to get a hold of a diesel mechanic he knows to take a look at the grader.
5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – Center section of the Land Ap had trees, it was not taken care of and all trees are gone. Mayor Brown would like to talk with Hash Tree Farm about getting trees. The city needs to use the entire system and so far it is not running yet this year.
7. **Maintenance – Paul Kilborn** – No report.
8. **Clerk – Harmony Nowack** – Two council seats are up for election in November. Harmony also shared a letter containing the ICRMP fees for next year.

**Public Comment:**

*Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson 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 23, 2025.**





## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**June 23, 2025 – 7:00 p.m.**

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

Guests: Amber Weber

**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 9, 2025 and minutes from June 5, 2025 Special Meeting, City of Potlatch bills and payroll.

***Dave Cada 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. DEVELOPMENT AGREEMENT**

Council reviewed the preliminary draft development agreement for Elk River Enterprise development, “Riverview Addition” off HWY 6. The developer will start with a twenty-five (25) foot road with a sixty (60) foot right of way for Phase 1 (four (4) lots). Phase 2



will consist of additional housing in lot five (5). When Phase 2 starts the road will be widened and made to city standards. The development will have city sewer services, each lot will have individual pumps then gravity flow into the city system. Each lot will have its own well, unless the city is able to provide water. Council agreed to let city attorney make these changes to the agreement and council will review again.

*Issue tabled until updated agreement updated by attorney.*

### **3. WATER HOOKUPS IN TOWN**

There are six (6) open lots in town, three (3) are currently pending sale and three (3) are to be put up for sale. When these lots were divided in 2021 lot owners were told they could have water hookups. With current capacity information, and the city not giving water hookups to the new development, owners of these properties are requesting clarification on whether or not they have water hookups available. City has already told the property owner of the three (3) pending lots that they have hookups. Amber Weber attended council tonight for a guarantee that she can sell her three (3) lots with water hookups.

*Darrell Bostic motioned to allow water hookups for three (3) lots owned by the Webers. Marty Anderson seconded the motion. The motion was approved with all ayes.*

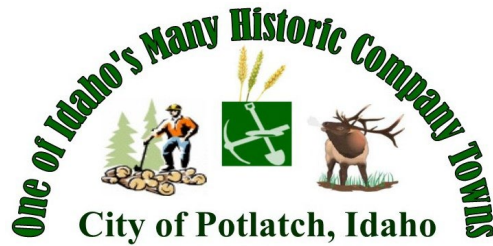
### **4. AUTHORIZE CREDIT CARD FOR PAUL KILBORN**

Council discussed authorizing a credit card for Paul Kilborn, lead maintenance, as relying on one card shared between City Clerk-Treasurer and maintenance has been cumbersome. Clerk-Treasurer, Harmony Nowack, spoke with Latah Credit Union regarding the process to add Paul as a credit card holder. Paul and Harmony would share the \$20,000.00 limit. Latah Credit Union needs an official agreement and vote from the City Council in order to issues credit cards to city employees.

*Jennifer Anderson made a motion to authorize a credit card for Paul Kilborn from Latah Credit Union, Darrell Bostic seconded the motion. The motion was approved with all ayes.*

### **5. LONG-TERM RV PARKING**

There have been many complaints about the state of the Long-Term RV parking spots. Tenets are collecting furniture and other debris around their trailers. This is not acceptable



under the lease agreement. Council requested copies of lease agreements and rules for them to look over and update. Council will consider eviction notices if lease agreements are violated.

*Jennifer Anderson made a motion to evaluate and upgrade the Long-Term RV Park rules and lease agreement and for City Clerk-Treasurer to send a letter requesting tenet clean up, Marty Anderson seconded the motion. The motion was approved with all ayes.*

#### **6. SPLASH PAD HOURS**

As the city is working on conserving water, a meter was placed on the Splash Pad to measure how much water is being used during a cycle. In a five (5) minute cycle, five hundred (500) gallons of water is used. It was discussed that hours or days need to be reduced to help with the city's conservation efforts.

*Marty Anderson made a motion to cut the Splash Pad hours to 2pm-7pm daily, Jennifer Anderson seconded the motion. The motion was approved with all ayes.*

#### **7. WELL DRILLING**

Mayor and Council discussed drilling for a new well, where to drill and how close to current infrastructure. The city can not move forward on drilling a well until the facility study is completed, hopefully by the end of August.

*Issue tabled until study completion.*

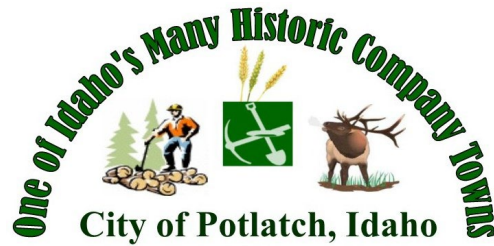
#### **8. MOU WITH ONAWAY WATER & SEWER ASSOCIATION**

The City of Potlatch and the Onaway Water & Sewer Association would like to tie-in their respective water lines. An MOU or similar agreement would need to be drafted for both entities.

*Issue tabled until the city can meet with the Onaway Water & Sewer Association.*

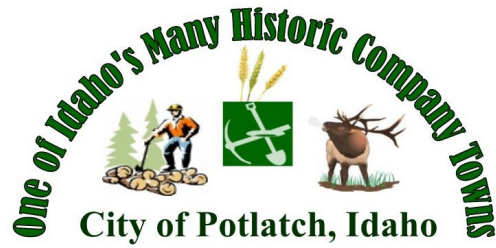
#### **REPORTS:**

1. **Parks – Jennifer Anderson**– Long-term RV area needs cleaning up.



2. **Pool & Cemetery – Darrell Bostic** – Cemetery looks great. Complaints coming in at the pool that the water is too cold. Mayor Brown said that WMS Aquatics will be out tomorrow to look at the new pump which does not seem to be working properly. Maintenance just replaced the sand and pea gravel in the filters and will learn how to properly treat this every year.
3. **Water & Sewer – Dave Cada** – Dave is continually watching the weather patterns and has noticed there has been more precipitation this June than in the last couple years. Weather modification planes are still out there, and we are not getting the rain we used to get in this area in the past.
4. **Streets – Marty Anderson** – Culvert at Bennett’s Addition is plugged. How can we clean it out? Could the city contract with the county to see if they could clean it out? Marty will contact a few people he knows to see how they can help and what the city should do.
5. **Scenic 6 – David Cada** – The train is running and pulling gravel. There are new businesses in town, more people using the sidewalks. Dave would like to encourage people to frequent the new businesses. He would also like to see sidewalks on the south side of 6<sup>th</sup> Street.
6. **Mayor – David Brown** – Mayor Brown met with Quality Contractors regarding new sidewalks. The bid came in under the grant maximum. Mayor Brown would like to contact LHTAC to see if we can add more aprons on 10<sup>th</sup>. Mayor Brown is working on the budget, looking into a higher tiered system for water use, specifically irrigation. Rates will need to be raised across the board. Looking into putting cameras up at city buildings and in the park. Recent theft of the brass whistle off the train at Scenic 6 Park is sadly making it a reality that we need more surveillance to protect the city’s assets and keep our citizens safe. Jason Hill with the railroad and the Historical Society have offered to help clean up the train items in the Scenic 6 Park.
7. **Maintenance – Paul Kilborn** – No report.
8. **Clerk – Harmony Nowack** – Harmony will work on getting quotes for the cameras and Wi-Fi access to the back portion of Scenic 6 Park. The city’s yearly audit started last week and will continue this week, so far everything is looking good.

**Public Comment:**



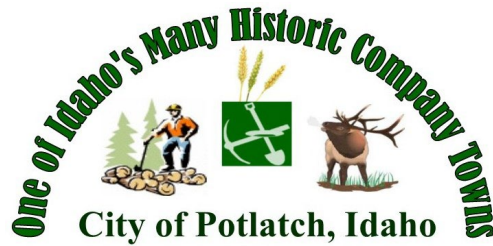
*Martin Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 9:15p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, July 14, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**July 14, 2025 – 7:00 p.m.**

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

Guests: Amber Weber

**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 23, 2025, 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***

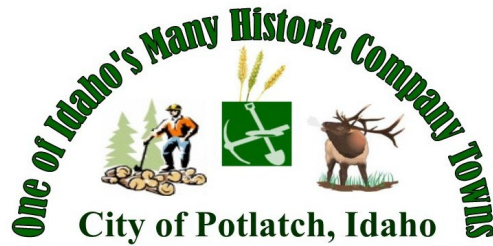
***Dave Cada, yes***

***Marty Anderson, yes***

***Darrell Bostic, yes***

#### **2. JILL QUADE – DEPOT RENT DISCOUNT FOR FREE KIDS CLASS**

Jill Quaade and her daughter Isabell are holding a free cooking class for kids in the Depot every Wednesday in June. Jill asked Council if they could have a discount on the rental fee as they are doing this a community service.



