

## Potlatch City Council Meeting

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

January 9, 2012 – 7:00 p.m.

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Marty Anderson and Carol Haddock.

***The minutes of the previous meeting of December 12, 2011, were approved in a motion by Carol Haddock, seconded by Dave Cada, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: NONE.

### **NEW BUSINESS:**

Shelly read the Oath of Office for the Council members. They all swore and signed their Oath of Office forms and the forms are included with these minutes.

***Carol Haddock made a motion to accept Resolution No. 2012-01-09, Dave Cada seconded the motion. Motion was passed with a roll call vote: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Carol Haddock, aye.***

Melissa Lines asked if she would be able to use the Council Chambers in the evening to broadcast and receive a Webinar for students (Melissa already has approval from the Library to conduct her webinar and she wanted a backup option available). The Council discussed this and agreed that if she needed a backup, she would be able to use the Council Chambers.

- 1. Mayor–David Brown,** the Mayor explained to the Council that the City received notice from Elk River Cable TV Company that they are going to

be shutting down their cable service within the next few months. Their equipment is on the City's reservoir. First Step Internet has an agreement that was signed in 2007 for their Head end Lease and their franchise agreement that is good for 10 years.

Tom Andres and Shane Anderson met last week with Chris Mansfield to talk about what type of hay to plant on the wastewater Land Application area. Chris wants to add another set of hard lines on another five acres instead of planting trees on the land. Shane said that he thought that Timothy Hay would be the best type of hay to plant. Shane is going to be checking with a friend in Washington who does this type of land application and see what will work best. Marty Anderson said that they will have to move the hard line irrigation pipe in order to hay and the hay will have to lay for approximately 1-1/2 weeks to dry. Tom said that they thought they would be able to get three cuttings per year off of the land. The City will draw up a Memorandum of Understanding with Shane Anderson for him to move the hard lines and hay the crops. Shane doesn't want to till the ground and Chris said that they will have the contractor till the ground and seed it. The ground will get seeded this fall and then we will have a crop to cut in 2013. When the contractor comes back after one year for the inspection, they will re-seed it at that time.

Shane Anderson looked at the triangle near the City's shop and Shane does have a truck that will grab big rocks. Gary Anderson also has big rocks and can haul rock. The Mayor asked the Council if they agreed that the City can get started on getting the triangle looking like the picture in the Master Plan from Welch-Comer Engineers. The Mayor said that he is working on setting up a meeting with Paul Kimmell of Avista and Steve Brink of Frontier to go over the power pole issue and telephone issues with the triangle as to whether the City can move them or not. Dave Cada said that if the power pole were moved, it would have to be relocated to another area. Christine Frei said that the remaining \$1,500.00 left over from the Dept. of Commerce grant can be used by the City. ***Dave Cada made a motion that the City proceed with fixing up the triangle as outlined in the Master Plan, Carol Haddock seconded the motion, motion was approved with "all ayes".***

The Mayor said that him and Dave Cada are going to be meeting with Wade Pannell of Potlatch Corporation to talk about the annexation of the River Ridge Redevelopment land site and to review the P'Chelle

International marketing plan. Also, the City would like to annex the property that they just purchased from Potlatch Corporation for the future Land Application site.

The Mayor said that he would like to supply water to Jim and Carol Haddock's property for future development. The Mayor feels that the City can install the water line and then with any future development, the cost of the line would be repaid at that time. If there was water available, Cone's have expressed interest in annexing into the City and Harold Osborne has called and said that he may be interested in developing his land. Dave Cada said that the City should investigate the costs involved in this type of a project.

- 2. Parks-Carol Haddock**, said that two windows for the upstairs at City Hall have been ordered and they should be here in the next few days.

Karen Rohn is going to come back to the Council and talk about the mural for the Scenic 6 Depot. Karen is concerned about the trees right by the depot and wondered if people will be able to see the mural if the trees are there. The Council talked about having Hash move the trees if need be.

- 3. Pool & Cemetery-David Cada**, has been researching prices for the handicapped lift chair for the City pool. Last July 2011, the ADA compatibility law was rewritten by the Justice Department and it requires that pools provide a chair or a ramp for handicapped access. The first chair that Dave had been looking at cost \$7,200. The cheapest one that he can find costs \$3,114. Dave said that there is another one available for \$3,585 and that would include free shipping as they are having a sale at this time. Dave said that he will continue to search for chairs and costs.

- 4. Vern Johnson - Water & Sewer**, everything is good.

- 5. Streets-Martin Anderson**, wanted to know if Walter was satisfied with Chris Mansfield and the project plans? The Mayor said that Walter told Chris that he would like to see some plans instead of invoices all of the time.

**6. Scenic 6 -David Cada**, the marketing plan has been completed by P'Chelle International and the City is waiting to receive a copy of the plan. There will be a presentation made to the committee at City Hall on February 15 at 3:00 p.m. The next day at the CEDA Banquet, there will be another presentation of the plan made for the members of CEDA.

**7. Superintendent, Tom Andres**, nothing at this time.

**8. Clerk- Shelly Hammons**, nothing at this time.

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$26,168.52, seconded by Dave Cada, motion carried with "all ayes".***

***Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with "all ayes", meeting adjourned at 8:02 p.m.***

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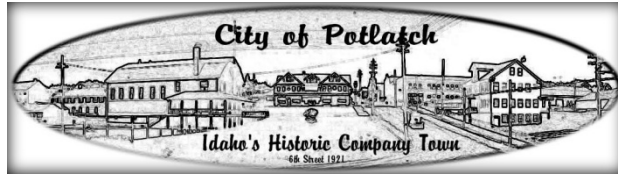
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be January 23, 2012.**



## Potlatch City Council Meeting

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

**January 23, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, Marty Anderson and Carol Haddock, Dave Cada was absent.

***The minutes of the previous meeting were revised to read that Carol Haddock was present at the Jan. 9, 2012 meeting and that the land application site will be seeded this fall, a motion was made by Carol Haddock to accept the minutes with the changes, seconded by Marty Anderson, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: Chris Mansfield and Larry Landis.

***Carol Haddock made a motion to issue Liquor Licenses to the following businesses for 2012-2013: Silver Saddle Saloon LLC, Floyd’s Thrift Store, Inc., Grange Supply Co., Inc. and Dale’s Wagon Wheel Bar & Grille. Dale Spring doesn’t want to pay for off-premises beer licenses but the Alcohol Division said that the City must mirror the state and the county when issuing a liquor license. Dale Spring’s liquor license for the state and the county was purchased with an off-premises liquor permit. Vern Johnson seconded the motion, motion was approved with “all ayes”.***

ICRMP will be having a Council training session on roles and responsibilities on February 1 from 6:00-8:00 p.m. in the Moscow City Council chambers. The Mayor, Marty and possibly Dave Cada would like to attend the training session.

The CEDA Annual Meeting will be February 16 at the Red Lion in Lewiston. The Mayor and Grace Brown, Dave and Kenny Cada, Carol and Jim Haddock and Shelly Hammons will be attending the meeting.

Chris Mansfield spoke to the Council about the meeting with Shane Anderson and Tom Andres a few weeks ago. He asked the City if they had drawn up the Memorandum of Understanding between the City and Shane Anderson? As of right now, there isn't a MOU written yet. Chris did say that they thought there will be a cutting of hay in July or August of 2013 and that the contractor will be responsible for smoothing out the land this summer. Chris asked the Council if they have decided what they will plant on the middle five acres? It had been first decided to plant trees on that land and there will be irrigation pipe installed on that piece of property.

Chris brought five manuals to the meeting to present to the Council:

1. Preliminary Engineering Report
2. Wastewater Reuse Permit
3. O&M Manual for Land Application Site
4. Land Application Study Manual
5. Spec. Book (proposed advertisement for bids)

Chris said that the plan is by the next Council meeting he will have 90% of the plan done so that they can be approved by the City Council. The land application site plan will be advertised for bids by the first weekend in March. Chris said that this is a pretty simple construction project and he wants to make sure that everything will grow and that there will be a warranty in the plans for the construction team to come back next year. The Council talked to Chris about the different types of grass that will be grown and how the weather will affect the crops and if it will be timed to grow or does Tom watch it and monitor the growth? Chris said that not all of the time will the land application effluent stay out of the river. The City can discharge to the river between November and July with the current discharge permit.

Larry Landis attended the meeting to speak to the Council about building a rose bed at the Scenic 6 Park. Larry would like to put Pioneer Roses in a bed between the trees and the railroad tracks on the high berm about 10x50 feet. These are old roses that were gleaned from old homesteads and cemeteries around the country and started in the mid 1880s. Tom Andres said that the railroad owns property 25' from the centerline on each side of the railroad tracks and he will speak to the railroad people about planting roses in that area. Larry said that he will till the land this year and kill the grass that is

growing in that area and then in 2013 plant the roses. The Council agreed that they didn't have a problem with a rose bed as long as the railroad agreed with it.

***Marty Anderson made a motion to pay the American Legion \$100.00 to sponsor two outstanding boys and help them attend the 68<sup>th</sup> Annual Idaho Boys State Convention which will be this summer (2012), Carol Haddock seconded the motion, motion was approved with "all ayes".***

### **NEW BUSINESS:**

- 1. Mayor-David Brown,** Dave Cada and the Mayor met with Wade Pannell last Friday to discuss the annexation of the Potlatch Mill property into the City. When the Potlatch property is annexed into the City the zoning will be done at the same time. The Mayor suggested that the City zone the area as suggested in the Master Plan uses on the River Ridge Redevelopment map. Wade would like to read the Market Plan first and then he will be speaking to Larry Comer to draw up a plan to present to the National Guard regarding their possible relocation to Potlatch.

The Mayor said that he and Kathi Jo Nygaard have been talking with Jackson Ernst who owns the little mall in Potlatch about making a Youth Center in the old grocery store. There is a Town Meeting planned for February 8 at 6:30 p.m. at the Rebekah Hall. Senator Risch's people have been helping the City look for money that may help building a Community Activity Center. They did say the best way to obtain funding is to create a non-profit organization to apply for grant funds that are available. That way the organization would be able to apply for funding for different organizations in Potlatch.

BJ Swanson will be coming to the Town Hall meeting to speak to the attendees. The meeting will gather needed information from the citizens and to ask people to volunteer in order to get the center started. Carol Haddock asked when the center would be open and it has been decided that it would be after school and open on Saturdays. The Mayor did say that he thought that the City would be able to help the center with their water and sewer bills and that the Recreation District may possibly help out also.

The Council talked about the Lion's Club Building that the City owns and they all agreed that it could be put to better use as the Lion's Club doesn't take very good care of the building right now.

The Mayor said that the City could really use a new grader. The grader that Tom Andres uses now was built in 1946 or 1947 and it is time for the city to upgrade as it is hard to find the parts for this piece of equipment. The Council asked Tom to get prices on a comparable grader.

The Mayor told the City Council that we have leased a color copier. The old black and white copier has been moved upstairs to the Planning and Zoning office and the City is able to purchase it for approximately \$1,000.

The Mayor met with the Idaho Transportation Department on the triangle area near the City's shop. In the Master Plan for the River Ridge Redevelopment plan that area would have been built up with large rocks and then filled with dirt. ITD said that the City will not be able to place large rocks in that area because it is within 30' of the main highway.

2. **Parks-Carol Haddock**, the two windows are in at Moscow Building Supply to put in the second story landing area. The windows will be installed by the City crew.
3. **Pool & Cemetery-David Cada**, absent. (Dave did tell Shelly that he is still researching handicapped lift chairs.)
4. **Vern Johnson - Water & Sewer**, asked Tom if the water meters fill up with water in the winter? Tom said that they do fill up with water but it helps keep the meters from freezing.
5. **Streets-Martin Anderson**, nothing at this time.
6. **Scenic 6 -David Cada**, absent.
7. **Superintendent, Tom Andres**, will be taking the Dodge truck to Pullman tomorrow night to have it fixed and get a tune-up. The truck keeps stopping about every 30' when snow plowing. Possibly heating up.
8. **Clerk- Shelly Hammons**, nothing at this time.



**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

**BILLS:** *A motion was made by Carol Haddock to pay the bills in the amount of \$9672.11, seconded by Marty Anderson, motion carried with “all ayes”.*

*Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 8:18 p.m.*

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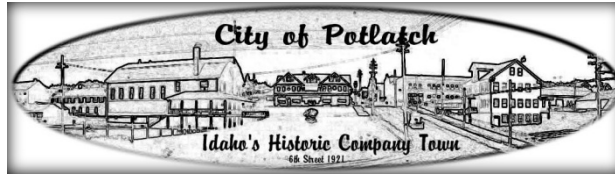
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be February 13, 2012.**



## **Potlatch City Council Meeting**

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

**February 13, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, Dave Cada, Marty Anderson and Carol Haddock.

***The minutes of the Jan. 23, 2012, meeting were read, a motion was made by Marty Anderson to accept the minutes as read, seconded by Vern Johnson, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: Walter Steed

Marvin Mead was scheduled to attend the City Council meeting at 7:05 p.m. and he did not show up. The Mayor did say that the Latah County Sheriff's Department can tag and tow a vehicle but they are moving cautiously. They must follow City Code or State Code in order to tow a vehicle. Will Herrington would like to change the City Code from a misdemeanor to an infraction and the Council must agree to clean up the town from broken down vehicles.

Chris Mansfield and Walter Steed were scheduled to attend the City Council meeting at 7:10 p.m. but Chris Mansfield was sick. Walter Steed did attend and he was wondering if the Land Application project was going to go out for bid in March?