*Marty Anderson motioned to allow the Quaades to have free rent at the depot. Darrell Bostic seconded. The motion was approved with all ayes.*

### **3. BRAD RODE – FIRE CODE**

Potlatch Fire Chief Brad Rode spoke with Council regarding his concerns that the city does not have a fire code ordinance. In order for Brad to prosecute unlawful burning the city needs to have fire code ordinance in place. He supplied Council with a copy of the parts of the state code that would be good to have covered in the ordinance. Mayor Brown said he would speak with the city Attorney and have him write up an ordinance for Council review. Marty asked about flushing hydrants, there has been confusion in the past as to who, city or fire department, is supposed to do this. Brad said he will be working with Paul this fall to set up a schedule for flushing/cleaning hydrants.

*Issue tabled until ordinance is written.*

### **4. DEVELOPMENT AGREEMENT**

The city attorney sent a new draft of the “utility services” development agreement for Elk River Enterprises “Riverview Addition.” There was some discussion. Mayor Brown had a few concerns that he will bring up with the attorney.

*Martin Anderson made a motion to accept draft agreement with changes, Jennifer Anderson seconded the motion. The motion was approved with all ayes.*

### **5. LONG-TERM RV PARK RULES/LEASE AGREEMENT UPDATES**

Council reviewed the long-term RV park rules and lease agreement and thought they were good. Council discussed the state of the long-term RV spaces and renovations they would like to start work on.

*Darrell Bostic made a motion send a letter to all long term RV tenets requiring them to move out by August 31<sup>st</sup>, 2025. Jennifer Anderson seconded the motion. The motion was approved with all ayes.*

### **6. CONTRACT WITH CEDA FOR CDBG – POOL GRANT**

Mayor Brown presented the contract for CEDA to be the grant administrator for the Community Development Block Grant for the city swimming pool. CEDA charges \$3500.00 for grant writing and takes twenty percent of the awarded monies for





administering the grant, they may be willing to take ten percent this time as the they understand what a big undertaking this project is. The city will need to come up with \$75,000.00 to cover the rest of the expenses not covered by the grant.

*David Cada made a motion to sign the grant administration contract with CEDA, Marty 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*

#### **7. STAFF TO ATTEND IRWA FALL CONFERENCE - MOSCOW**

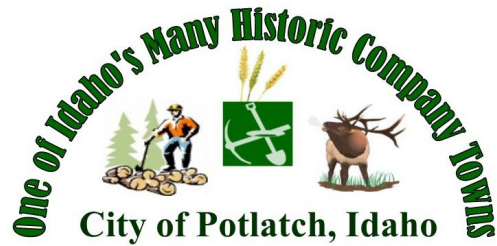
IRWA fall conference is in Moscow this year. Karin, Paul and Jerry would like to attend and possibly Mayor Brown and Harmony to attend as “guests.”

*Darrell Bostic motioned to send Paul, Karin and Jerry and any other employee wanting to attend as a guest toe the IRWA fall conference in Moscow. David Cada seconded, and the motion was approved with all ayes.*

#### **REPORTS:**

1. **Parks – Jennifer Anderson**– No report
2. **Pool & Cemetery – Darrell Bostic** – Pool has been way to warm. Propane bill very high. Paul to set temperature on furnace and work on the hose at the slide to control leaks/spillage.
3. **Water & Sewer – Dave Cada** – Geologist come from all over the world to study this area. Fifteen thousand years ago our area was coved by water, melt-off from the ice flows. Native American oral history talks about large lakes in the Palouse. Under the water were basalt flows. Anywhere you put a well here, you will get water.
4. **Streets – Marty Anderson** – Culvert at Bennet’s Addition is plugged, needing replacement. At least 100 feet of this culvert is on private property. The culvert by the Jr/Sr High School is also plugged. Marty will speak with the county to see how they can help the city replace and clean these pipes.





5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – Delfred Cone and the Lions Club donated the “Potlatch Logger” statue that was placed along HWY 6 across from Onaway Rd. Mayor Brown passed around a thank you letter for Council to sign. Mayor Brown is working on the budget for FY 25-26 and asked council their thoughts on employee wages and elected officials’ wages. Mayor Brown would like to start working on a MOU with Onaway Water & Sewer Association for a water tie-in. This project would need to be engineered and the cost divided between both entities. There is a mechanic in St. Maries that is willing to work on the grader, city will need to transport it there. Mayor Brown will get in touch with Lowry Trucking to see if they can haul the grader and maybe the water truck as well.
7. **Maintenance – Paul Kilborn** – No report.
8. **Clerk – Harmony Nowack** – New permit requirements set by state legislation. The County is working on putting all the requirements in place. We will see changes soon. County is also working on renewing contracts with the city’s and considering taking over all permitting from the city. If this happens this will result in a revenue loss for the city.

**Public Comment:**

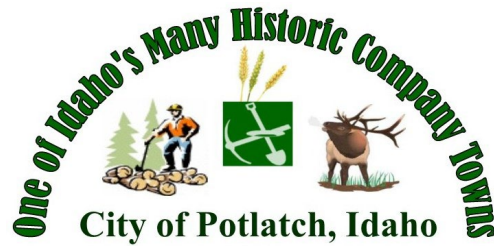
*Jennifer Anderson made a motion to adjourn the regular meeting, Marty Anderson seconded the motion. The meeting was adjourned at 8:42p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, July 28, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**July 28, 2025 – 7:00 p.m.**

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

Guests: Steve Pennington

**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 14, 2025, 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:***

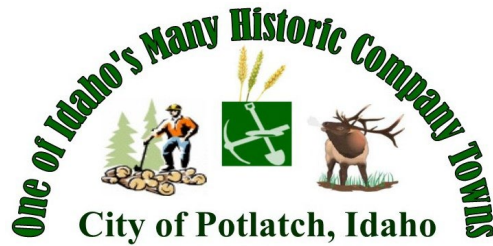
***Dave Cada, yes***

***Marty Anderson, yes***

***Darrell Bostic, yes***

#### **2. STEVE PENNINGTON-CHURCH OF JESUS CHRIST LDS-SERVICE PROJECT**

Every September the Church of Jesus Christ of Latter participates in a service project for the community. Steve Pennington is in charge of organizing the service project for this year. He attended council meeting tonight to ask if the City had any projects or ideas they of things they could do. They would have around 30-40 adult volunteers. A few ideas included painting the pool building, add supports for the logger cabin/outhouse at the park



and brush clean up at Lion's Park. Helping with Christmas lights in the park was also brought up, Steve thought the church youth could help with that.

### **3. "JOINT-OWNER" AND SIGNER ON CITY LCU ACCOUNT**

Latah Credit Union needs to have one "joint-owner" who would be the signer on the city's account. The Credit Union does not need multiple signers. The account was originally set up with Mayor, Council President, and City Clerk-Treasurer as signers. New regulations at LCU only require one signer. All banking is done by Clerk-Treasure, Harmony Nowack and it would be most efficient for her to be the designated signer.

*Darrell Bostic made a motion to appoint Clerk-Treasurer as the "joint-owner" signer on the city's account at Latah Credit Union, Marty Anderson seconded the motion. The motion was approved with all ayes.*

### **4. DEVELOPMENT AGREEMENT**

Mayor Brown and Clerk, Harmony, spoke with City Attorney, Will Herrington on the changes to be made on the development agreement. Will is still working on finalizing the agreement.

*Issue tabled until agreement finished*

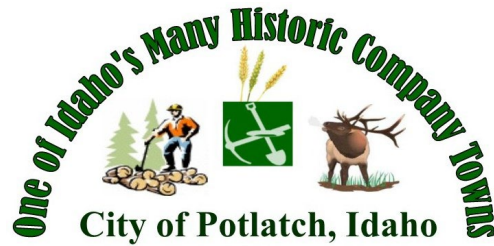
### **5. REQUEST FOR ROAD ACCESS NEAR RESERVIOR – LOT FOR SALE**

A letter was submitted to Council from a perspective buyer of property for sale off Ponderosa Drive next to the city reservoir. The lot is a triangle shape and is just above the city reservoir property. The perspective buyer was asking for confirmation that the city would provide an easement or other access to the property.

*Marty Anderson motioned to allow access on city property for the lot in question, Dave Cada seconded. The motion was approved with all ayes.*

### **REPORTS:**

- 1. Parks – Jennifer Anderson– Absent**



2. **Pool & Cemetery – Darrell Bostic** – Pool temp has been better. Darrell has seen lots of kids at the pool.
3. **Water & Sewer – Dave Cada** – Reservoir level has been good through the month of July. IRWA is reporting drought conditions in the state, particularly in the south eastern parts of the state. Robert Kennedy Jr visited Idaho in the past week. He is pushing for health and stopping chem trails. Excited to see Idaho leading the pack in this.
4. **Streets – Marty Anderson** – Marty spoke with some folks regarding replacing the culvert on Onaway Road. Will be working next month on cleaning out and replacing the culvert.
5. **Scenic 6 – David Cada** – Shout out to community days! Great car show, venders and music. A very nice day and fun parade!
6. **Mayor – David Brown** – Mayor Brown is continuing work on the budget. Will have preliminary budget at next meeting for review.
7. **Maintenance – Paul Kilborn** – No report.
8. **Clerk – Harmony Nowack** – No report

**Public Comment:**

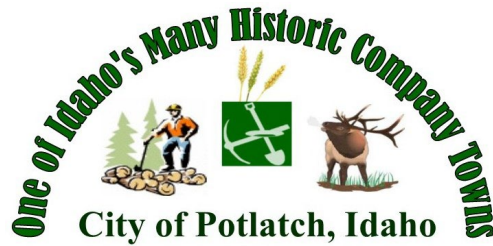
*Marty Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 8:45p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, August 11, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**August 11, 2025 – 7:00 p.m.**

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

Guests: Carie Capello

**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 28, 2025, City of Potlatch bills and payroll.

***Dave Cada 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***

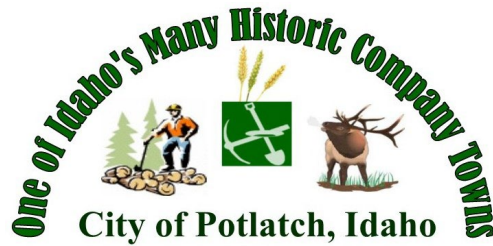
***Darrell Bostic, yes***

### **2. SELECT CEDA AS POOL PROJECT CDBG GRANT ADMINISTER UNDER THE MICRO-PROCUREMENT PROCESS**

Selecting CEDA as the grant administrator under the micro-procurement process allows CEDA administration agreements under \$25,000.00.

***Darrell Bostic made a motion to select CEDA as the pool project CDBG grant administrator under the micro-procurement process, 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*

### **3. CARIE CAPELLO – POOL FUNDING**

Carie has been co-manger at the pool for the last two seasons. She reiterated that the pool liner is needed as cracks and leaks in the liner have caused water and chemical leakage. She is concerned that there may be pipes needing replacement but is under the understanding that the pipes can be replaced if needed without removing the liner. Mayor Brown stated that there is a four inch pipe at the floor of the maintenance room that is rusting, this pipe is of most concern. The grant will not cover the whole cost of the pool liner replacement. The Potlatch Recreation District will help with some funding and the city will need to do fundraising to help with the rest. If the pool were listed as a historical building perhaps we could get more funding? Carie will contact the High School to see if the any of the seniors are looking for a senior project. Doors are needed on the changing rooms to keep bats, birds and debris out. Carie also said a gate to the pavilion or extending the fence around the pavilion would be nice.

*No action taken.*

### **4. RATES & FEES DISCUSSION**

Harmony presented the rates and fees sheet. New water and sewer rates that coincide with the FY 25-26 budget are reflected. Council asked to review rates, changes can be made in all rates prior to rates hearing.

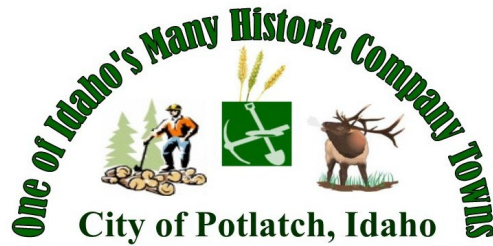
### **5. BUDGET DISCUSSION AND TENTATIVE BUDGET APPROVAL**

Mayor Brown introduced the budget. The city is budgeting for a \$5.00 increase in water and sewer base rates, increases to water usage and a 3% increase to garbage. Tentative budget will go to public hearing on August 25<sup>th</sup> before the regular council meeting.

*Marty Anderson motioned to approve the tentative budget, Darrell Bostic seconded. 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** – Storm patterns have been more normal than its been in years. Dave asked Marty about farming this year, Marty stated that the winter wheat crop is good this year, they started harvest in July which only happens once every 10-15 years. The other crops (lentils, garbanzos, canola) are not doing as well as there hasn't been enough rain.
4. **Streets – Marty Anderson** – No report
5. **Scenic 6 – David Cada** – No report
6. **Mayor – David Brown** – Lowery trucking will come to get the grader. The city needs someone to repair the sweeper. The city will be changing from gas to liquid chlorine for wastewater treatment. Dean from Correct Equipment has been out to talk with the city about options. They will take out the old equipment and put in the new. This has to be engineered and approved by DEQ.
7. **Maintenance – Paul Kilborn** – No report.
8. **Clerk – Harmony Nowack** – No report

**Public Comment:**

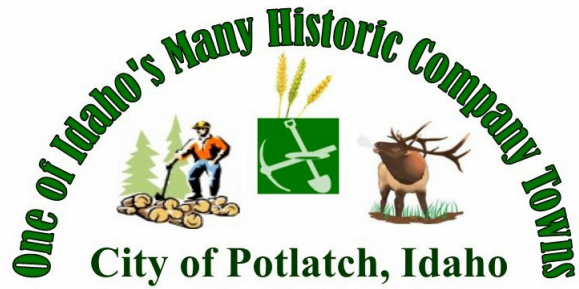
*Marty Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:17p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, August 25, 2025.**



195 6<sup>th</sup> Street – Potlatch, ID 83855 – 208-875-0708

## **Public Hearing: Proposed City Budget**

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

**August 25, 2025  
Minutes**

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

GUESTS:

Mayor Brown called the meeting to order at 6:45pm. Mayor Brown introduced the budget for FY 2025-2026.

Mayor Brown opened the floor for discussion. No discussion.

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

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

Meeting adjourned at 6:54 pm.

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David Brown, Mayor

ATTEST:

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Harmony Nowack, Clerk-Treasurer

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## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**August 25, 2025 – 7:00 p.m.**

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

Guests: Diane & Michael Riley, Sharon & Jeffery Durlak

**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 11, 2025, 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***

***Marty Anderson, yes***

***Darrell Bostic, yes***

### **2. DIANE & MICHAEL RILEY- FENCE AT RIDGE WELL**

The city recently installed a chain link fence with three lines of barbed wire at the top around the Ridge Well located off Fiddler's Ridge Rd in Potlatch. The fence was installed as part of the DEQ Source Water Protection Grant. These grant funds also helped to pave a parking area at the well and for the city to installed a culvert along the road. Diane and Michael feel that the fence devalues their property. They are demanding that the city give them \$2000.00 to plant drought resistant plants on their property to block their view of the fence. They understand the importance of keeping the water source secure but stated



that the barbed wire is “unfriendly” and they would like to at least see that removed. Another neighbor, Theresa Greiner, attended the meeting with a letter for the council stating she had spoken with DEQ and though fencing was recommended she was told the barbed wire was not necessary but since it was in the grant it must remain until the grant is closed out then the city can make a decision whether to keep it or not. She also believes this fence has devalued her property next door. Neighbor, Terry Carlson, also in attendance mentioned that the gate does not look secure, there is a large gap under the gate and the last rainstorm washed out large gaps on the side of the road near the culvert.

Mayor Brown responded to the complaints saying that he and the city council are doing the best they can for the city and are doing all they can to keep all the city facilities secure. He reminded everyone that the city relies heavily on grant funding to do improvement projects such as this one. Marty Anderson responded saying that council would talk to the city engineer about the barbed wire and its necessity before they would make a decision to take it down or not. Mayor Brown stated the city would not purchase plants for the Rileys. He said the city has asked the contractor to place the gate back farther to allow for more space for city trucks/pump truck etc. and the city will address the security of the gate when the contractor returns. City crew will work on the culvert and make sure the road is safe before winter.

*No action taken*

**3. SHARON & JEFFREY DURLAK –PARKING/RAILROAD TIES 8<sup>TH</sup> & CEDAR**

The city received a complaint that there was railroad ties on the Durlak property near the street that were obstructing parking along the road. Sharon stated the first layer of ties were placed there over two years ago. They recently added a second layer to the ties because cars were parking straddling the ties. The ties were originally placed to keep people from parking there so they could maintain the yard in front of their house. The grass there extends to the road. They are concerned with parking at the top of 8<sup>th</sup> where it meets Cedar as it makes it impossible to see around when coming up 8<sup>th</sup> to Cedar. Mayor Brown stated that the city has a sixty (60) foot right-of-way on city streets. The electrical pole on the property are in line with the city right-of-way. Council requested that the ties be taken back one (1) foot for safety reasons and the city will look into placing no parking signs around that intersection to help with visibility. The city will have a written agreement with the Durlak’s stating that the ties will be removed by the owner in the case that the city needs access to their right-of-way

*No action taken.*



#### **4. APPROVE PROPOSED CITY BUDGET**

Mayor Brown presented the proposed city budget for FY 2025-2026.