***Carol Haddock made a motion to accept the Land Application Permit as is written, Dave Cada seconded the motion, motion was approved with “all ayes”.***

***Carol Haddock made a motion that the City renew the septic dumping contracts with Roto Rooter and Palouse Valley Septic Service for one***

***year @ \$100.00 per year contract fee and a \$0.01 increase in dumping fees = \$0.06 per gallon, Dave Cada seconded the motion, motion was approved with “all ayes”.***

#### **NEW BUSINESS:**

- 1. Mayor–David Brown,** there will be a meeting with the City of Moscow regarding garbage on February 14 at 11 a.m.-2 p.m.

The Mayor received an e-mail from Wade Pannell of Potlatch Corporation that they would like to see the National Guard relocate to Potlatch. Wade is asking Del Hatch to draw a site plan for the National Guard.

The Mayor is still working on the triangle area near the City Shop. We must put a curb around it before anything can be added inside of it. There can't be any trees or anything over 36" high. Jim McMillion came in and said that the Boy Scouts may be able to do an Eagle Scout project on the triangle.

- 2. Parks–Carol Haddock,** Clayton Reynolds has a steam engine from the U of I and it is the only one or two in the world, it was the first generator that the U of I used to power the university. Clayton would like to see it in the park. Carol suggested that the Historical Society may get involved.

Carol talked with the Mayor last week regarding the River Ridge Redevelopment land. They talked about extending Highway 6 out through the River Ridge land and they will be talking with ITD regarding this issue.

- 3. Pool & Cemetery–David Cada,** has been researching the ADA lift chair requirements for the swimming pool. The one ADA chair that he has been looking at is still priced at \$4,747 which seems like a fair price. Dave is still in the process of getting more data in regard to the chair requirements.
- 4. Vern Johnson - Water & Sewer,** it's good.
- 5. Streets–Martin Anderson,** it is muddy in front of his house and has been ever since they fixed the roads.

**6. Scenic 6 -David Cada**, the marketing plan will be presented to the Scenic 6 Committee on Wednesday, Feb. 15 at City Hall at 3:00 p.m. Thursday, Feb. 16, Larry Comer and Gary White will be making their presentation at the CEDA Membership meeting in Lewiston.

**7. Superintendent, Tom Andres,**

**8. Clerk- Shelly Hammons**, the Council agreed that the Scenic 6 RV Park can pro-rate a customer their RV rent until the first of each month along with the electric usage.

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$30,910.87, seconded by Dave Cada, motion carried with “all ayes”.***

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 8:15 p.m.***

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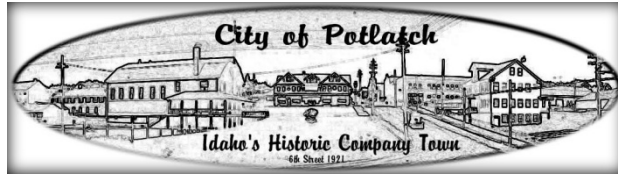
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be February 27, 2012.**



## Potlatch City Council Meeting

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

**February 27, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, Marty Anderson and Carol Haddock and Dave Cada.

***A motion was made by Carol Haddock to accept the minutes from the January 23, 2012, meeting, seconded by Dave Cada, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: Chris Mansfield.

The Council discussed the River Ridge Redevelopment Project and the Market Plan that was completed by Gary White of P’Chelle International. Gary White will be calling in on a conference call to the City Council at 7:30 p.m. tonight during the meeting. Gary White would like to complete the second step or “Tactics” of the Marketing Plan and the cost will be \$6,000. Potlatch Corporation and Avista Corporation have both agreed to pay \$2,000 each.

Gary White was in Potlatch on February 15 at 3:00 p.m. to present the Marketing Plan to the Steering Committee and the City Council. Gary White went through the plan page-by-page so that the attendees would be able to get a better picture of the tactics of the plan. In the beginning of the plan, Gary White telephoned 36 people and the majority of those people were in favor of a Recreation Technical industry for Potlatch. The telephone survey was completed the first week of September 2011 and PNW Arms didn’t announce their move to Potlatch until October 11, 2011.

Currently there aren't any business clusters or shooting sport business clusters targeting Rec. Tech. in Idaho. Potlatch would be able to be billed as the "First" in Idaho to create a business cluster based on Rec. Tech. ideas.

The Council discussed how it was a coincidence that the Rec. Tech. idea is what the Marketing Plan is based on since PNW Arms moved to Potlatch.

7:30 p.m.: Gary White telephoned into the Council meeting and said that with the \$6,000, he will recruit an Advisory Team and a Leadership Team. The following is what would happen in the "Tactics" portion of the plan.

1. The niche has been identified for Potlatch
2. The next step of the marketing plan - "Tactics" is a two-step process
  - A. Brand creation (consumer product)
  - B. Will use traditional marketing tools
    - \*Contact engineering schools
    - \*Create a logo
    - \*Create a website
    - \*Trade media (contact Editors, free publicity, press releases)
    - \*Financing
  - C. Recruit Statewide Associations and Nationwide Association
  - D. Create a Perspective (document to sell to potential candidates)
  - E. Public Relations
3. Great opportunity for tourists
  - A. Factory tours
  - B. Events
  - C. Classes
  - D. Contests
  - E. Professional shooting tours

4. Create a sign and put it up, by then you will know what the hard costs are, it could be 3-5 years to recruit a company

5. Public meetings, decide which events to keep

6. Cluster Recruitment

A. Trade shows, attend as an exhibitor or an attendee

B. Take your leads from the trade shows & follow-up, stay on top

C. Make it special for your Cluster Recruited Businesses

a. Those not in the "Cluster" wouldn't be able to participate

7. Manufacturers Would Like to Tour the Potlatch Land

A. Create a professional tour of town

8. Create an Advisory Team

A. Meet people in the industry who are experts & recruit them

B. When have right people, other companies will want to join

C. Right people, give your project credibility

Carol asked Gary White if he would make the brand? Gary said that he would make the whole look: \*Visual corporate \*Website \*Newsletter

**NEW BUSINESS:**

- 1. Mayor-David Brown,**
- 2. Parks-Carol Haddock,**
- 3. Pool & Cemetery-David Cada,**
- 4. Vern Johnson - Water & Sewer,**
- 5. Streets-Martin Anderson,**
- 6. Scenic 6 -David Cada,**
- 7. Superintendent, Tom Andres,**
- 8. Clerk- Shelly Hammons,**

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$3,473.06, seconded by Dave Cada, motion carried with “all ayes”.***

***Marty Anderson made a motion to adjourn the meeting, seconded by Carol Haddock, the motion was carried with “all ayes”, meeting adjourned at 8:22 p.m.***

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David L. Brown, Mayor

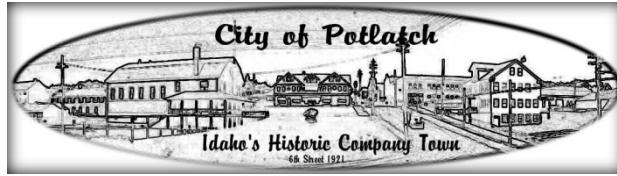
ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be March 13, 2012.**





## Potlatch City Council Meeting

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

**March 12, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Marty Anderson and Carol Haddock.

***The minutes of the previous meeting of February 27, 2012, were read and approved by Dave Cada with one change: Dave was not absent at the February 27, 2012 meeting, Carol Haddock seconded the motion, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: Kendria Cada, Rick Henderson (Sheriff’s candidate, has 10 years with Nez Perce County), Don Ball, Paul Kimmell and BJ Swanson.

\*Deputy Douglas Anderson did not at the meeting.

***\*Carol Haddock made a motion that if the City hired young people for lifeguard positions, the City would pay for their lifeguard training, Dave Cada seconded the motion, motion was approved with “all ayes”.***

\*The Council tabled the adoption of Resolution – Idaho Standard for Public Works Construction until the next meeting.

BJ Swanson and Paul Kimmell attended the Council meeting to update the Council on the process of the River Ridge Redevelopment Project. The last thing that was accomplished was the Marketing Plan was completed by Gary White of P’Chelle International. The next step in the Marketing Plan is called the “Tactical Plan” (will cost \$6,000) which would identify businesses to contact and which trade shows to target for potential businesses that would move to Potlatch. BJ said that LEDC is committed to the “Tactics Plan” and they are

willing to donate \$1,000.00 toward the “Tactics Plan” and then use Potlatch as a model for other cities in the county. Potlatch Corporation and Avista Corporation have both pledged \$2,000.00 toward the “Tactics Plan”.

Carol Haddock said that after reading the Marketing Plan, she was not impressed with it. She did say that she respects BJ’s opinion and if BJ thinks that the Marketing Plan was a good one, Carol will go with BJ’s opinion.

Dave Cada told the Council that there are several Scenic 6 people here tonight and Scenic 6 would like to contribute \$500.00 toward the “Tactics Plan”. Dave said that in Walla Walla, Gary White is largely responsible for increasing the winery trade – there used to be eight wineries and now there are 120. Gary White is highly thought of in that region.

Kendria Cada said that the Scenic 6 is all for the contribution and many people are in favor of the “Tactics Plan” from Gary White; she also said the Scenic 6 Committee is for economic development.

Don Ball said that there hasn’t been any activity on the Potlatch Corporation land for over 30-1/2 years and he sees that the City has stepped up and contributed a large portion of the money for the Master Plan and the Marketing Plan, Don says that he feels that the River Ridge Redevelopment is a great investment in Potlatch.

Paul Kimmell said that while he was County Commissioner, he always had a certain affinity toward the City of Potlatch. Paul has seen the Depot renovation progress which was a vision that all had for the community. Paul sees leadership at the Council level and has decided to move forward with Avista’s donation to the “Tactics Plan”.

***Dave Cada made a motion that the City contributes \$500.00 for the “Tactics Plan” portion of the Market Plan, Carol Haddock seconded, motion was approved with “all ayes”. Roll call vote: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Carol Haddock, aye.***

BJ Swanson thanked the Council for contributing \$500.00 toward the “Tactics Plan”. (Total due: \$6,000.00: Potlatch Corporation will donate \$2,000.00; Avista Corporation will donate \$2,000.00; LEDC will donate \$1,000.00; Scenic 6 Committee will donate \$500.00 and the City of Potlatch will donate \$500.00.)

## **NEW BUSINESS:**

- 1. Mayor–David Brown,** Officer Anderson was going to be at the Council meeting to let the Council know where the City is at with the vehicles being tagged at Marvin and Shari Mead’s. The officers continue to tag the vehicles (stating they must be moved off of the City’s right-of-way within 48 hours) and then the Meads move the vehicles just a few feet. The Mayor said that he spoke with the officers last week and the City must make the whole town clean up their nuisance properties. Latah County Sheriff’s office is going to check with Will Herrington to see what they can legally do with nuisance areas in Potlatch. The City is planning May 5 as a cleanup day and the officers would like to have the month of April be “clean up month”. On May 1, the officers would check and see if areas had been cleaned up; if not, they would issue warning tickets at that time. Two weeks later if the properties are still not cleaned up, the officers would issue tickets. The Mayor suggested that we put this information in the City’s newsletter.

Tom Moore of DEQ retired March 7. The Mayor said that he would like to check with Tom and see if he would be willing to review engineering plans in the future?

The Council and the Planning and Zoning Commission will meet tomorrow night to review a new Rate Schedule for the City of Potlatch.

- 2. Parks–Carol Haddock,** the Mayor and Carol talked about replacing the windows in Janelle Tweedy’s exercise room. The cost will be \$6,300 for seven windows (the City Crew would install the windows). The Council agreed that Carol can purchase the windows.

The County Extension Office is giving classes to those people who use the Food Bank services. The classes are nutrition classes and how to use money wisely. They will be having another class on March 13 and would like to use the Rebekah Hall or the City Council Chambers for their presentation. The Council agreed that the Extension Office would be able to use one of these City buildings for their classes.

- 3. Pool & Cemetery–David Cada** is still working on obtaining a Lift Chair for the city pool. Dave said that he is glad that we didn’t take the first offer of \$8,000 for a chair. He has found several chairs that may work in

the \$2,500 range that will lift 300 pounds. Dave feels that the City just needs to buy a chair that would function as needed. BJ Swanson suggested that Dave tour the Latah Health Services handicapped swimming area to get an idea how their lift chair is installed.

- 4. Vern Johnson - Water & Sewer**, everything ok.
- 5. Streets-Martin Anderson**, asked how things were going with the Spray Irrigation Land Application project? The Mayor said that tomorrow, Calvin George and Chris Mansfield will be in Potlatch and Chris Mansfield will be at the next Council meeting. A letter was received from Dept. of Commerce stating that funds not used this year will not be available next year. Chris Mansfield wrote his response to Tony Tenne at Dept. of Commerce and the City sent a response letter (using Chris's information) to Tony Tenne pinpointing when the dates of completion will be. Chris Mansfield has hired a person to design the building for the land application site and he has sent the designs plan to a professor for review. The bridge is now an alternate plan for the land application project.
- 6. Scenic 6 -David Cada**, will donate \$500.00 to the "Tactics Plan" for the Marketing Strategy for the River Ridge Redevelopment project.
- 7. Superintendent, Tom Andres**, nothing at this time.
- 8. Clerk- Shelly Hammons**, should we place an ad at the Job Service for summer lifeguards and maintenance workers? Dave Cada said that Shelly should check with Wendy Gunderson and see if she has lifeguards lined up for this summer. Dave said that he thinks that five lifeguards will be plenty this year.

The City's website must be moved as the Office Live version website will be deleted by Microsoft as of April 30. Shelly has been checking out other website options and she asked the Council if they would approve purchasing the "cityofpotlatch.org" web address.

***Carol Haddock made a motion that Shelly decide which website to work with and the City will pay up to \$175.00 for two years, Marty Anderson seconded the motion, motion approved with "all ayes".***

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

**BILLS:** *A motion was made by Carol Haddock to pay the bills in the amount of \$16,028.55, seconded by Dave Cada, motion carried with “all ayes”.*

*Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 7:50 p.m.*

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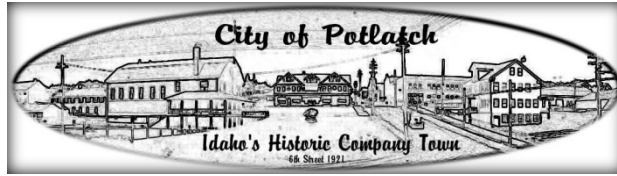
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be March 26, 2012.**



## **Potlatch City Council Meeting**

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

**March 26, 2012 – 7:02 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Marty Anderson and Carol Haddock.

***The minutes of the previous meeting of March 12, 2012, were read and approved by Dave Cada, Carol Haddock seconded the motion, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: Chris Mansfield, Bonnie Rohn and Karen Rohn.

\*Sherrita Hall did not attend the meeting. Sherrita would like the City of Potlatch to adopt Chocolate as the official City’s “candy” and then celebrate National Chocolate Day on September 13.

Chris Mansfield attended the City Council meeting and explained the 90% Plans, Specifications and Estimate that Taylor Engineering had submitted to the Council for acceptance and approval for the Wastewater Reuse Spray Irrigation Land Application project.

Chris explained to the council that a couple of things are different: they cut the pivot that extended into the flood plain and added more sprinkler heads up above the pivot, cleaned up the details and added a couple of drawings of the building (CMU building – “block building”). They are working on the Preliminary Engineering Report and as soon as Taylor Engineering receives a Letter of Approval from the city of Potlatch, they will submit the plans to Jerry Shaffer at DEQ for review. Jerry won’t start his review until he receives the approval letter from the City.

***Carol Haddock made a motion that the City Council accept and approve the 90% Plans, Specifications and Estimate that Taylor Engineering submitted for the Wastewater Reuse Spray Irrigation Land Application project, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Chris did tell the Council that the bridge is now an additive alternate in the plans, if the bids come in too high; they don't have to accept a bid. The bridge can be made out of any material: wood/iron/concrete, etc.

Chris said that he checked the manhole located below the Forest Service and it sounded like there was a river rushing in the manhole from surface water. Chris suggested that the sewer line have a camera inspect the line. That line isn't part of the sewer project but it is an important part of the wastewater system. Chris would like to sit down with Walter and the Mayor and go over different options for the wastewater system.

The project has been structured so that the contractor has to do all maintenance on the system such as: winterize it in 2012 and then come back in the spring and do a start up on the system.

The City should be completing a contract with a Memorandum of Understanding with Shane Anderson.

Chris is going to make sure that the advertising dates, pre-bid conference date and the bid acceptance date will all work for the City's schedule.

Chris said that he is also sending the Runoff Management Plan to Jerry Shaffer at DEQ for approval. Chris explained that there will be ditches to collect the runoff water with a dike around them so that while the land is being irrigated, no water will run straight into the river.

Karen and Bonnie Rohn attended the meeting on behalf of the Potlatch Historical Society. Karen explained to the Council that she is the President of the PHS this year and in the past; they have used the Railroad Depot to display historical data. There is a temperature issue with the depot and the PHS has been looking around for another location for their historical data. They would like to use the basement area directly under City Hall to house their records, have a meeting area and create a Potlatch Historical Museum.

Karen presented a plan that she had drawn up of the cost of materials and labor to fix the basement up for the PHS and also put in a walkway of steps down from the City Hall's parking lot and a walkway past the City Shop for a

handicapped accessible entrance to the Museum. Dave Cada said that he liked the idea of putting a museum in the basement as it will be another attraction for people to come to Potlatch. (Possibly create tour buses that would come to Potlatch.)

Karen said that the PHS will pay for the materials needed to make the basement able to use. Carol Haddock suggested that the PHS start with the walkway along by the City Shop first and see how it progresses.

***Dave Cada made a motion that the City allow the Potlatch Historical Society to use the northwest corner of the basement of City Hall (rent free) and convert it into an historical museum. Carol Haddock seconded the motion, motion was approved with “all ayes”.***

Karen Rohn presented her mural idea to the City Council for the Scenic 6 Depot. Karen said that she envisioned a mural that would represent what Potlatch was all about. Karen measured the paintable area of the building and it is 60’ long x 13’ high. The picture of the mural that she would like to paint includes a headline from a newspaper article in 1905 and an old logo of the Potlatch Mill.

Carol Haddock said that when she brought this idea to the City Council, she thought that the Arts Council and the PHS would help pay for the mural to be painted on the Scenic 6 Depot.

Karen had a cost proposal for different sizes of the mural that she would paint. The Council asked Karen to leave her printout of the mural depiction and they would review it before the next Council meeting.

***Carol Haddock moved that the City of Potlatch Proclaim April 27 to be Arbor Day, Dave Cada seconded the motion, motion was approved with “all ayes”.***

***A motion was made by Carol Haddock to read the Ordinance PROVIDING FOR THE CREATION OF CITY OF POTLATCH CODE TITLE 7, CHAPTER3, TO ADOPT THE IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPWC) AND FUTURE UPDATES (WHEN PUBLISHED) AS THE STANDARD CONSTRUCTION DOCUMENTS FOR PUBLIC WORKS WITHIN THE CITY OF POTLATCH; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW. This ordinance will be numbered***



*Ordinance 2012-03-26 (1), seconded by Dave Cada. Roll call: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Carol Haddock, aye.*

Motion to suspend the rule requiring Ordinance to be read on three separate occasions. Roll call: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Carol Haddock, aye.

**Motion that Ordinance No. 2012-03-26 (1) pass by having been read once by title only. Roll call vote: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Carol Haddock, aye. Motion was approved with “all ayes”.**

**A motion was made by Dave Cada to read the Ordinance** PROVIDING FOR THE REPEAL OF CITY OF POTLATCH CODE TITLE 3, CHAPTER 1, SECTION 4B AND TO AMEND CITY OF POTLATCH CODE TITLE 3, CHAPTER 1, SECTION 7B PERTAINING TO THE PENALTY PROVISION FOR VIOLATIONS OF SAID CHAPTER; AND PROVIDING FOR THE AMENDMENT OF TITLE 5, CHAPTER 2, SECTION 7 PERTAINING TO “OTHER PERSONAL PROPERTY” LEFT IN THE PUBLIC RIGHT-OF-WAY BEING A VIOLATION OF SAID CHAPTER; AND PROVIDING FOR THE AMENDMENT OF TITLE 5, CHAPTER 2, SECTION 11 PERTAINING TO THE REMOVAL OF “OTHER PERSONAL PROPERTY” IN SAID CHAPTER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW, *This Ordinance will be numbered Ordinance 2012-03-26 (2), motion was seconded by Carol Haddock. Roll call vote: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Carol Haddock, aye.*

Motion to suspend the rule requiring Ordinance be read on three separate occasions. Roll call: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Carol Haddock, aye.

**Motion that Ordinance No. 2012-03-26 (2) pass by having been read once by title only. Roll call vote: Vern Johnson, aye; Marty Anderson, aye and Carol Haddock, aye. Motion was approved with “all ayes”.**

**NEW BUSINESS:**

- 1. Mayor-David Brown,** the Mayor, Grace Brown, Carol Haddock, Kathi Jo Nygaard and five students travelled to Orofino to tour their Youth facility located near the high school. Let’s Get It Started and the City is working on creating a Potlatch Community Center in the little mall across from

City Hall. The group learned how the Orofino Youth Center is operated and how they raise money to fund their operations. Kathi Jo and Brian Dulin of Latah County Youth Advocacy are working with B.J. Swanson of LEDC (Latah Economic Development Council) to create a business plan. Kathi e-mailed the Mayor two spreadsheets of start-up costs and operating costs that they calculated. Kathi Jo has another Town Hall meeting tomorrow night (March 27) to update everyone on the Community Center.

Idaho Dept. of Commerce's Executive Director, Jeff Sayer, has been touring northern Idaho and on March 22, Jeff Sayer (LEDC representatives and other agencies) came to Potlatch and toured PNW Arms and stopped at Potlatch City Hall. After touring Potlatch, there was a luncheon in Moscow with many different agencies discussing Economic Development for Latah County. The main topic was how to get high-speed internet to PNW Arms. Frontier Communications said that they are working on the high-speed internet for PNW Arms and that is their top priority at this time.

- 2. Parks-Carol Haddock**, nothing at this time.
- 3. Pool & Cemetery-Dave Cada**, the ADA requirements have been changed several times in the last year and the deadline has now been extended for installing the ADA Lift Chair at the swimming pool. Dave is still working on getting the correct chair at the best possible price. He is looking at an automatic chair and the cost is around \$6,400 (installed). Pool World from Spokane will be contacting Dave with their recommendations.
- 4. Vern Johnson - Water & Sewer**, everything ok.
- 5. Streets-Martin Anderson**, everything ok.
- 6. Scenic 6 -David Cada**, Gary White is working on the "Tactics" Marketing Plan for the River Ridge Redevelopment.
- 7. Superintendent, Tom Andres**, nothing at this time.
- 8. Clerk- Shelly Hammons**, nothing at this time.

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$8,026.35, seconded by Dave Cada, motion carried with “all ayes”.***

***Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 8:36 p.m.***

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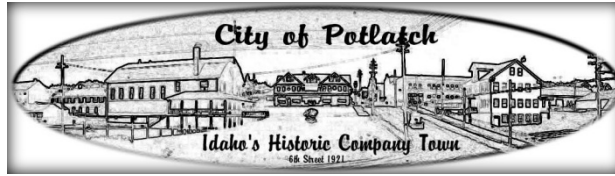
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be April 9, 2012.**



## Potlatch City Council Meeting

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

**April 9, 2012 – 7:04 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Marty Anderson and Carol Haddock.

***The minutes of the previous meeting of March 26, 2012, were read and approved by Carol Haddock, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: None.

***Dave Cada made a motion to accept the Resolution for Adoption of Records Retention Schedule, Vern Johnson seconded the motion, roll call vote: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, aye and Carol Haddock, aye. Motion was passed with “all ayes”.***

The Council reviewed the names that were submitted by BJ Swanson, LEDC, for the River Ridge Redevelopment Industrial Center. After much discussion, the Council agreed that they liked the name: River Ridge Recreational & Technical Center.

### **NEW BUSINESS:**

- 1. Mayor–David Brown,** Chris Mansfield was here today after his meeting with Jerry Shaffer and Clayton Steele of the Lewiston DEQ Office. Chris said that he stopped by DEQ to see how the approval of the Land Application Permit was going and Chris was anticipating an approval date of April 11. Jerry Shaffer said that he will not be done reviewing the permit by April 11 but he may have it completed by the first of next

week. Chris would like to get all of the material to the printer by April 20 and out for advertisement by April 21 and 22. Chris also told the Council that there will be one more zone in the land application site, Zone 4. That is where trees will be planted (Maple trees?). The new Zone will be an addendum to the permit.

The Mayor would like to have one more Business at Breakfast meeting for the business owners in Potlatch. After the first Breakfast, there was a list of items that the business owners would like addressed and this would be the opportunity to address those issues with another breakfast.

The Mayor met with Maria Eversole of Gritman Medical Center in Potlatch. The Potlatch Clinic's numbers are down and they would like help advertising the Clinic. It was discussed to place a sign or banner near the Clinic so that people would be aware that it existed. There was discussion of a Health Fair being offered sometime this summer in Potlatch. Maria passed the information on to her supervisor and is waiting to hear back on how to proceed with the advertising.

- 2. Parks-Carol Haddock**, is going to be talking to the Arts Council tonight about the mural that Karen Rohn is going to paint on the Scenic 6 Depot building in the park (cost: \$4,680). The Historical Society meets next Wednesday and Carol is going to talk to them about paying a portion for the mural that Karen Rohn is going to paint on the Depot. The windows haven't come in yet for the upstairs room at City Hall.

***Dave Cada made a motion that the City hire Karen Rohn to paint the mural on the Scenic 6 Depot in the Scenic 6 Park for \$4,680, Carol Haddock seconded the motion, motion was approved with "all ayes".***

- 3. Pool & Cemetery-David Cada**, finally has a recommendation on the ADA Lift Chair for the Swimming Pool. The chair will be purchased from Pool World out of Spokane, the cost will be \$3,800 which includes the anchor. This cost doesn't include installation. Dave talked to Tom Andres and they will decide if the City will be able to install the chair. The chair is ADA approved and will lift 350 pounds and can be removed for the winter and stored.

***Carol Haddock made a motion that the City purchase the ADA lift chair from Pool World for \$3,800, Dave Cada seconded the motion, motion was approved with “all ayes”.***

- 4. Vern Johnson - Water & Sewer**, everything ok.
- 5. Streets-Martin Anderson**, there are potholes all around the City and are we going to be sweeping the streets soon? Tom Andres said yes, after it quits snowing and raining.