*Marty Anderson motioned to approve the city budget for FY 2025-2026, Darrell Bostic seconded. The motion was approved with a Roll Call vote:*

*Jennifer Anderson, yes*

*Marty Anderson, yes*

*Darrell Bostic, yes*

#### **5. POOL PROJECT GRANT – CITY FUNDING COMMITMENT**

The city is applying for an Idaho Commerce Community Development Block Grant to make needed repairs on the city pool. The grant funding will cover \$245,000.00. The current quote for the work is \$281,157.00. The city needs to make a commitment to provide the funds not covered by the grant to finish the project. Sally Anderson with the Potlatch Recreation District attended the meeting and stated that the Recreation District is planning to help the city with funding and anything the pool might need for next season. Marty Anderson would like the City Council to have a meeting with the Recreation District to discuss the possibility of working together.

*Darrell Bostic motioned for the city to cover the funding not covered by the Community Development Block Grant, Jennifer Anderson seconded. The motion was approved with all ayes.*

#### **6. UTILITY SERVICE AGREEMENT – ELK RIVER ENTERPRISES**

Final draft with all changes discussed presented to Council.

*Marty Anderson motioned to approve the final draft of the Utility Service Agreement, Jennifer Anderson seconded. The motion was approved with a Roll Call vote:*

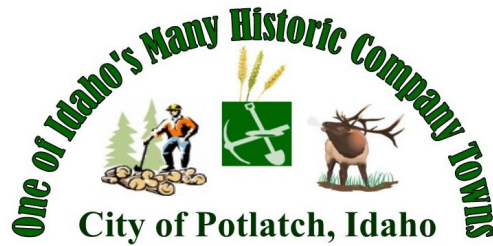
*Jennifer Anderson, yes*

*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** – Absent
4. **Streets – Marty Anderson** – Asked if anyone had been out to look at cleaning out the culvert near Bennett’s Addition. Paul stated that they have a call out to Roach Construction and would ask them to look at it. Not sure if it can be cleaned out as it looks as though the culvert has rotted away on the bottom
5. **Scenic 6 – David Cada** – Absent
6. **Mayor – David Brown** – Potlatch Night Out Against Crime and Drugs will be September 2<sup>nd</sup> at 5:30pm in Scenic 6 Park.
7. **Maintenance – Paul Kilborn** – No report.
8. **Clerk – Harmony Nowack** – Audit is almost completed. Presnell & Gage are happy to meet with City Council if requested.

**Public Comment:**

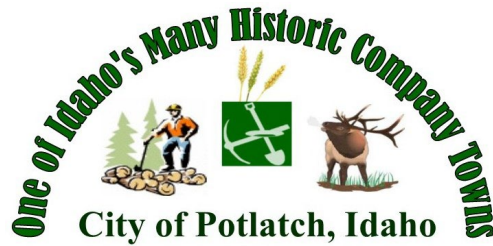
*Marty Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:44p.m.*

\_\_\_\_\_David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, September 8, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**September 8, 2025 – 7:00 p.m.**

The regular meeting of the City Council was presided over by Mayor David Brown.  
Council members present: Marty Anderson, Darrell Bostic, Jennifer Anderson, Dave Cada  
Also present: Harmony Nowack, Clerk-Treasurer, and Paul Kilborn, 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 August 25, 2025, 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*

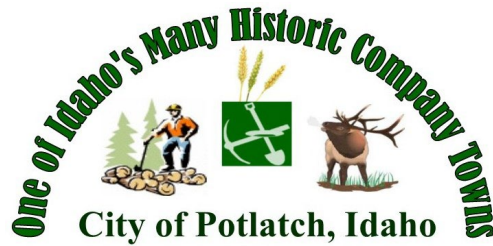
*Marty Anderson, yes*

*Darrell Bostic, yes*

### **2. APPROPRIATION ORDINANCE**

Mayor Brown introduced the Appropriation Ordinance #530. Mayor Brown entertained a motion that the rules be suspended and the proposed ordinance pass its first reading by title only.

*Marty Anderson motioned that the rules be suspended and that the proposed ordinance pass its first reading by title only and its second and third readings under suspension of*



*the rules. 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*

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

*Marty Anderson motioned that Ordinance #530 be formally adopted. Jennifer Anderson seconded the motion. The motion was approved with a Roll Call vote:*

*Jennifer Anderson, yes*

*Dave Cada, yes*

*Marty Anderson, yes*

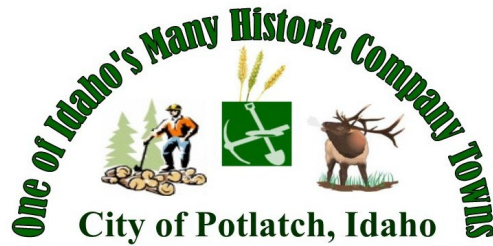
*Darrell Bostic, yes*

### **3. RATES & FEES DISCUSSION**

Mayor and Council reviewed the current rates and the proposed rate increases. Only rates proposed to change are utilities. Proposed increased to water 12.5%, sewer 7.7%, garbage 3%. Public Hearing on rates and fees will take place before the next council meeting on September 22 at 6:45pm.

### **REPORTS:**

1. **Parks – Jennifer Anderson**– No report
2. **Pool & Cemetery – Darrell Bostic** – Cemetery looks good albeit dry.
3. **Water & Sewer – Dave Cada** – Reservoir has been good. Well pumps have been turning off as reservoir is full. Rain is in the forecast. Dave is still seeing chem trails which is concerning as Idaho has outlawed this.
4. **Streets – Marty Anderson** – City sweeper will be going to PacWest Machinery in Spokane Valley this week for repairs.



5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – No report
7. **Maintenance – Paul Kilborn** – No report.
8. **Clerk – Harmony Nowack** – Audit complete and copies will be available next meeting. Presnell & Gage are happy to meet with City Council if requested to review audit. AIC Falls District Meeting will take place October 8<sup>th</sup> in Moscow for all those wanting to attend.

**Public Comment:**

Gail and Fred Pollard attended the meeting concerned that the alley between their house and there neighbor is getting cluttered with the items belonging to the neighbor. Items are accumulating on their side of the alley up against their fence. Mayor Brown said the city has a 15' right-of-way at the alley that should be kept clear. Marty Anderson said the city will send a letter to the neighbor to remove items that should not be in the alley.

Larry Chambers and Kandi Kambitsch attended the meeting to check in with the city on what is being done at the culvert on Onaway Rd. They are concerned about flooding in Bennett's Addition again this winter. Their neighbor is considering digging a ditch at his residence to divert water from flooding his house, this water will be diverted to neighboring properties. Mayor Brown explained that the culvert is 300' long and a majority of the culvert is on private property and most not within Potlatch city limits. The culvert is in bad shape, possibly rotted out thus unable to be flushed. Marty will be meeting with some local people and the North Latah Highway Department to discuss what can be done and invited Larry to meet with them as well. The city will be having Roach Construction out to hydro jet some drains and they will look at the culvert and give their opinion at that time.

***Marty Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 8:00p.m.***

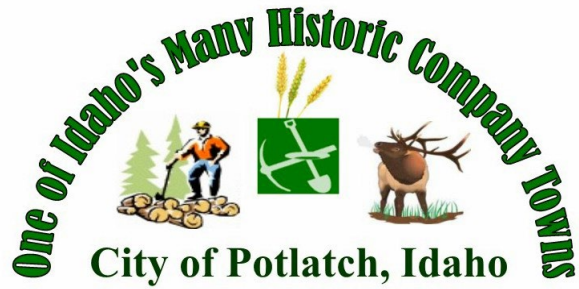
\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, September 22, 2025.**





195 6<sup>th</sup> Street – Potlatch, ID 83855 – 208-875-0708

## **Public Hearing: Proposed Grant Activities – Pool Project**

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

**September 8, 2025**  
**Minutes**

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

GUESTS: Kaleena Moulton & Dodd Snodgrass, CEDA

Mayor Brown called the meeting to order at 6:45pm. Kaleena introduced the pool project and gave council a handout on the grant request. Dodd commented that they have received lots of letters of support for the project as well as historical information and pictures of the current state of the pool and attendance records.

Mayor Brown opened the floor for discussion. Council had no questions or concerns about the grant request

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

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

Meeting adjourned at 6:52 pm.