Ponderosa Street behind the Mayor’s house is a mud hole. There is a huge lake in the middle of the road and the road must be repaired when the weather allows.

- 6. Scenic 6 -David Cada**, the last three days of June, the Historic Milwaukee Railroad will have their annual convention in Moscow and Potlatch will be a stop on their tour (as bus tour of the surrounding communities and a train ride from St. Maries to Plummer). Dave is going to set up the River Ridge Recreational and Technical Center display pictures at the Depot in Potlatch when the tour comes through. This month in the Milwaukee Road magazine there is an article of the WIMRR and the Potlatch Train Depot.
- 7. Superintendent, Tom Andres**, would like two stainless steel chains for the lift station pumps and Chris Mansfield is going to write them into the Land Application project plans. Currently the pumps are on a cable system that doesn’t work very well when the pumps must be pulled for repair.
- 8. Clerk- Shelly Hammons**, the ICRMP Risk Management training will be in Coeur d’Alene on May 1 from 8:30 a.m.-4:00 p.m. Carol Haddock, Dave Cada, Mayor Brown and Shelly Hammons will all attend the training. Shelly will also be attending the District 2 Clerk’s all-day training in Nezperce on April 19.

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Marty Anderson to pay the bills in the amount of \$22,214.91, seconded by Carol Haddock, motion carried with “all ayes”.***

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 7:55 p.m.***

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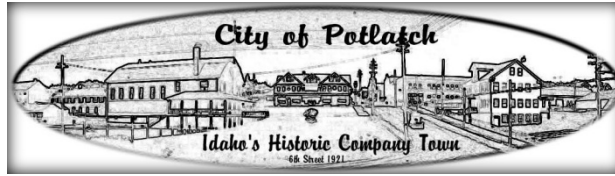
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be April 23, 2012.**



## Potlatch City Council Meeting

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

**April 23, 2012 – 7:03 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Marty Anderson and Carol Haddock.

***The minutes of the previous meeting of April 9, 2012, were read and approved by Carol Haddock, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: Tiffany Thomas of Alternative to Violence on the Palouse.

Memorial Day falls on May 28 which would be the second meeting for the City Council. ***Carol Haddock made a motion that the City Council only meet on May 14, 2012, for one meeting in May, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Tiffany Thomas attended the meeting to let the Council know that the services are free for Alternative to Violence on the Palouse. They have a 24-hour crisis line and a Safe House Shelter that can house up to 17. Their agency is funded by both Washington and Idaho. Tiffany is getting the word out to the rural communities that their services are available for information or if a person is in need of help. Their agency also provides legal and medical advocacy. The Mayor told Tiffany that the City of Potlatch will be participating in the National Night Out on August 7 and that her group is welcome to attend and participate.

Onaway would like to purchase the City's old generator for \$7,000.00. ***Carol Haddock made a motion that Onaway can make payments for the generator but the total \$7,000 must be paid completely by the end of the***



***City's fiscal year (September 2012), Dave Cada seconded the motion, motion was approved with "all ayes".***

**NEW BUSINESS:**

- 1. Mayor-David Brown**, the Mayor, Carol Haddock and Shelly Hammons met with Jeff Jones, Moscow Urban Renewal District Manager, last week to discuss the R<sup>3</sup>TC project and creating an Urban Renewal District in Potlatch. The Comp Plan must be updated before a district can be created. There will be a community meeting on May ---- at 6:30 p.m. in the Rebekah Hall for the citizens to give their input into the changes to the Comp Plan. The Council agreed that an Urban Renewal District must be included in the Comp Plan changes. The Council will review the Comp Plan and make changes and then meet on May 3 at 9:00 a.m. in City Hall to review everyone's ideas. Dave Cada said that the Idaho Smart Growth Plan may be a great option to incorporate into the City's Comp Plan.

The Mayor told the Council that the City would like to hire someone now to help with the yard work throughout the City. There are several people that may be good candidates to do this type of yard work. Carol Haddock suggested Larry Meyers, Carol will e-mail Larry's wife and see if Larry would be willing to do this type of work this summer for the City. (Trim around sidewalks throughout town, plant and water flowers and keep them maintained, weed and plant flowers around City Hall and in the Scenic 6 Park.

May 16 there will be another "Business Breakfast" at the Rebekah Hall starting at 7:30 a.m. The idea of this breakfast is to follow up on the list that was created by the attendees at the last breakfast in March.

- 2. Parks-Carol Haddock**, the windows are in at Moscow Building Supply for the upstairs City Hall room.

The Potlatch Historical Society cleaned and painted the basement at City Hall. There are several spots on the wall in the basement that need concrete patches on them and the Council agreed that the City will help pay for the patching material.

The Historical Society has agreed to pay \$2,000.00 toward the mural for the Scenic 6 Depot in the park. The Arts Council is trying to get a grant to help pay for \$500.00 of the mural.

- 3. Pool & Cemetery-Dave Cada,** have been working with Pool World out of Spokane to order the ADA Lift Chair. The City would have Pool World install the chair and have their electrician do the electrical work. Pool World told Dave that when the electrician came to complete the work, the electrical inspector would come with him and approve the work at the same time. The cost for the chair and anchor would be approximately \$3,850 and the installation would be approximately \$2,000.00. Dave said that so many chairs are being ordered at this time that it will be about eight weeks before Pool World will be able to install the chair. Dave asked them about the compliance issue and they told him that as long as the City can show that we are working on getting the chair installed, we are covered.

***Marty Anderson made a motion that the City purchase the ADA Lift Chair from Pool World and have them install it at the swimming pool, Carol Haddock seconded the motion, motion was approved with “all ayes”.***

- 4. Vern Johnson - Water & Sewer,** everything ok.
- 5. Streets-Martin Anderson,** the roads are drying out.
- 6. Scenic 6 -David Cada,** on April 21 there was a work day on the Railroad Depot and there were 18 people working taking lath and plaster off of the walls upstairs in the depot.

The Scenic 6 Committee has been working on Christmas in Potlatch and they will be advertising months in advance to get the community and businesses involved. They are naming it “Company Town Christmas”. The Mayor said that it would be great if there could be a lighting ceremony on the weekend after Thanksgiving when the Christmas lights are installed in the Park and maybe have Santa Claus arrive in Potlatch aboard a train.

Dave said that this may be the last year for the Speeder Car Event as their insurance is rising too high. The Mayor suggested that we talk with

Jim McNall and see if the City would be able to sponsor the event and have ICRMP insurance cover them.

**7. Superintendent, Tom Andres,** nothing at this time.

**8. Clerk- Shelly Hammons,** the PRIMA training is May 1 in Coeur d'Alene and have four people signed up.

The website is almost completed and transferred. The new website address will be: <http://www.cityofpotlatch.org>

### **Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

### **Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$5,259.66, seconded by Dave Cada, motion carried with "all ayes".***

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with "all ayes", meeting adjourned at 7:58 p.m.***

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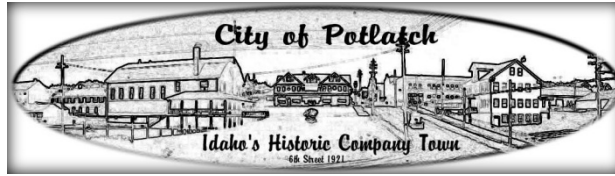
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be May 14, 2012.**



## **Potlatch City Council Meeting**

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

**May 14, 2012 – 7:05 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Marty Anderson and Carol Haddock.

***The minutes of the previous meeting of April 23, 2012, were read and approved by Dave Cada, Carol Haddock seconded the motion, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: Don Somers, Byron Bowler, Kenny Sheffler, Barb Sheffler, Rowdy Paul, Bailey Anderson, Jessee Wallan, Roby Clark, Heath Miller, Koda McManus and Jaime Paul.

Several of the Idaho Drug Free Youth members attended the Council meeting. They explained to the Council that 14 people have signed up for IDFY Camp this summer. They asked the Council if they would help sponsor a child to attend the camp. The group does have several fundraisers planned and they have already had a fundraiser by selling flowers.

***Carol Haddock made a motion that the City sponsor 14 attendees for the IDFY camp at \$50.00 per child, for a total of \$700.00 the City will donate to IDFY. Dave Cada seconded the motion, motion was approved with “all ayes”.***

The group said that they are working on a webpage for the IDFY group. Dave Cada asked them to come back and speak to the Council after they attend the camp.

Don Somers attended the meeting to talk with the Council regarding ICRMP being the insurance carrier for the Speeder Car Day in June. Don said that he has talked extensively with Jim McNall and Shari at ICRMP about the possibility of ICRMP insuring the event if the City of Potlatch would sponsor the Speeder Event as a City event.

Carol Haddock said that she is concerned that the speeders would give rides and they wouldn't be in the City. Dave Cada asked Don if the City sponsored the event would it save the railroad money? Don said that they would still pay for their own liability insurance on top of the ICRMP insurance. ICRMP said that their limit for this type of event would be a coverage of \$500,000 maximum. The Mayor said that he wouldn't like to see the event go away, he suggested that Don talk with Shari again at ICRMP and see just what they will cover.

The FCCLA (Family Career & Community Leaders of America National) kids asked the City to donate for their trip to Florida this summer.

***Carol Haddock made a motion that the City donate to the FCCLA for the National Leadership Conference in Orlando, Florida, Carol made the motion that the city donate \$50.00 for each person going, for a total of \$300.00. Dave Cada seconded the motion, motion was approved with "all ayes".***

The Council discussed summer employment and chose the kids who will work at the pool and for the summer maintenance.

***Dave Cada made a motion to hire the following people for summer employment at the wages specified. Vern Johnson seconded the motion, motion was approved with "all ayes".***

***POOL HIRES: Wendy Gunderson-\$11.50, Tia McKinney-\$10.00, Hope Burnet, Forrest Potter, Nicholas Johnson, Brookelyn May and Cayla Smeltzer. Lifeguarding will be \$8.00/hr. and swimming lesson instructors will make \$9.00/hr. only when teaching swimming lessons.***

***SUMMER MAINTENANCE HIRES: John Burnett-\$8.25/hr., Mark Amos-\$7.75, Christopher Collins-\$8.25, Clayton Stolz-\$8.25, Kenneth Owens-\$7.75, Robert Clark-\$7.75, Heath Miller-\$7.75 and Koda McManus-\$7.75.***

## **NEW BUSINESS:**

- 1. Mayor–David Brown,** John Burnett completed 10 hours of community service for the City and he will be taking care of the flowers at City Hall and around town and also care for the lawn/flowers/trees along the sidewalks and care for the park all summer as a summer hire.

Joan Cochrane spoke to the Mayor about the sidewalks in the City. The Mayor said that they were the home owner's responsibility and she was aware of that. She would like help getting the sidewalks repaired. The Mayor suggested that the summer maintenance hires will frame the sidewalks and have a concrete company pour the concrete and the City would bill the resident.

The Mayor attended the Latah Sanitation meeting last week and the garbage rates will be raised by \$2.00 per resident every year for the next three years. They will be going to a tote system in the near future. It was recommended highly that the City charge a one-can rate and if the resident has two cans, they pay extra. The trucks will be installed with a camera and a GPS system.

On August 7, Potlatch will be celebrating National Night Out. The Mayor has been working with Officer Middleton and Kathi Nygaard to coordinate the celebration. Attending: Latah County Sheriff, Potlatch Ambulance, other agencies.

***Carol Haddock made a motion that the City donate \$300.00 toward the National Night Out, Dave Cada seconded the motion, motion was approved with "all ayes".***

There will be an Associated Press reporter in Potlatch doing a story on the River Ridge Recreation Technical Center on May 15. The Mayor and Dave Cada will with him and tour the City and the old mill site.

May 16 there will be the second Business Breakfast at the Rebekah Hall to review the suggestion list that was created at the first breakfast. Then there will be a tourism luncheon at the University Inn in Moscow. In the

evening there will be a public meeting to revise the Potlatch Comprehensive Plan and that meeting will be at 6:30 p.m.

The pre-bid meeting for the Land Application Spray Irrigation project will be May 22 at 9:00 a.m. at City Hall. The bid opening will be June 4 at 4:00 p.m. at City Hall and the engineers will make a recommendation by 6:0 p.m. for the City Council.

- 2. Parks-Carol Haddock**, Carol asked when the windows will be installed in the upstairs at City Hall. The steps at the little Depot need to be built also paint the side of the little Depot for the mural. Also the sidewalks around town need edging around them. There has been a complaint made about the mess around the recycling bin at City Hall. Also limit pickup of yard waste to Mondays and Fridays (Tom said that is what they used to do).
- 3. Pool & Cemetery-Dave Cada**, the tentative opening date for the pool is June 11.
- 4. Vern Johnson - Water & Sewer**, everything ok.
- 5. Streets-Martin Anderson**, absent.
- 6. Scenic 6 -David Cada**, the Scenic 6 Economic Development committee will meet tomorrow morning and they have been discussing Christmas in Potlatch. There was a suggestion that there be a trophy for the best residential Christmas display and a trophy for the best business display. The trophy can then be passed around from year to year. Dave is going to be putting an article in the CIA Newsletter about a Christmas planning day.
- 7. Superintendent, Tom Andres**, rhino liner repair person needs to be notified one week in advance of when to repair the pool.
- 8. Clerk- Shelly Hammons**, nothing.

#### **Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS:*** *A motion was made by Carol Haddock to pay the bills in the amount of \$26,059.31, seconded by Dave Cada, motion carried with “all ayes”.*

*Carol Haddock made a motion to adjourn the meeting, seconded by Vern Johnson, the motion was carried with “all ayes”, meeting adjourned at 9:05 p.m.*

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David L. Brown, Mayor

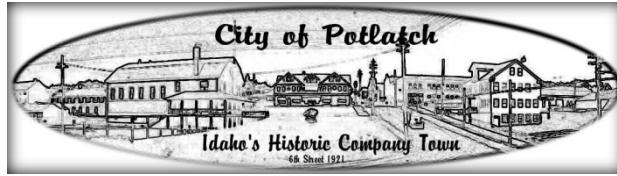
ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be June 11, 2012.**





## Potlatch City Council Meeting

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

**June 25, 2012 – 7:05 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Marty Anderson and Carol Haddock.

***Dave Cada made a motion that the minutes of the previous meetings of June 11, 2012, and June 18, 2012, be read and approved, Vern Johnson seconded the motion, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: Chris Mansfield and Tom Moore.

The City received an e-mail letter from Jerry Shaffer at Idaho DEQ stating that it is alright to award the bid at the Council meeting tonight.

Latah Sanitation had a meeting for all of the cities in Latah County explaining that they would like to have one contract for everyone instead of the three contracts that all cities currently have for garbage service. Latah Sanitation would do the negotiations and the cities would only have to deal with Amanda Bashaw. ***Carol Haddock made a motion that the City agree to let Latah Sanitation negotiate for one contract, Dave Cada seconded the motion, motion was approved with “all ayes”.***

The City received a letter from the Railroad asking for a fee waiver for their catering permit for the Railroad Fundraiser on July 14. ***Carol Haddock made a motion that the City waives the fee for the catering permit for the Railroad Fundraiser on July 14, Marty Anderson seconded the motion, motion was approved with “all ayes”.***

Tom Moore came with an Agreement for Professional Services for the Council to review. Tom would be hired as the City's Engineer on a consulting basis. ***Dave Cada made the motion to accept the Agreement for Professional Services from Tom Moore and hire him as the City's Engineer on a consulting basis, Carol Haddock seconded the motion, motion was approved with "all ayes".***

Chris Mansfield had called Jerry Shaffer at DEQ before he left Spokane and didn't know that Jerry had approved the award. Calvin George has given his two weeks' notice and Mike Morris will be point-of-contact on the project now. Mike will be available July 11.

Chris explained what the \$35,000 engineering fee was in the construction project for the bridge installation. Chris said that from the engineer's point of view, this is a \$1.3 million project and adding a \$300,000 bridge there will be more things to talk about and the biggest risk will be the specs and it may add two more weeks to the project. They will have to \*review the material's list \*watch as the bridge goes in \*and solve any problems that may arise. If all goes well, will send the Letter to Proceed to S & L Underground by Friday, June 29.

### **NEW BUSINESS:**

- 1. Mayor-David Brown,** Vennette Pettibone talked with the Mayor about the summer employment kids and that she watched three kids one afternoon and only two were really working.

There will be another Mayor's Roundtable meeting on July 28 in Genesee and the Council is all invited.

The Mayor, Dave Cada and Jim Lemieux of Potlatch Corporation met last week for a three hour meeting. Jim said that Potlatch Corp. may be able to get some dozers on the River Ridge land and clean up a site for future prospects. The Mayor asked Jim about putting some picnic tables and RV dry camps down by the river. Jim will check with Potlatch Corp. about that idea. Jim said that Potlatch Corp. may lease the land to the City for a small golf course (not a full 9-hole course)

- 2. Parks–Carol Haddock**, asked where we are at with the installation of the windows? Tom said that he is going to be putting the benches in next and after all of the benches are installed they will start on the windows.

Karen Rohn was wondering about getting the mural started on the Scenic 6 Depot but it is still wet around the depot.

- 3. Pool & Cemetery-Dave Cada**, there is a light socket in the bath house that the lifeguards are afraid to turn on. Tom said that he will look at it.

- 4. Vern Johnson - Water & Sewer**, everything ok.

- 5. Streets-Martin Anderson**, is the City going to mag the roads soon? Ron Epler has e-mailed both Marty and the Mayor wondering when that will be done. Tom said that they will get to it soon.

- 6. Scenic 6 -David Cada**, Tom came and picked up the new benches. They will remove the small benches and the concrete pads that are in and then pour bigger pads and install the bigger benches where the existing benches are now. They will place the old benches in other locations around the City.

Dave said that they have decided to offer an award for the best yard in Potlatch for July, August and September. The recipient would receive a plaque and receive a free month's water usage (actual water used). Dave talked with Martin Erkela at Frontier Communications and they will pay for the plaques. Ida Wolheter and Corolee Smith will be the judges for the contest. There will be one winner each month.

- 7. Superintendent, Tom Andres**, nothing.

- 8. Clerk- Shelly Hammons**, nothing.

#### **Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$3,156.53, seconded by Marty Anderson, motion carried with “all ayes”.***

***Marty Anderson made a motion to adjourn the meeting, seconded by Carol Haddock, the motion was carried with “all ayes”, meeting adjourned at 8:15 p.m.***

***The Council met at 8:16 p.m. for a review of the Comp Plan. They will make up questionnaires for Potlatch Days and ask the citizens their opinions of what they would like to see in the Comp Plan. The Council adjourned their meeting at 8:40 p.m.***

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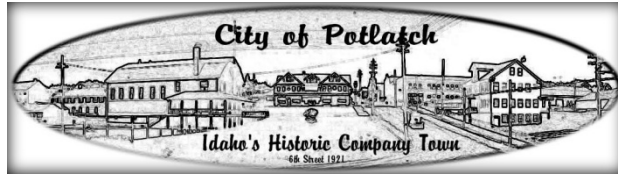
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be July 9, 2012.**



## **Potlatch City Council Meeting**

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

**June 11, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Marty Anderson and Carol Haddock.

***The minutes of the previous meeting of May 14, 2012, were read and approved by Carol Haddock, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Tom Andres and Shelly Hammons.

GUESTS: Don Somers, Walter Steed and Chris Mansfield.

***Carol Haddock made a motion to approve the minutes of May 14, 2012, with one correction on page 2: “... possibility of ICRMP insuring ...” rather than “... sponsoring ...”, Dave Cada seconded the motion, motion was approved with “all ayes”.***

***Dave made a motion to amend the agenda, Carol Haddock seconded the motion, motion was approved with “all ayes”.***

The bids for the Wastewater Reuse Project were opened June 4, 2012, and the bids came in over the engineer’s estimate. Chris Mansfield looked at 35 items on the bids and 15 were at or below the estimate and the rest of the items were over the engineer’s estimate. The low bid came in at \$1,333,460. Walter and Chris talked a lot the last week and there were funds to do the base bid and they would like to do change orders and get the price closer to \$1million.

The Council discussed the project with Chris Mansfield and Walter Steed and there were several questions:

1. There are six monitoring wells in the plans, is that required? “Yes”

2. What is grubbing? "Getting rid of native grasses, trees, etc."
3. What type of water filtration unit is required in the building? "A small water filter that would fit under the sink."
4. What are they going to filter? "Rainwater"
5. If they drill a larger diameter hole for test wells, is this a less expensive way to go? "Yes, can use stouter drilling equipment."
6. Why do we need a 10,000 gallon tank? "This will be the holding tank for the irrigation system. The irrigation system is so far away from the lagoon discharge (over a 1,000 ft. run) that would create a need for a larger pump. The tank would be buried at the southeast corner of the lagoons. When the pump would come on in the tank, it would pump the effluent into the irrigation system."
7. Would the building have to be heated? "Yes"
8. Does the pivot irrigation system have to have something to run on? "Only over the wetlands and there will be a wetland walkway."

The Mayor said that he talked with Hash Tree Company and they will quote \$125.00 per tree (140 trees) and they would deliver the trees to the site.

The Mayor is going to check with Tim Wendland at the Idaho State Office of DEQ and make sure that the funding is not in jeopardy if the project is not completed by the end of 2012.

If the project is re-bid, it would take approximately 2-3 weeks for Taylor Engineering to get the plans to the Lewiston DEQ for approval and then possibly another four weeks for DEQ to approve the plans. The project could be re-advertised August 1.

The Council decided to table accepting the low bid until a later date after several items can be checked.

Don Somers attended the Council meeting and let the Council know that after evaluation of the ICRMP insurance they decided that it was inadequate for the railroad speeder event. WIMPHG will be providing insurance for the event and Don thanked the Council for considering having the City sponsor the event.

Don said that there has been a stumbling block with the speeder event. The State of Washington and the railroad have scheduled railroad maintenance on

the same day as the speeder event in Potlatch and now the speeder cars cannot run their excursion. The Event Coordinator has said that will try and round up volunteers (possibly five or six speeder cars) to come to Potlatch and give rides.

Don did ask the Council if they would accommodate them by allowing several of the men to stay at the RV Park at no charge during the Speeder Day Event?

***Carol Haddock made a motion to waive the fee for overnight RV parking and allow the WIMPHG to use the tables and chairs from the Scenic 6 Depot on July 14 for their dinner at the Railroad Depot. Dave Cada seconded the motion, motion was approved with “all ayes”.***

Ellen McWilliams would like some gravel added to her alleyway because when it rains, the mud runs into her driveway behind her house. Tom said that he will look into this.

There have been several different vendors selling products door-to-door in Potlatch in the last month and there is an Ordinance on the books that states that it is illegal to sell door-to-door within the City limits. The Council discussed placing signs on either end of the City stating that the City doesn't allow door-to-door sales.

***Carol Haddock made a motion to place signs on both ends of Potlatch stating that it is illegal to sell door-to-door in Potlatch without a permit. If anyone would like to obtain a permit, they MUST come before the Council to obtain the approval for a permit, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Carol Haddock said that they received an offer of \$10.00 per door for the old doors that have been stored in the City Hall basement for many years. The doors were from when the building was renovated several years ago.

***Vern Johnson made a motion that the City accept the offer of \$10.00 per door, Dave Cada seconded the motion, motion was approved with “all ayes”.***

#### **NEW BUSINESS:**

- 1. Mayor-David Brown,** talked with Tom Moore about becoming the City's engineer as needed. Tom is willing to do this but he said that he will not go beyond his expertise. Tom is writing up a formal agreement for the City.

The Mayor met with Jim Lemieux of Potlatch Corporation about annexing their property into the city. The Mayor said that he has talked with Dave Cada and B.J. Swanson about the R<sup>3</sup>TC project and he feels that we are “getting the cart before the horse”. The Mayor feels that we need to create a better plan and will be meeting with the Steering Committee in a few weeks.

- 2. Parks–Carol Haddock,** asked where we are at with the installation of the windows? Tom said that he hopes to start installing the windows upstairs in a few weeks. Tom did pick up the hinges from Moscow Building Supply for the windows.

Carol said that she, the Mayor and Dave Cada have been working on the Comp Plan. She said that she would like the Council to meet after the next Council meeting to review the changes that they have made to the plan.

Carol asked about the walking path in the Park – there is an area where the asphalt has buckled up. Tom said that they ran a temporary line under there to drain the baseball fields earlier in the spring. They are going to be making a permanent drain soon and will repair the walking path at that time.

- 3. Pool & Cemetery-Dave Cada,** the pool opened today for the first day of the season. Dave said that there are lots of weeds in front of the building and asked Tom if he would send some kids up there to weed them out? Tom said that they sprayed weed killer on the weeds last week and he is waiting for them to die and then they will remove the weeds. Tom is going to bring the dumpster up to the pool (it has been behind the shop). Tom said that he hasn’t received a call from Pool World yet on the lift chair but he will call them tomorrow and see where they are with the chair.

- 4. Vern Johnson - Water & Sewer,** everything ok.

- 5. Streets-Martin Anderson,** the road on Ponderosa has a big dip in it and wondered if there was a culvert there? Tom said yes, there is a culvert there but he will look at the road again and try to cut it back. Tom will also look at the “lake” area near the end of Ponderosa (by Mead’s).



- 6. Scenic 6 -David Cada**, suggested that we get started trading the benches out along the sidewalk. The new ones are stored in the warehouse. Tom said that they need to make a bigger concrete pad before they can put the new benches in.

Dave said that he got the article about Christmas Day in the CIA Newsletter and he was wondering about placing another article in the newsletter about having a contest for the residents to beautify their yards for the summer? Also, Dave would like to ask the residents to mow between the sidewalks and the street.

- 7. Superintendent, Tom Andres**, tomorrow they will be pouring the sidewalk for the Historical Society Museum entrance.

- 8. Clerk- Shelly Hammons**, nothing.

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$22,639.26, seconded by Vern Johnson, motion carried with “all ayes”.***

***Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 8:50 p.m.***

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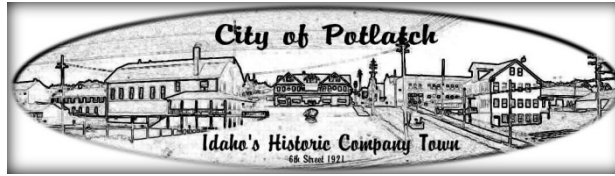
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be June 25, 2012.**



## Potlatch City Council Meeting

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

**July 23, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Marty Anderson and Carol Haddock.

***Dave Cada made a motion that the minutes of the previous meetings of July 9, 2012, be approved as written, Vern Johnson seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons, Tom Andres was absent.