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David Brown, Mayor

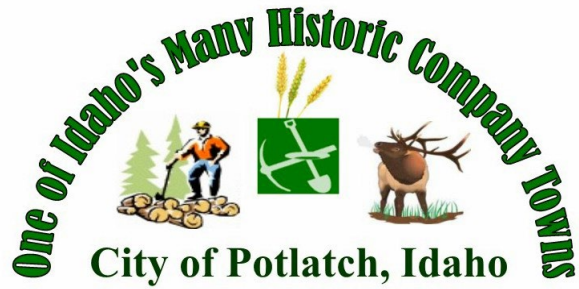
ATTEST:

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Harmony Nowack, Clerk-Treasurer

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195 6<sup>th</sup> Street – Potlatch, ID 83855 – 208-875-0708

**Public Hearing:  
Proposed City Rate & Fees for FY 25-26  
Proposed Building Code Fees**

HELD IN THE COUNCIL CHAMBERS AT CITY HALL

**Monday September 22, 2025  
Minutes**

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

GUESTS:

Mayor Brown called the meeting to order at 6:45pm. Mayor Brown introduced the city rate schedule. Rates being considered for increase in the next fiscal year include water, sewer, and garbage. Mayor Brown then introduced the proposed building code fees being considered for increase, those that will be added and those that will be removed per Latah County Planning and Building Department.

Mayor Brown opened the floor for discussion. Council had no questions or concerns about the rate changes.

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

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

Meeting adjourned at 6:59 pm.

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David Brown, Mayor

ATTEST:

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Harmony Nowack, Clerk-Treasurer

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## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**September 22, 2025 – 7:00 p.m.**

The regular meeting of the City Council was presided over by Mayor David Brown.  
Council members present: Marty Anderson, Darrell Bostic, Jennifer Anderson, Dave Cada  
Also present: Harmony Nowack, Clerk-Treasurer, and Paul Kilborn, 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 September 8, 2025, 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*

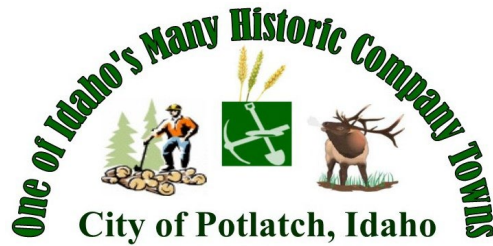
### **2. RESOLUTION 2025-9-22 – BUILDING VALUATION AND FEES**

*Resolution 2025-9-22 was introduced by Marty Anderson who moved for its adoption. Seconded by Dave Cada. Mayor Brown read the resolution. The resolution was approved with a roll call vote:*

*Jennifer Anderson: yes*

*Dave Cada: yes*

*Marty Anderson: yes*



*Darrell Bostic: yes*

### **3. RESOLUTION 2025-10-1 – RATES & FEES**

*Resolution 2025-10-1 was introduced by Jennifer Anderson who moved for its adoption. Seconded by Darrell Bostic. Mayor Brown read the resolution. The resolution was approved with a roll call vote:*

*Jennifer Anderson: yes*

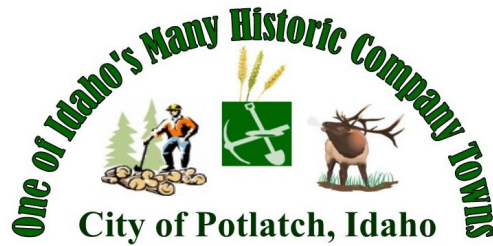
*Dave Cada: yes*

*Marty Anderson: yes*

*Darrell Bostic: yes*

### **REPORTS:**

1. **Parks – Jennifer Anderson**– No report
2. **Pool & Cemetery – Darrell Bostic** – Pool has been painted by a volunteer group from the Church of Jesus Christ of Latter Day Saints, and looks very nice. Paul mentioned that Roach construction will be out in this next week and they will be checking the pipes under the pool.
3. **Water & Sewer – Dave Cada** – Reservoir is holding. The predicted precipitation looks as though we will have a normal winter. Chemtrails are clearing from the sky. Dave has noticed less than the year before and says the future looks good for normal weather patterns.
4. **Streets – Marty Anderson** – Marty and Mayor Brown met with the County Highway District met to look at the culvert on Onaway Rd. The culvert is not repairable. Marty thinks they should move up the road further and put in a 100ft culvert. Steve Normington gave a quote of \$2000.00 to do this work. The County Highway Dist. would cut the pavement. Mayor Brown still feels this is not a city problem as the water is coming from private property. Marty feels it is a city problem when it floods city residences. If a new culvert is installed it would be placed on city right-of-way.
5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – No report



7. **Maintenance – Paul Kilborn** – Paul asked Council what they could do about broken down cars on city streets and also campers and boats. Mayor Brown was advised that we can post a 3 day tow notices on cars that are not observing city code. If the cars are still there in 3 days call the sheriff, they will cite or tow the vehicles.
8. **Clerk – Harmony Nowack** – Harmony handed out copies of the yearly audit.

**Public Comment:**

Tyler Foster and Malachi Stofferanhn attended the meeting tonight. They would like to hold a block party in their neighborhood next month. It would be a family friendly event from around 3pm – 7pm. They wanted to know what they needed to do in order to have permission to block of the street. The City will check with their insurance company to see if there is any procedure they should follow to allow this event.

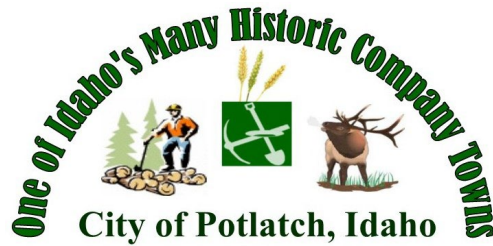
*Marty Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 7:37p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, October 13, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**October 13, 2025 – 7:00 p.m.**

The regular meeting of the City Council was presided over by Mayor David Brown.  
Council members present: Marty Anderson, Darrell Bostic, Jennifer Anderson, Dave Cada  
Also present: Harmony Nowack, Clerk-Treasurer, and Paul Kilborn, 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 September 22, 2025, 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***

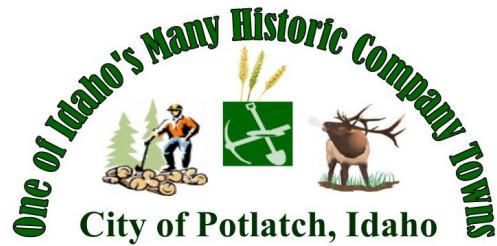
***Marty Anderson, yes***

***Darrell Bostic, yes***

### **2. PERSONEL POLICIES**

Copies of the personnel policy approved 2/13/2023 giving to Council to review. Copies of other policy samples including, social media policy, device use policy, technology systems, fiscal spending and credit card use policies, also given to council for review.

***No action***



### 3. RV PARK ORDINANCE

An ordinance for the RV Park was discussed. Harmony will look for examples from other towns and ask city Attorney to write up an ordinance.

*No action*

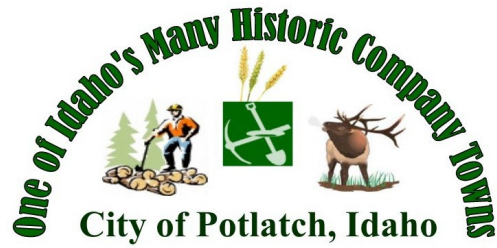
### 4. FIRSTNET QUOTE

Mayor Brown and Harmony met with a sales representative from AT&T FirstNet. AT&T's FirstNet program is a nationwide, high-speed wireless broadband communications platform dedicated to and built for America's first responders and the extended public safety community. FirstNet users have always-on priority for their data and communications and AT&T provides a dedicated fleet of portable cell sites and an operational group that can be deployed anywhere, upon request, to boost coverage and capacity during major incidents. Cell phones for all employees on the network are free monthly fee for service is \$32.99. These phones would be work phones only and take the place of personal cell phone use by city employees for city business.

*Marty Anderson motioned to approve the quote for employee work phones and join the FirstNet network, Darrell Bostic seconded the motion, and 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** – For the last five years water usage in September has remained steady. The aquafer seems to be in good shape. If the city is ever in need of curtailing water usage all that would be needed is to send letters out to customers.
4. **Streets – Marty Anderson** – County will dig a trench and place a 30” culvert on Onaway Road east of Bennett’s addition. City will pay for the pipe, quoted at \$8500 for 150’ culvert.
5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – No report
7. **Maintenance – Paul Kilborn** – No report



8. Clerk – Harmony Nowack – No report

**Public Comment:**

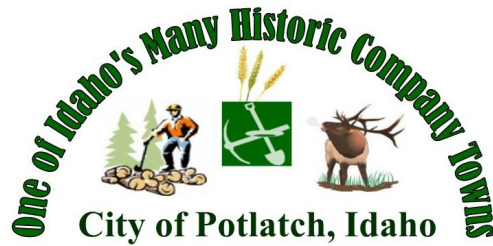
*Marty Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:30p.m.*

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, October 27, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**October 27, 2025 – 7:00 p.m.**

The regular meeting of the City Council was presided over by Mayor David Brown.  
Council members present: Marty Anderson, Darrell Bostic, Jennifer Anderson, Dave Cada  
Also present: Harmony Nowack, Clerk-Treasurer, and Paul Kilborn, 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 October 13, 2025, 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. P&Z RECOMMENDATION – 875 8<sup>th</sup> ST VARIANCE**

Kenny Cada presented the Planning and Zoning's recommendation to approve the variance concerning setbacks of shop to turn shop into home. Mayor Brown asked if Council had reviewed all the information and were ready to make a decision. Dave Cada said that he has been through this with different ownerships and sees no reason why the variance should not be approved. He has looked at the statues and the owner has met all the requirements.