GUESTS: Jo Minden, Bonnie Rohn, Judi Rohn and Corolee Smith.

The Tree Committee attended the Council meeting (Bonnie Rohn, Judi Rohn and Corolee Smith). Bonnie said that the Tree Committee isn't going to be putting any new trees in at the library but that there are eight existing trees and they would like to put the stones (in the City's shop) on the existing trees. The trees have been in the ground for over eight years. Bonnie said that they need someone to pour concrete for the stones and the Mayor said that Tom still has summer kids and they would help put the stones in.

There are 11 trees that need replaced in the Scenic 6 Park (Bonnie said that when the trees were sold, they were sold with the idea that there would be one replacement). The Tree Committee has three new trees to put in the park this fall. Bonnie asked if the City was going to take the trees out along the Scenic 6 Depot after the mural was painted on the side of the Scenic 6 Depot? Carol said that they are going to wait until the mural is done and see if the trees need to be removed.

Bonnie Rohn said that the Historical Society wants to thank the City for Tom, Scott, Shelly and the summer kids for their help getting the museum

completed. Bonnie and Karen Rohn put the flowers in this weekend and the City will maintain and water them. The Mayor said that the City Council thanks the Historical Society for all of their work and for the sidewalk that was put in and that it looks really nice. Bonnie said that the steps are coming eventually from the City Hall parking lot down to the museum.

Jo Minden said that she wanted to let the Council know how great the City of Potlatch looks for Potlatch Day. Jo said that the citizens know that the City crew has been working hard and the City looks good. She said to let Tom and the crew know what a great job they have done!

Jo said that last weekend was the 45 reunion for her class and there were 25 kids out of 50 that graduated attending. The class had a meeting and they want to do something for the Scenic 6 Park. There were several suggestions and Jo wanted to ask the Council if her class would be able to install a clock made out of saw blades and have a plaque that says Class of 1967. The Council discussed this idea and Carol Haddock suggested that the class create a design of the clock and come back to the Council with the finished design and an idea where they would like to place the clock. Jo said that it would be a solar designed clock and they will come back at a future date with a design idea.

Corolee attended the meeting also to discuss the prize for the best yard in Potlatch. She said that they should have a winner by the end of this week. Corolee suggested that next year the prize be for the Most Improved Yard in Potlatch.

There will be a Kickball Tournament in the Scenic 6 Park on August 4. The Council discussed the events in the park and each event should pay for the use of the park. If the event is a for-profit event the fee will be \$100, and if the event is not a for-profit event the fee is \$50.00.

### **NEW BUSINESS:**

- 1. Mayor–David Brown,** the sewer Land Application spray irrigation project has started and the archaeologist will be here tomorrow from Boise to be on-site while they build the road around the dump site. There is still a debate as to whether the bridge will be a steel bridge or a concrete bridge.

Tuesday, August 7, Potlatch and Latah County will be celebrating the 1<sup>st</sup> Annual National Night Out Against Crime in the Scenic 6 Park. The event will be from 6-9 p.m. and there will be food, games for children and Latah County's First Responders will be participating. The Mayor asked the Council if they would be willing to cook and participate. He added that Dave McGraw, Latah County Commissioner and maybe the other commissioners will be available to help. Dan Akins from Harvest Foods will be donating 150 hot dogs and buns, 150 hamburgers and buns, Coke will be donating water and soda and Frito will be donating chips for the event.

Robin of LEDC contacted the Mayor and the next Mayor's Roundtable is scheduled for September 20 in Potlatch. Robin would like to know who would be able to cater the event.

The Mayor is still working on the 2012-2013 Budget and he said that the sewer rate may have to go up \$5.00 to \$10.00. The old sewer loan with DEQ will be closed out in the next week or two and the first payment will be made six months after the loan is closed.

Troy automatically raises their rates 4% every year and the different agencies also suggest that utility systems raise rates up to 5% every year rather than waiting and having a significant increase later down the road. The garbage will be going up \$2.00 this fall. The Mayor said that he should be done with the budget in the next week or two.

The Scenic 6 RV Park needs more picnic tables built for the RV spaces. There are four tables down there but every spot should have its own table.

The Bulky Waste site has to be moved from the Potlatch Corp. land this fall as the lease is up and Potlatch Corp. will not renew their lease for the land. In the contract with the City, it states that the City must find an alternative site. The Mayor and Vern Johnson are going to meet with Amanda Bashaw of Latah Sanitation later this week to discuss the possibility of using Vern's land heading out of Potlatch toward Rock Creek.

- 2. Parks-Carol Haddock**, asked if any more windows had been installed upstairs yet? No, just the one window is in so far.

Carol took the Comprehensive Plan board down to the Potlatch Day breakfast and she discovered that the bathrooms weren't opened up for the breakfast. There was confusion as to who had the key to the bathrooms and the Lion's Club thought that they did have a key but they couldn't find it. A suggestion is that next year the bathrooms and buildings are opened up by the City for Potlatch Day.

The mural hasn't been started yet on the Scenic 6 Depot. Carol will get into contact with Karen Rohn and find out when she would like to begin the mural.

- 3. Pool & Cemetery-Dave Cada,** Dave said that there are five different candidates in the running for the "Best Yard in Potlatch". The final decision will be made later this week. The plaque will be presented to the winners at the August 13 Council meeting and Martin Erkela of Frontier Communications will help present the plaque to the winner. Dave will also let the CIA Newsletter know who is the winner.

Dave said that he went to the pool during Potlatch Day and there was a large turnout of people, Dave said that he hasn't seen that many people participate in the pool events on Potlatch Day before. Dave said that it was a very nice evening and the people that attended told Dave that they appreciated the celebration.

Dave said that a registered sex offender has been seen at the City pool and the personnel would like to know what their rights are in this matter. The Sheriff's department has been informed and they said that there isn't anything written that says there is a certain distance that a person has to stay back. The City will investigate further and see what the law dictates.

- 4. Vern Johnson - Water & Sewer,** as far as Vern knows, everything is working good.
- 5. Streets-Martin Anderson,** asked what the mag cost the City for oiling the roads and how many streets were done? Marty thought that they did a good job.

Carol Haddock said that there is an area on 6<sup>th</sup> Street and Oak where the State Highway Department did a core drilling through the pavement and now there is a bump after they repaired it. Carol suggested that the City call them and ask them to repair the area better.

**6. Scenic 6 -David Cada**, said that he talked with Jim McMillan and he has five boy scouts who must complete an Eagle Scout project in Potlatch. He would like Dave to come to a scout meeting and let them know what the City would like the boys to do. The Council discussed this and there were several suggestions that the Eagle Scouts could do: help with the triangle near the City Shop, make a Boule court or Bocci ball court in the Scenic 6 Park, make a Frisbee disc course in the Scenic 6 Park or make covered picnic benches up at the swimming pool.

**7. Superintendent, Tom Andres**, absent.

**8. Clerk- Shelly Hammons**, there will be a Public Hearing on July 30, 2012, at 6:00 p.m. to hear the Variance Request from Jerry Woolverton for the Planning and Zoning. The Council will meet Tuesday morning, July 31, at 9:30 a.m. to review the recommendation from the P&Z.

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Dave Cada to pay the bills in the amount of \$13,305.59, seconded by Carol Haddock, motion carried with “all ayes”.***

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 8:20 p.m.***

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David L. Brown, Mayor

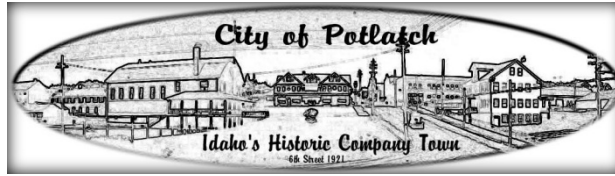
ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be August 13, 2012.**





## Potlatch City Council Meeting

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

**August 13, 2012 – 7:03 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada and Carol Haddock, Marty Anderson was absent.

***Dave Cada made a motion that the minutes of the previous meetings of July 23, 2012, be approved as written, Carol Haddock seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons, Tom Andres was on vacation.

GUESTS: Phillip and JanaLee Schultz, Pat Vaughan, Latah County Assessor and Chris Mansfield, Taylor Engineering.

***Carol Haddock made a motion to amend the agenda and add Pat Vaughan and Chris Mansfield to the agenda, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Phil and Jana Schultz purchased one acre up past the County Shop on the Travis Farm about .4 of a mile from John Hayden’s house (John has City water service). They came to the meeting to ask if they could be hooked into the City’s water supply and are wondering just what it would take to get hooked up.

The Mayor explained that they would have to sign a document agreeing to be annexed into the City when that situation would come up and they would have to pay for a new hookup fee of \$2,500.00 and pay for the construction costs to have their water line installed. JanaLee is the great-granddaughter of the Travis Farm family. The City will draw up a contract and the Schultz’s will have to sign and agree before the City will consider extending the water line up to their property.

The Council discussed the Schultz's request later in the meeting and the Council agreed that a contract must be drawn up stipulating that the ground will be annexed into the City eventually even if the property changes hands down the road and that the line will be the property owner's own private line to maintain and the City would not be liable for any maintenance in the future until the area is annexed into the City. The agreement would have to be signed and recorded with the County.

Pat Vaughan attended the meeting as a courtesy call for the Council to let them know that the Assessor's Office is going to be re-appraising land in the Potlatch school district for the 2013 taxes. Folks will receive a post card saying that the assessors will be out to inspect property sometime this year. Pat gave everyone a handout regarding the assessment.

Chris Mansfield of Taylor Engineering attended the meeting to report on the wastewater reuse project and how things are progressing:

- \*The project is 1/3 complete

- \*They are working on the building

- \*Earthwork has been started: roads, culverts and laying sewer pipe

Chris asked the Council if they had any questions to date and explained about the addition of the bridge being added to the contract. There are seven tasks involved with the bridge work for Taylor Engineering and currently there are a lot of unknowns with permitting for the bridge, especially involving the Army Corp. of Engineers.

Chris asked the Council to amend the contract as it is written. If and when the sewer rates are raised, Chris would like to know.

***Carol Haddock made a motion to amend the contract as written, Dave Cada seconded the motion, motion was approved with "all ayes".***

***Carol Haddock made a motion to proclaim September 17-23, 2012, Constitution Week, Dave Cada seconded the motion, motion was approved with "all ayes".*** The City will invite area churches to participate in the bell ringing on September 17, at 1:00 p.m. to commemorate the signing of the Constitution 225 years ago.

**The 2012-2013 Budget Hearing is scheduled for Monday, August 27, 2012, at 6:30 p.m. in the City Council Chambers.**

**NEW BUSINESS:**

1. **Mayor–David Brown**, discussed the Memorandum of Understanding with Latah Sanitation and how Amanda is working on the contract for all of Latah County with the three separate entities for garbage. Amanda is currently in negotiations and so far it isn't going well but she is going to persist and try to get a contract that is workable for all parties. Amanda wants to know if the Council supports unlimited garbage service to every resident or do they want to adopt a volume-based billing? Volume-based billing would allow a resident to pay according to how much garbage they produce. The residents must pay for their garbage service no matter what and the Council agreed that volume-based billing was the best way to go. Carol suggested that a resident may request a "fee waiver" if they have extenuating circumstances. Latah County rates for garbage are as follows:

One can: \$17.60  
Two cans: \$21.45  
Three cans: \$25.25  
Four cans: \$29.45  
Five cans: \$33.00, etc.

The City has received the updated contract with the City of Moscow and there are several questions regarding the contract. If the tire rates are for the whole county, Carol said that she will agree to sign the agreement but if they are for Potlatch only, she will not sign the agreement. Shelly will contact Tim Davis and ask him about the tire rates.

The City is proposing to raise utility rates for the 2012-2013 FY. Carol said that she feels that the City should raise Onaway's rates \$2.00 a month for sewer if we are raising the residents in Potlatch \$2.00 a month for sewer. Dave said that he is in agreement with Carol over this rate. Shelly will check with Will regarding a Public Hearing for the rate increases for all utilities and if the rates are raised, it will begin October 1, 2012. If a Public Hearing must be held, the Public Hearing will be October 27, 2012, at 6:00 p.m. in the Council Chambers.

Tom Moore was here last week getting all of the information that he needs to become familiar with Potlatch regarding his engineering contract. We are still looking for the Transportation Study that Larry Hodge and Associates completed a few years ago. Carol said that they should have copies of that study. Shelly will call and see if we can get a copy of the transportation study from them.

The Mayor has been talking with Lance Earl of Rockland, Idaho. Lance is going to be demonstrating a shooting range for PNW Arms and wondered if the City of Potlatch might be interested in purchasing something like this? The cost is \$6,300 and it is attached by a 100' cable between two posts. You put a silhouette on it and shoot. The shooting range is ran by a code that is good for 10 hours then it changes after that to another code and the shooting range doesn't need power.

The Mayor spoke with Charles at PNW Arms and asked him if a shooting range such as this would help their business and Charles said that it would be beneficial. The Mayor said that County Commissioner Dave McGraw said that there may be commissioner grant funds available. Also NRA may have grant funding available. The shooting range could be used by law enforcement for target practice.

The City celebrated the 1<sup>st</sup> Annual National Night Out-Against Crime in the Scenic 6 Park on August 7 from 6:00-9:00 p.m. There were approximately 400 people that attended the event. Everything was free for the attendees and there were many First Responders who attended. Everyone agreed that it was a fun family event.