*Dave Cada motioned to approve the variance, Martin Anderson seconded and the motion was approved with all ayes.*

**3. P&Z RECOMMENDATION – 715 PINE ST VARIANCE**

Kenny Cada presented the Planning and Zoning's recommendation to approve the variance concerning setbacks on 7<sup>th</sup> street to install a doublewide manufactured home. Dave Cada said this property used to be a movie theater. He sees nothing wrong with how the application was presented.

*Dave Cada motioned to approve the variance, Martin Anderson seconded and the motion was approved with all ayes.*

**4. CULVERT ON ONAWAY ROAD**

Culvert located on Onaway Rd at Source Electric is failing. Roach Construction looked at it to clean it out but it appears it has collapsed. Mayor Brown ask Quality Contractors to do a little digging to see what the issue is and give the city a quote. They will not be able to do any work to fix it this time of year.

*Marty Anderson motioned to let Quality Contractors explore the culvert for a quote, Dave Cada seconded the motion, and the motion was approved with all ayes.*

**5. GENERATOR QUOTE**

The city received a verbal quote for repair work on the generator at the reservoir to get the generator started in order to diagnose the reason why it is not working. The generator only had 800hrs. The generator at the lift station is the same generator as the one at the lift station which has more hours and is working well. A new generator would cost approximately \$29,000 and could be added to the DEQ FY27 LOI for grant funding.

*Marty Anderson motioned to try to fix the generator, Darrel Bostic seconded the motion, and the motion was approved with all ayes.*

**6. PAVING WALKING PATH/CULVERT REPAIR QUOTE**

Work on Bennett's Addition culvert will start tomorrow, October 28<sup>th</sup>. CNR Enterprises quote for the Onaway Rd culvert patch is \$5,940.00 has already been approved. They added to the quote a quote to patch, seal, and fill in cracks on the Scenic 6 Park walking path for \$15, 286.80.

*Darrell Bostic motioned to let CNR do repairs on the walking path, Jennifer Anderson seconded the motion, and the motion was approved with all ayes.*

**7. AMERICAN LEGAL CODIFIERS QUOTE**



City ordinances were last codified in 2010 by Sterling Codifiers. Sterling has since been bought out by American Legal Codifiers. American Legal can host the codes online (accessed through the city website) which will make them ADA compliant which they are not right now. American Legal's quote is for \$10,190.00 (similar to what other cities have said they paid) and would be on a two year payment plan.

*Darrell Bostic motioned to approve American Legal quote to codify city ordinances, Jennifer Anderson seconded the motion, and the motion was approved with all ayes.*

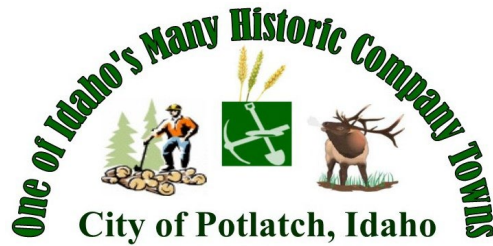
#### **8. LEADER WIFI TO YARD WASTE QUOTE**

Cameras are needed at the yard waste site as there has been too many incidences of illegal dumping, including broken glass and drug paraphernalia. WIFI service and possibly power will be needed to put cameras there. Leader communications provided a quote to extend the WIFI service to the yard waste site.

*Darrell Bostic motioned to approve extending the WIFI from the RV Park to the yard waste site, Jennifer Anderson seconded the motion, and the motion was approved with all ayes.*

#### **REPORTS:**

1. **Parks – Jennifer Anderson**– There is an RV parked near volleyball courts at the Scenic 6 Park, what is the city doing about this? Mayor Brown said the city has been working with the Sheriff's office and with the school district as there is a minor involved. They have applying to get a room at the White Pine Manor.
2. **Pool & Cemetery – Darrell Bostic** – No report
3. **Water & Sewer – Dave Cada** – Water and storm track is looking more normal. Rain will help the aquifer. Dave could feel the train shaking the ground while sitting outside on his patio at his home. Dave says that means there is water under the ground. He suggest the city drill a test well behind the food bank as he has a hunch water will be there.
4. **Streets – Marty Anderson** – Residents on Pine and Larch need letters to repair torn up sidewalks.
5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – No report



7. **Maintenance – Paul Kilborn** – No report

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

**Public Comment:** Amber Weber asked what grounds the planning and zoning had to approve the variance at 875 8<sup>th</sup> Street. She would like to see the paperwork from planning and zoning showing that the applicant had met all criteria. Amber is concerned that city ordinances are not being followed.

Tiffiney Teasley asked what could be done about barking dogs in her neighborhood and said she would be getting a petition from other in the neighborhood regarding barking dogs.

Kandi Kambitsch asked what else is being done beside the culvert on Onaway Rd. Will there be a pond put in on Tom O'Malley's property?

Larry Chambers thanked council for culvert and hopes mother nature will be kind this winter.

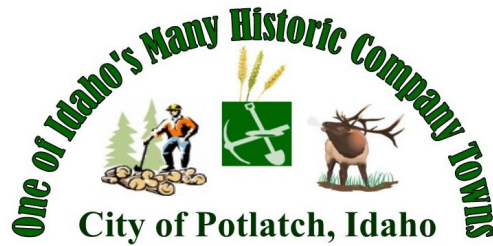
***Marty Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 8:23p.m.***

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, November 10, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**November 10, 2025 – 7:00 p.m.**

The regular meeting of the City Council was presided over by Mayor David Brown.

Council members present: Darrell Bostic, Jennifer Anderson, Dave Cada

Also present: Harmony Nowack, Clerk-Treasurer, and Paul Kilborn, Maintenance. Absent: Marty Anderson.

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 October 27, 2025, 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:***

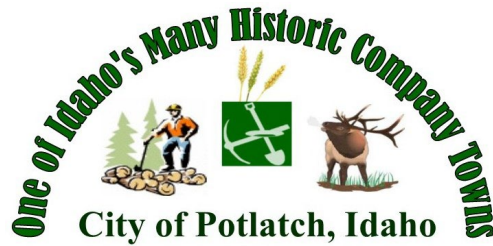
***Jennifer Anderson, yes***

***Dave Cada, yes***

***Darrell Bostic, yes***

### **2. RESOLUTION 2025-10-31 ALL HAZARDS MULTI-JURISDICTIONAL MITIGATION**

Resolution 2025-10-31, a resolution supporting participation in the all hazard multi-jurisdictional mitigation planning process and adoption of the All Hazards Multi-Jurisdictional Mitigation Plan.



*Resolution 2025-10-31 was introduced by Jennifer Anderson who moved for its adoption, the motion was seconded by Darrell Bostic. The motion was approved with a roll call vote:*

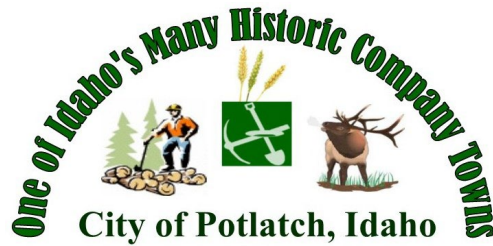
*Jennifer Anderson, yes*

*Dave Cada, yes*

*Darrell Bostic, yes*

### **REPORTS:**

1. **Parks – Jennifer Anderson**– No report.
2. **Pool & Cemetery – Darrell Bostic** – No report.
3. **Water & Sewer – Dave Cada** – Dave believes we are water rich and have some of the most pure water in the Palouse. Seventeen million years ago a lobe of magma blocked out the Columbia River and the water backed up to create a lake. The magma formed basalt and the lake left silty water on top. We are possibly using this water left from this time when the area was hot and humid. Dave still advises that the city look at drilling waster closer to the city center as drilling again at the Ridgewell would be redundant and it would be better to have a new source of water than redundancy. Mayor Brown mention city engineer, Tom Moore, has reached out to a new hydrogeologist to work with the city on locating the best place for a new well.
4. **Streets – Marty Anderson** – Absent
5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – The walking path at Scenic 6 Park was repaired and cracks filled. It looks really good now.
7. **Maintenance – Paul Kilborn** – Paul would like new lights for the train and city float. Mayor Brown said there are plenty of lights, take what you need.
8. **Clerk-Treasurer – Harmony Nowack** – Alerted Council to some new address changes on North Ponderosa Drive. Harmony has been working with the County and the new 911-rollout. The addresses on North Ponderosa Drive were not sequential and new lots had been sold needing to be addressed. Three residences will have their addresses changed in order to



accommodate the new lots and make sense for emergency services. Emergency services will be notified that part of North Ponderosa Dr has been vacated and will be routed accordingly.