Officers have been placing Nuisances Ordinance signs on cars and vehicles around Potlatch. The residents are to move the violation vehicles off of the streets within 48 hours. Several residents have called and thought that they are being singled out. The Council discussed one-lane of traffic on several streets and Carol Haddock said that she feels that this is a safety issue and the vehicles must be moved. The Council discussed where in the City residents would be able to store their vehicles off of the streets.

- 2. Parks–Carol Haddock**, the Potlatch Historical Society has a new member, Ryon Ownby. Ryon is working on a documentary of Potlatch and he is having difficulty obtaining audio tapes from the University of

Idaho. Carol wondering if the Council would agree to have her draft a letter from the Council in support of Ryon and his efforts encouraging the U of I to let him listen and convert the audio tapes into a digital format. The Council agreed to sign a letter that Carol drafts in support of Ryon and Dave Cada suggested that the Scenic 6 Economic Council will also draft a letter in support of Ryon for the U of I.

There are four new windows installed upstairs in City Hall but the frames are crooked and they having difficulty getting the windows to fit correctly.

Karen Rohn has started her mural on the Scenic 6 Depot in the Park. The Council discussed placing lights near the depot that will shine on the mural in the dark.

- 3. Pool & Cemetery-Dave Cada**, the pool is winding down and Wendy is buying a few concessions to get them through Labor Day.
- 4. Vern Johnson - Water & Sewer**, ok
- 5. Streets-Martin Anderson**, absent.
- 6. Scenic 6 -David Cada**, the Scenic 6 Economic Council has sold three Commemorative plaques for the benches with backs around the City for \$1,000 each and they have sold one plaque for one bench without a back for \$500. There are two more back-less benches that are available for a Commemorative plaque.
- 7. Superintendent, Tom Andres**, absent.
- 8. Clerk- Shelly Hammons**, nothing.

#### **Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$23,995.71, seconded by Dave Cada, motion carried with “all ayes”.***

***Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 9:11 p.m.***

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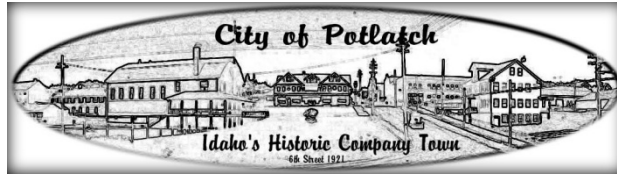
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer

**The next Council meeting will be August 13, 2012.**



## **Potlatch City Council Meeting**

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

**August 27, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada and Carol Haddock, Marty Anderson was absent.

***Dave Cada made a motion that the minutes of the previous meetings of August 13, 2012, be approved as written, Carol Haddock seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons and Tom Andres.

GUESTS: Martin Erkela, Shari Stubbs, Kenny Cada, Gene and Patti Walters.

Martin Erkela, General Manager, of Frontier Communications and Shari Stubbs of Frontier Communications, attended the City Council meeting to present the July winning award to Gene and Patti Walters for the Prettiest Yard in Potlatch. The plaque was donated by Frontier Communications and it is the “Potlatch Beautification Award” that was started this year for the prettiest yard in Potlatch.

Don Aschinger, Camp Host, for the Scenic 6 Park put together a list of potential rules and regulations for the City to draw up for the Scenic 6 Park. The Council reviewed the list and approved several of the items.

***Carol Haddock made a motion to approve the following rules for the Scenic 6 Park:***

- 1. Check out time will be 11:00 a.m.***
- 2. Each RV spot can have two vehicles (RV, pickup hauling RV and one extra car – or Motorhome and two vehicles). If a camper has over two vehicles, they must park their vehicles in the area designated and there***

***will be a cost for parking for each vehicle. If the camper is a short-term camper, cost will be \$10.00 per day for every vehicle that will be parked in the parking area. If the camper is a long-term camper, paying monthly, the cost will be \$150.00 per month for every vehicle parked in the parking area.***

***3. Dogs must be on a leash everywhere in the park. This includes in each RV camping spot, all dogs must be on a leash. If a camper is staying for a long-term (monthly lease) if the dogs are large dogs, they must be contained in a kennel.***

***4. All dogs must be walked in the designated area for animals and all dog (or animal) waste must be cleaned up.***

***Dave Cada seconded the motion, motion was approved with “all ayes”.***

Patti Walters asked if they would be able to use the Scenic 6 Depot when the big flag is taken down so that they can repair the flag in the Depot. The Council agreed that they should be able to use the Depot if it is not reserved at any time that they need it.

***Carol Haddock made a motion to accept the fee increase that was presented at the public hearing with one addition: the garbage rate will increase from \$19.05 to \$19.55 starting in October 1, 2012. Dave Cada seconded the motion, motion was approved with “all ayes”.***

***Carol Haddock made a motion to accept the proposed budget as published for FY 2012-2013, Dave Cada seconded the motion, motion was approved with “all ayes”.***

#### **NEW BUSINESS:**

- 1. Mayor-David Brown,** Jim Lemieux of Potlatch Corporation is working with Welch Comer to draw up the annexation paperwork for the Potlatch land.

The Mayor talked with Jim Carpenter of ITD and we will wait until next spring to see how much money is left over from ITD and they will work with the City to get the triangle area rerouted by the City Shop. The triangle would go from two roads approaching at different directions, to one road that would go up the middle of triangle to turn either direction. The City isn't sure if a sidewalk will go all the way around the curve or just extend down from City Hall toward the City Shop.



Chris Mansfield of Taylor Engineering told the Mayor that the project is going good. There was a bit of a problem when they were delivering the underground storage tank. The truck turned off of Flannigan Creek onto the road into the lagoon area and went off of the road. The underground storage tank is in different sections and each section weighs 21,000 lbs. in each section. Jerry Shaffer of DEQ told the City that Tom will have to work under a licensed Land Application wastewater operator (possibly Elmer Johnson from the UofI) for six months (telephone call assistance advising Tom what to do, not necessarily on-site work). After six months, Tom would be able to take the Land Application Operator test through the Idaho Bureau of Occupational Licensing.

The Mayor talked with the Council about purchasing land from Potlatch Corporation to put the bridge on. The total amount of the land would be approximately 3.5 acres from the lift station to where the bridge would be located. The Council agreed that they would like to purchase the land if possible.

The contract with the City of Moscow is exactly the same as last year but the fee has increased. The Council all signed the contract at this Council meeting.

The Bulky Waste site is going to be moved to Vern Johnson's pit on the way out of Potlatch toward Rock Creek. The fence should be installed by October.

The Mayor's Roundtable Dinner will be September 18, from 6:00-8:30 p.m. in the Rebekah Hall in Potlatch and everyone is invited. Frontier Communications will be sponsoring the dinner.

- 2. Parks-Carol Haddock**, are the windows in upstairs? Tom said that they have all of the windows in but they need to put trim around the windows. Two of the windows are way off and they are having trouble putting them in.
- 3. Pool & Cemetery-Dave Cada**, the pool has closed for the fall. The lift chair was installed last week and it works very slowly. Tom is going to build a stand for it, so that it can be removed and stored for winter.

- 4. Vern Johnson - Water & Sewer**, everything is ok.
- 5. Streets-Martin Anderson**, ok.
- 6. Scenic 6 -David Cada**, at the last Scenic 6 Economic Development Council meeting they discussed changing out the trees that have died on the Memory Walkway. Dave suggested that we contact Theresa at Fiddler's Ridge Nursery and find out what type of trees would survive in Potlatch's climate and what type of vegetation would survive.
- 7. Superintendent, Tom Andres**, the Scenic 6 Depot has been painted and Karen Rohn completed her mural on the side of the Depot. John Burnett will keep working for a few more weeks tending City Hall and all of the flowers in Potlatch. Dave Cada said that many people have been complimenting the City on how nice everything looks this summer.
- 8. Clerk- Shelly Hammons**, Inland Northwest Partners will be having a meeting in Pullman on September 13 and it will be called "Foundations for the Future". How many people will be attending? The Mayor, Dave Cada and Carol Haddock. Shelly will get these three people registered for the meeting.

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

**BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$1,707.70, seconded by Dave Cada, motion carried with "all ayes".**

***Carol Haddock made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 8:04 p.m.***

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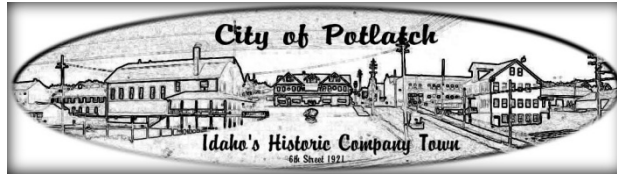
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be September 10, 2012.**



## Potlatch City Council Meeting

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

**September 10, 2012 – 7:02 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada and Carol Haddock, Marty Anderson was absent.

***Dave Cada made a motion that the minutes of the previous meetings of August 13, 2012, be approved as written, Carol Haddock seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons and Tom Andres was absent.

GUESTS: Martin Erkela, Shari Stubbs, and Ted Millick.

Martin Erkela, General Manager, of Frontier Communications and Shari Stubbs of Frontier Communications, attended the City Council meeting to present the August winning award to Ted Millick for the Prettiest Yard in Potlatch. The plaque was donated by Frontier Communications and it is the “Potlatch Beautification Award” that was started this year for the prettiest yard in Potlatch.

Ted Millick thanked the Council and Frontier Communications for the plaque and said that he hopes more people will take pride in their community and participate for this award.

Jean Millheim attended the Council meeting to ask if she can rent the Scenic 6 Depot again for another year for her Ballet classes on Tuesday afternoons?

***Carol Haddock made a motion that Jean Millheim rent the Scenic 6 Depot for \$25.00 per day for the next year for her ballet classes (starting on September 18, 2012), Dave Cada seconded the motion, motion was approved with “all ayes”.***

The Mayor said that the City would like to pay Latah County \$500.00 per year to stockpile the City's gravel at the new dump site. They are getting ready to put a fence around the pit and the road will be closed for vehicle travel. The Mayor said that the City may be able to store the street sweeper down at the rock pit. Dave Cada said that when the City cleans up the Bulky waste site and removes all of the City's storage items off of the Potlatch Corp. land it will show Potlatch Corp. that the City is willing to clean up the site and make it look presentable to future buyers of the property.

***Dave Cada made a motion that the City pay Latah County \$500.00 per year to store the City's rock at the new dump site, Carol Haddock seconded the motion, motion was approved with "all ayes".***

The Mayor said that the FY 2012-2013 Budget that was approved had the funds budgeted in it for a 3% increase for employee wages.

***Carol Haddock made a motion that the employees receive a 3% wage increase for the FY 2012-2013 year starting on October 1, 2012, Dave Cada seconded the motion, motion was approved with "all ayes".***

*The Council reviewed the dead accounts below:*

*\*\*Bridget Bailey, 865 Cedar – final amount: \$669.21 – turned over \$385.97 to collection agency on 4/21/2010 – woman paid – collection agency kept \$192.98 – City received check for \$192.99. This account was not used after 3/31/2010*

*\*\*Wesley Syren – deceased – account balance: \$187.04(3/30/2010)- write off?*

*\*\*Precision Collision – deceased – account balance: \$234.03 (10/27/2010)- write off?*

*\*\*Can't turn an account over to collections if older than four years:*

*\*Nicola Kalla, 925 Spruce, \$496.26 (6/25/2008) – write off?*

***Carol Haddock made a motion that the City write off the above four account balances as shown, Dave Cada seconded the motion, motion was approved with "all ayes".***

The Mayor said that Karen Rohn has finished the mural on the Scenic 6 Depot in the park and he would like to see the City have another mural done of the picture that Karen showed the Council of the man on a log with the peavey.

Carol said that she would like to see the picture on the wall by the entrance door of the depot. The cost would be \$945.00 for another mural. Shane Bartlett is already looking into lighting the mural from the ground.

***Carol Haddock made a motion that Karen Rohn paint another mural of the man with the peavey on the Scenic 6 Depot building, Dave Cada seconded the motion, motion was approved with “all ayes”.***

***Carol Haddock made a motion that if APOD Productions would like to rent the Rebekah Hall this winter, the cost will be \$25.00 for one day a week rental (same as Jean Millheim pays), Dave Cada seconded the motion, motion was approved with “all ayes”.***

### **NEW BUSINESS:**

- 1. Mayor-David Brown,** Latah Sanitation sent a letter stating that their rates will increase 2.11% effective January 1, 2013.

There was a construction meeting on September 6. The core drillers drilled down 90 feet and didn't hit anything solid when drilling for the bridge. The Mayor said that they are amending the wastewater contract so that the Gator will be a 4x4 instead of a 2x4 and a snowplow will be added for the 4-wheeler. This will add another \$3,450 to project cost.

Dale Rose talked to the Mayor regarding EMT/Ambulance Appreciation Day. They would like the City to make it an annual event that will continue into the future. They had this year's event on September 8 and they had a Potato Soup contest, Sunflower contest and drawings for EMTs and Ambulance volunteers. They like to celebrate this event as close to 9/11 as possible.

There will be a meeting with Pacific NW Partners on September 13 in Pullman. The Mayor, Dave Cada and Carol Haddock will be attending this all day event.

John Baldwin, 935 Cedar Street, came into City Hall and said that a branch fell off of the tree in front of his house and fell on his car and damaged the car. John wanted to know who was going to pay for this. The Mayor and the Council discussed this and the trees on the City right-of-way are the City's responsibility to maintain and trim. Shelly will call ICRMP and submit a claim for the car's damage for John Baldwin.