**Public Comment:** Karen Rohn wanted to let the city know that they are working on a project to fix the drainage issue under the train depot. Palouse Valley Septic has been hired to dig drain lines going south from the depot that will possibly cross city and Bennett railroad lands. The Historical Society and WI&MPG are also working to bring Return to Riverside to the depot for next years summer concert. They want the focus to be on the depot. The blue train car will be used as a stage and the parking lot will be the space for the audience. Karen was hoping the city would still bring the bleachers and help keep the parking lot clear leading up to the event. More information to come as they continue planning the event.

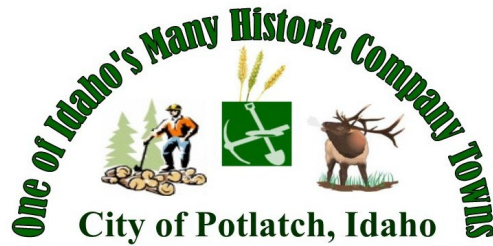
***Darrell Bostic made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 7:50p.m.***

\_\_\_\_\_  
David L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, November 24, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**November 24, 2025 – 7:00 p.m.**

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Darrell Bostic, Jennifer Anderson, Dave Cada, Marty Anderson. Also present: Harmony Nowack, Clerk-Treasurer, and Paul Kilborn, 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 November 10, 2025, 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***

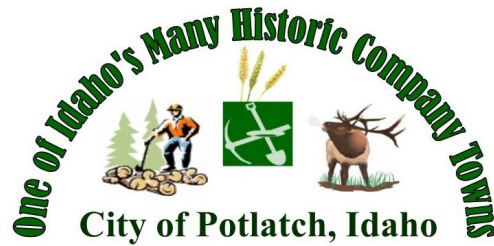
***Marty Anderson, yes***

***Darrell Bostic, yes***

### **2. COMMUNITY CENTER USE**

The Lion's Club has been given permission to use the back of the Community Center building (former VFW Hall). The Boy Scouts have always used this building for their weekly and monthly meetings and stored their flags in the back with the Lion's storage. Scout Leader Cindy McNeal works with the City and makes sure all their events are on the city rental calendar, they also restock and clean the building after each use. The Scouts monthly parent meeting falls on the same night as the Lion's Club have been holding their monthly meeting. Lion's club meets in the back but walk through the front occasionally





interrupting the Scouts meeting. Recently the Lion's Club held a dinner in the front of the building and asked the Scouts to meet in the back. This event was not on the City calendar. Recently the Scouts have collected flags for retirement. These are being stored in the back room until the retirement ceremony later this month. The Lion's will be hosting a Christmas event on the 13<sup>th</sup> in the Community Center, and told the Scouts that they needed to remove the flags before then. Cindy offered some alternative ways to hide the flags from view but was told by the Lion's president that they must be completely removed from the premises. Cindy asked council what the Scouts are allowed to do in this building that they have always used without issue. Darrell said the city needs to put a big sign on the building stating it's "Community Center". The Lions can have a small sign noting their meeting times. The Lion's also need to be on the city rental calendar for all events in which they would like to use the front room so there are not conflicting events. Harmony has already spoken with Lion's president regarding this.

***No Action***

### **3. EMPLOYEE HOLIDAY BONUS**

Last year's bonus was \$175.00 for full-time workers and \$50.00 for part-time workers. With the bonus all employees will receive a ham for the holidays.

***Dave Cada made a motion to approve holiday bonuses \$175.00 for full-time workers and \$50.00 for part-time workers, Darrell Bostic seconded the motion. The motion was approved with all ayes.***

### **4. 2026 COUNCIL MEETING DATES**

A list of council meeting dates for 2026 was presented to council for approval.

***Jennifer Anderson made a motion to approve the 2026 Council Meeting dates, Darrell Bostic seconded the motion. The motion was approved with all ayes.***

### **5. NW GENERATORS – UPDATED REPAIR COST ESTIMATE**

New quote from NW Generators shows that to fix the current issue to get the generator running in order to diagnose the true issue would cost just as much as a used generator that NW Generators has in stock right now. Council had a few questions regarding the used generator, is it a used rebuilt generator and will we need to install a tank with it or is it a full enclosure with tank?





*Item tabled*

**6. BROADBAND PROJECT – ROW APPLICATION & STIPULATIONS**

The County broadband project will be coming through town this winter. Contractors and suppliers have already been in touch with the City. The utility material supplier is working with the City and Potlatch Deltic on the use of land around Scenic 6 Park to store the fiber line spools. Potlatch is a central location to all the towns and has the best site for this. It is important for Potlatch to have regulations on utilities that go through town, especially as these fiber lines will be underground. Council reviewed ROW Permits from other towns and would like City Attorney, Will Herrington to review and approve a ROW Permit for the City of Potlatch.

*No Action*

**7. MEASURES FOR ADDRESSING PUBLIC PROPERTY HABITATION**

Recent public concern regarding a man sleeping in his car. He was reported to the Sheriff who told the concerned citizen that since the City had no ordinance against sleeping/habitation within the city right of way there was nothing they could do. Council would like an ordinance to be drafted prohibiting camping and other habitation on public and city right-of-ways.

*No Action*

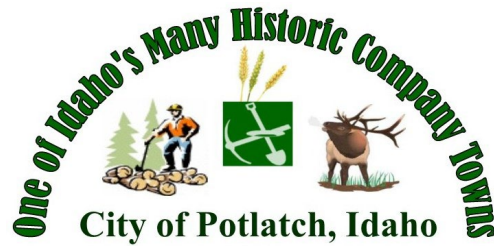
**8. RV STREET PARKING AND HABITATION**

The City needs a better ordinance regarding RV's parked in public areas and within city right-of-way. Examples of other city ordinances given to Council. Council would like an ordinance to be drafter concerning this.

*No Action*

**REPORTS:**

1. **Parks – Jennifer Anderson**– No report.
2. **Pool & Cemetery – Darrell Bostic** – The city has been awarded a \$245,000 Idaho Community development Block Grant for our Municipal Pool Rehabilitation Project.



3. **Water & Sewer – Dave Cada** – The weather in Northern Idaho has been wetter over the last year and drier and in Southern Idaho. The fields are green here right now. Dave thinks the aquifer is in really good shape and the city needs to keep pursuing drilling a new well. Dave attended the County meeting regarding the new area of impact. He believes the new legislation confining the AOI to areas that could be developed in the next five years is a good plan.
4. **Streets – Marty Anderson** – Marty asked if the maintenance crew has noticed any water going through the new culvert on Onaway Rd near Bennett addition with the recent rain fall. Paul stated it has not been enough rain.
5. **Scenic 6 – David Cada** – No report.
6. **Mayor – David Brown** – 27 diseased trees were removed from the city park by the log cabin. Logs were given to the Potlatch Jr/Sr High School for milling. The city will get a quote for getting the stumps ground, it will most likely be costly. Mayor Brown would like to give a ham to all the crew at the North Latah Highway District for their help in placing the Culvert on Onaway Rd. The Camp Host has received a call for a 2-3month temporary stay with a log truck. Mayor Brown told them they could park in the back Long Term spots.
7. **Maintenance – Paul Kilborn** – No report
8. **Clerk-Treasurer – Harmony Nowack** – No report

**Public Comment:**

*Marty Anderson made a motion to adjourn the regular meeting, Darrell Bostic seconded the motion. The meeting was adjourned at 8:43p.m.*

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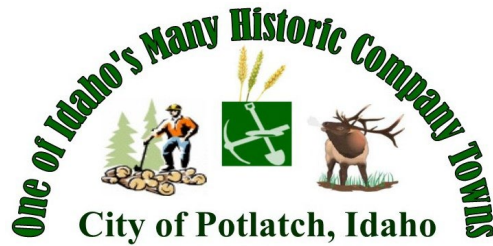
David L. Brown, Mayor

ATTEST:

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Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, December 8, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**December 8, 2025 – 7:00 p.m.**

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

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 24, 2025, City of Potlatch bills and payroll.

***Darrell Bostic made a motion to approve the Consent Agenda, Marty Anderson seconded the motion. The motion was approved with a roll call vote:***

***Dave Cada, yes***

***Marty Anderson, yes***

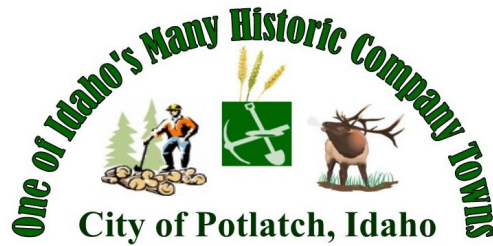
***Darrell Bostic, yes***

### **2. NW GENERATORS – ORDER USED GENERATOR**

New -used- generator for reservoir can be delivered by the 17<sup>th</sup>.

***Marty Anderson made a motion to approve buying the used generator, Darrell Bostic seconded the motion. The motion was approved with all ayes.***

### **3. FINANCIAL POLICY DRAFT REVIEW & PO AUTHORIZATION**



Council reviewed the draft financial policy as well as a PO Authorization and missing receipts forms.

*Darrell Bostic motioned to accept the financial policy as written, Dave Cada seconded the motion. The motion was approved with all ayes.*

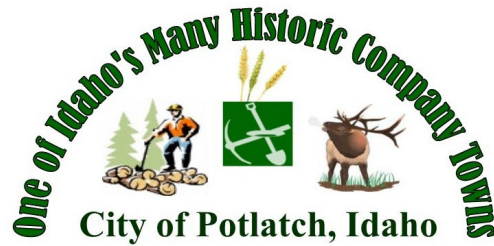
#### **4. RENEW CITY HALL LEASES**

Council was presented with a list of currently rented office space in City Hall and 630 Larch St building and current rates. Room 203 has been vacant for years but is ready to be rented out now. A rate needs to be set on this office space. Office spaces include utilities. 630 Larch St renter is responsible for all utilities.

*Darrell Bostic motioned to set the rate for room 203 at \$300 and increase the rates by 3% for the other office spaces and the building at 630 Larch, Marty Anderson seconded the motion. The motion was approved with all ayes.*

#### **REPORTS:**

1. **Parks – Jennifer Anderson**– Absent
2. **Pool & Cemetery – Darrell Bostic** – Darrell wanted to know when the work will begin on the pool. Sounds like it will be early spring, the plan is for work to be done before pool season.
3. **Water & Sewer – Dave Cada** – Lots of rain lately. Snow is building up at Schwitzer. Dave feels we are no longer in a drought situation.
4. **Streets – Marty Anderson** – Marty asked if the maintenance crew has noticed any water going through the new culvert yet on Onaway Rd near Bennett addition with the recent rain fall. Paul stated it is running through smoothly.
5. **Scenic 6 – David Cada** – Dave made a special announcement that it has been a honor to work with the city and people of the council over the years. He is very proud to be here and serve the town he grew up in. His grandparents moved to Potlatch in 1905, Dave knows the rich history of this town and the people who have lived here. He is very sad to leave the city council but feels it is time.



6. **Mayor – David Brown** – Jerry Ely gave his two week notice this morning. The city needs to start looking for a new maintenance worker. Someone is supposed to be stopping in to look at the windows needing replacement at City Hall. Mayor Brown will get a quote for stump removal in the park next to the Log Cabin.
7. **Maintenance – Paul Kilborn** – No report
8. **Clerk-Treasurer – Harmony Nowack** – R-O-W was sent to Will. Will stopped in this morning and will be sending Harmony his revisions later this week. ZeroDB has designed the broadband line infrastructure for the County's Broadband Project. He has left maps detailing the plans for Council to review. They will be asking for an easement to place a cabinet at the reservoir. All lines will go through town from there, overhead. There will be a few line underground along North Ponderosa in front of the reservoir. IRWA assisted Karin in the lead service line inventory. Potlatch has no lead service lines. Inventory has been sent to and approved by DEQ.

**Public Comment:**

*Marty Anderson made a motion to adjourn the regular meeting, Dave Cada seconded the motion. The meeting was adjourned at 7:54p.m.*

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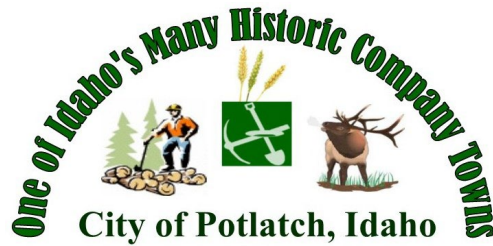
David L. Brown, Mayor

ATTEST:

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Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, December 22, 2025.**



## Potlatch City Council Meeting

City Hall 195 6<sup>th</sup> Street – Potlatch, ID 83855

**December 22, 2025 – 7:00 p.m.**

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Darrell Bostic, Dave Cada, Marty Anderson, Jennifer Anderson. Also present: Harmony Nowack, Clerk-Treasurer, and Paul Kilborn, 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 December 8, 2025, 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*

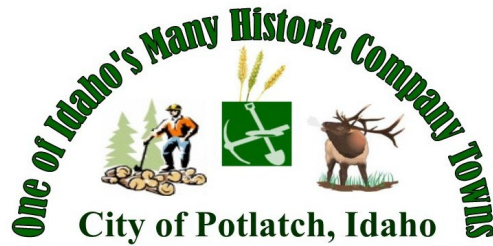
*Darrell Bostic, yes*

### **2. BUILDING INSPECTION SERVICES AGREEMENT – LATAH COUNTY**

Council was presented with the updated contract agreement with Latah County for building inspections. The County will no longer be helping the cities with enforcement. Potlatch may need to create or update ordinances in regard to enforcement.

*Marty Anderson made a motion to accept the agreement and have Mayor Brown sign, 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*

### **3. CELL PHONE POLICY**

Council reviewed the draft cell phone policy. New phones were just delivered last week and will be set up for each employee.

*Darrell Bostic motioned to accept the cell phone policy, Jennifer Anderson seconded the motion. The motion was approved a roll call vote:*

*Jennifer Anderson, yes*

*Dave Cada, yes*

*Marty Anderson, yes*

*Darrell Bostic, yes*

### **4. SEPTIC DUMPING AGREEMENT**

The city had two agreements last year. Only one company dumped, John's Jons, they were faithful in sending their gallon report and payment every month.

*Marty Anderson motioned to keep dumping rates the same and renew current agreements. Darrell Bostic seconded the motion. The motion was approved with all ayes.*

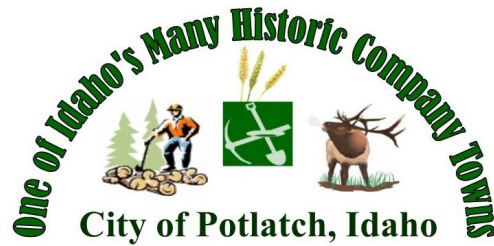
### **5. DRAFT WW STUDY – REVIEW**

Draft study was not ready in time for the meeting. Clerk, Harmony will send it out to Council as soon as it is available.

### **REPORTS:**

1. **Parks – Jennifer Anderson**– Damage from wind storm at the park, a few trees down and lots of standing water.
2. **Pool & Cemetery – Darrell Bostic** – No report.

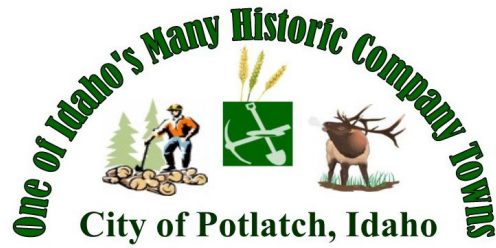




3. **Water & Sewer – Dave Cada** – The snow pack at Schweitzer has melted due to all the rain and unseasonably warm weather. Lake Coeur d’Alene is at the highest Dave has ever seen it this time of year. Lots of trees were downed from the windstorm between here and CDA. All this water is good for the aquifer. Dave attended the meeting with Tom Mullens, hydrogeologist, who will be gathering data from the city and helping the city with finding a place for a new well.
4. **Streets – Marty Anderson** – The aprons are done on 10<sup>th</sup> street. The driveway approaches were not completed. Quality Contractors will be back in the spring to complete the project and will also look at the culvert on Onaway Rd near Source Electric.
5. **Scenic 6 – David Cada** – Dave would like to wish everyone well. He has loved his time here on the Council. He is working on establishing a connection with the Native American community and would like to see them be more of a presence in town.
6. **Mayor – David Brown** – Mayor Brown drove around after the storm to look at the trees and streets. Trees are in great need of being trimmed. The edges of the roads are a mess and have been since the water project. He would like to see something done about this. Lovell’s still has the city on their list for trees that need to come down. Will add a couple trees that are leaning at Lion’s Park.
7. **Maintenance – Paul Kilborn** – No report
8. **Clerk-Treasurer – Harmony Nowack** – Furnace is not working, McKinstry was out nearly every day last week. The smell of the fumes from the furnace when it is running is makes it so that the window needs to be open while the furnace is on. A chimney could solve this issue, Harmony will get some quotes. Correct Equipment will be sending a quote for a new Tek Trol meter for the Scenic 6 well. They believe that ours went out due to a power outage. They suggest that we put in a surge protector when installing the new meter. Generator for the reservoir will be delivered this week. Harmony will coordinate with Source Electric to get that hooked up.

**Public Comment:**





*Marty Anderson made a motion to adjourn the regular meeting, Jennifer Anderson seconded the motion. The meeting was adjourned at 8:15p.m.*

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David L. Brown, Mayor

ATTEST:

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Harmony Nowack, City Clerk-Treasurer

**The next City Council meeting will be Monday, January 12, 2026.**