The Mayor said that they will have Tom and Scott look around town at the trees and see what needs to be trimmed.

Mandy Hamburg called and said that there alley is so dusty and would like to have gravel put in the alley. Marty said that they might want to wait until it has rained a little before the gravel is spread.

**2. Parks-Carol Haddock**, nothing at this time.

**3. Pool & Cemetery-Dave Cada**, pool is closed for winter. Dave said that he met with the Boy Scouts last Wednesday and there are several boys ready to do Eagle projects. Dave gave them several suggestions:

- a. Make a path through the Lion's Club into the Scenic 6 Park
- b. Create game areas in the park: Bocci Ball or Boule Court
- c. Rehabilitation of tennis courts
- d. Frisbee Golf
- e. Landscaping around the Memory Walk

**4. Vern Johnson - Water & Sewer**, going good.

**5. Streets-Martin Anderson**, asked how big is the pile of stored gravel? Marty suggested that instead of moving it and storing it, that it should be spread on the alleys and streets. Also work needs to be done on the potholes and patch them. The City doesn't have a dump truck to safely and efficiently dump gravel, possibly look into purchasing a dump truck. The street at Pine and 6<sup>th</sup> Street needs to be patched and fixed. There are different areas in town that need fixed. Order new gravel to be placed at the new Bulky Waste site.

Marty talked with Tom Andres about the windows that have been installed and they are two-part windows. The top part slides down and the bottom part slides up. They are very difficult to close without two people. Tom would like to put two screws in the top part of the window to hold them closed. The council discussed this and they agreed that Tom can put the clamps and screws in the top part of the windows.

**6. Scenic 6 -David Cada**, along the Memory Walk all of the benches are spoken for now (all of the plaques have been ordered).

The Scenic 6 Economic Development Council is still working on Christmas in Potlatch (December 8): craft fair, food fair and possibly an art fair using the Rebekah Hall, Scenic 6 Depot and Railroad Depot. Dave said that the Community Band will be having a performance on that day. Dave asked the Mayor if he would attend the next Scenic 6 meeting and explain how the prizes are awarded for the parade.

**7. Superintendent, Tom Andres,**

**8. Clerk- Shelly Hammons,**

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$16,036.22, seconded by Marty Anderson, motion carried with "all ayes".***

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with "all ayes", meeting adjourned at 7:59 p.m.***

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David L. Brown, Mayor

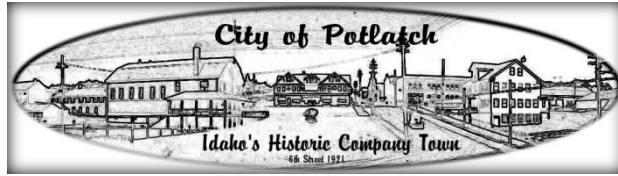
ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be September 24, 2012.**





## Potlatch City Council Meeting

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

**September 24, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada and Carol Haddock, Marty Anderson was absent until 8:00 p.m.

***Carol Haddock made a motion that the minutes of the previous meetings of September 10, 2012, be approved as written, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons and Tom Andres was absent.

GUESTS: Richard Walser.

Richard Walser attended the Council meeting and asked the Council if they had any questions or concerns for him? Richard is running for Latah County Commissioner in the November 2012 election. The Council didn't have any concerns and Richard explained a little about his campaign.

***A motion was made by Carol Haddock to read the Ordinance #2012-09-24 by title only. ORDINANCE #2012-09-24 ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, APPROPRIATING THE SUM OF \$1,344,918.00 TO DEFRAY THE EXPENSE AND LIABILITIES OF THE CITY OF POTLATCH FOR SAID FISCAL YEAR. AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSED FOR WHICH SAID APPROPRIATIONS IS MADE. seconded by Dave Cada. Roll call: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, absent and Carol Haddock, aye.***

Motion to suspend the rule requiring the Ordinance to be read on three separate occasions. Roll call: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, absent and Carol Haddock, aye.

**Motion that Ordinance No. 2012-09-2 pass by having been read once by title only. Roll call vote: Vern Johnson, aye; Dave Cada, aye; Marty Anderson, absent and Carol Haddock, aye. Motion was approved with “all ayes”.**

John Baldwin submitted two estimates for damage to his vehicles by a falling tree limb in front of his house. ICRMP said that as a “good neighbor policy” the estimates can be submitted to ICRMP for payment but the City is not liable for the damage because the tree limb fell on the car because of a wind storm (an act of God).

Carol Haddock said that she is in favor of only paying ½ of the estimate. Dave Cada said that if ICRMP will pay the estimate, he is in favor of them paying for the damage.

The Mayor said that the trees need trimmed around Potlatch and they are on the City’s property and are the City’s responsibility to maintain. The Council said to check with Avista and see if they would trim any trees. It was also suggested to call the University of Idaho’s Forestry Department and see if they have an intern program where they would trim the trees in the City.

**NEW BUSINESS:**

- 1. Mayor–David Brown,** attended the Conditional Use Hearing at Latah County for PNW Arms. The Conditional Use Permit was applied for 1. Target range to practice on by their building and 2. A site for training with an outdoor shooting range. There were nine letters in favor of approving the Conditional Use Permit and eight to 10 people testified to allow the shooting ranges. There were many different entities that attended the hearing and several were: Idaho Dept. of Labor, Idaho Dept. of Commerce, Avista, Coeur d’Alene Tribal Police and the City of Potlatch.

There were three people that testified against the Conditional Use Permit application. They stressed that safety was a factor as was the noise issues. PNW said that they would only be shooting two-three times per year.

PNW Arms was granted a Conditional Use Permit for the shooting area by their building with conditions attached.

The other training site Conditional Use Permit has been tabled for 30 days. The PNW Arms area is currently zoned “Industrial”.

**b.)** Eagle View Arms is thinking about relocating in Lewiston now.

**c.)** The Mayor, B.J. and Robin of LEDC, Hank Ebert and Jenn -----???? of Idaho Dept. of Commerce met last week. The Federal Commerce funding has been dropped from \$500,000 to \$350,000. There are still grant funds of \$30,000 per job created.

**d.)** The Mayor said that the Potlatch Recreation District is going to donate money to purchase seasonal banners for the Scenic 6 Park and also two Welcome banners for each end of the City of Potlatch. The City will send out letter to the area businesses and ask them if they would like to purchase seasonal banners to be hung along 6<sup>th</sup> Street in Potlatch.

***Carol Haddock made a motion that the City of Potlatch purchase two “Welcome to Potlatch” banners to be placed at each end of Potlatch, Dave Cada seconded the motion, motion was approved with “all ayes”.***

- 2. Parks–Carol Haddock**, the windows are in upstairs but one window has not been installed. There are parts that broken on that window and the parts have been ordered. The mural has been started on the Scenic 6 Depot by Karen Rohn.
- 3. Pool & Cemetery-Dave Cada**, pool closed for winter.
- 4. Vern Johnson - Water & Sewer**, going good.
- 5. Streets-Martin Anderson**, absent.
- 6. Scenic 6 -David Cada**, the Scenic 6 Economic Development Council has been working on the events for “Christmas in Potlatch” for December 8. Kenny Cada has been working with vendors to fill the Rebekah Hall, Railroad Depot and Scenic 6 Depot. They would like to bring Santa in on the train and set up the tent awning between the City Shop and the Depot. They are going to be putting up a nice tree at the Railroad Depot.

Any money that is made from the vendors on that day will be used to purchase more Christmas lights. Dave and Kenny went to the Palouse and Moscow Farmer's Markets and passed out flyers about the event on December 8.

The State Tax Commission called Kenny and said that they must have a tax permit for the event on December 8.

**b.)** Dave said that next year the "Yard of the Month" will be changed to the "Yard of the Week". They would like to make a nice banner to be placed in the winner's yard every week and then rotated to the new winner. Frontier Communications will be working with the City on the "Yard of the Week" again next year.

**c.)** Dave said that Frontier Communications would like to have a Christmas lighting competition for Christmas and offer plaques to the winners.

**d.)** There is one boy in the Boy Scouts that is really working on getting the tennis courts redone.

**7. Superintendent, Tom Andres,** absent.

**8. Clerk- Shelly Hammons,** thanked the Council for allowing her to attend the Clerk's Conference in Coeur d'Alene. It was a great conference and she learned many things.

There will be another PRIMA Risk Management training on October 16 in Moscow and who would like to attend? Dave Cada, the Mayor and Shelly will be attending.

### **Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$12,450.66, seconded by Dave Cada, motion carried with “all ayes”.***

***Marty Anderson made a motion to adjourn the meeting, seconded by Dave Cada, the motion was carried with “all ayes”, meeting adjourned at 8:29 p.m.***

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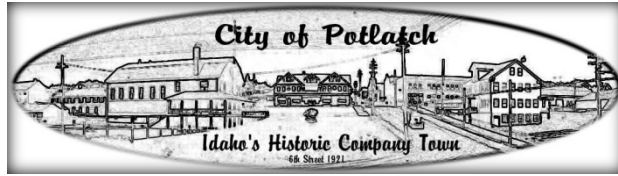
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be October 8, 2012.**



## Potlatch City Council Meeting

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

**October 8, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Carol Haddock and Marty Anderson.

***Dave Cada made a motion that the minutes of the previous meetings of September 24, 2012, be approved as written, Marty Anderson seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons and Tom Andres was absent.

GUESTS: Martin Erkela, Sheri Stubbs and Jackie Lovell.

Ron and Jackie Lovell were the winners of the “Prettiest Yard in Potlatch” for September. Martin Erkela presented Jackie Lovell with the plaque that is sponsored by Frontier Communications. Dave Cada said that everyone feels this program has been a success this year. The judges have said that there seem to be more nice yards this year than any other year. Sheri Stubbs has several ideas for next year’s presentations for the “Prettiest Yard in Potlatch”.

1. That Frontier Communications purchase a small sign that will say “Prettiest Yard in Potlatch”, contest sponsored by Frontier Communications and the City of Potlatch. The sign will be placed in the winners yards every week in a highly visible location. (It will be the same sign but rotate to the people that win.)

2. Rather than give the winners a plaque, present the winners with a \$25.00 gift certificate from participating merchants in Potlatch.

3. Have Harvest Foods put something on their sign saying who the weekly winner will be.

4. Get more people involved so that more people hear about the contest and jump on board.

5. Have something in the CIA Newsletter and the City's Newsletter every month stating which resident won and who the sponsoring merchant was that gave the prize for the week (work hand-in-hand).

Dave Cada said that this contest is creating excitement in the community and thanked Frontier Communications for their sponsorship this year. Martin suggested that everyone get back together in February of next year and decide when the contest will start and end and get a plan together.

The Mayor said that the Deputy has been tagging vehicles (boats, trailers, campers) in Potlatch for parking on the streets. The Deputy has tagged the vehicles with warning notices and now he has actually tagged a few vehicles with red flag tickets.

Jerry Chambers was one of the residents who was tagged for having his boat parked on the street and he is very angry and feels that he is being picked on. Jerry did move his boat but he has called the Mayor many times complaining about this issue. There has also been an older couple who have been in City Hall many times because they did move their boat but they have neighbors who did not move their boats and they feel that this is unjust. They had to hire someone to move their boat and they will have to hire someone to help them get their boat out. The Mayor did offer them assistance if they need it when they need to move their boat back out.

The Mayor suggested that the City open up the area up by the swimming pool for the residents to park their vehicles during the winter. The City wouldn't be liable for any damages if they did park their vehicles by the pool. Carol Haddock wondered if the City would be able to charge a rate for parking? Dave Cada said that he would like to see the area by the pool be utilized for parking. The Council discussed this issue and told Shelly to contact ICRMP and see if the City would be liable. If not, then maybe mark the area up there for individual parking. Marty Anderson said that if ICRMP says it would be ok, he would be okay with it.

The Mayor also said that the City did contact Mark Merrell several months ago and asked them if they would be willing to allow residents to park their boats, campers and trailers down at their storage units but they never did get back to the City. The Mayor suggested that the City send them a formal letter asking them this question again.

The Mayor talked to the City Council regarding equipment for the City. He said that several weeks ago he, Tom, Scott and Shelly attended the IRWA training in Lewiston and when we pulled up, the parking lot was full of nice City vehicles from our neighboring communities. The Mayor said that the City needs to have pride in our equipment.

The road grader is getting pretty old (it is a 1946 road grader) and we should start to update the city's equipment. There was a fellow here last week from Roward Machinery and he showed the Mayor several graders that they have for sale. The Mayor said that he would like to see the City purchase a different road grader that would be more comfortable and more efficient for Tom to drive.

Marty said that he would like to see the City get a dump truck and possibly purchase one from the State. Marty said that they keep their equipment in tip-top shape. Vern said that in Worley there is a dump truck for sale. Dave suggested that we starting looking and compare prices to bring back to the next Council meeting.

Carol Haddock, Dave Cada and the Mayor have been working on the City's Comp Plan and making changes where needed. Carol went through the first three chapters of the Comp Plan and explained that nothing of substance has been changed. Carol suggested that the Council take these chapters home and review them and read the Comp Plan word-for-word and make sure that everything is there that we want.

The community added their input to the Comp Plan at the Public Hearing earlier this year. Shelly will send a copy of these suggestions to Carol via e-mail. There was also public comment on Potlatch Day and Shelly will compile these suggestions and send them to Carol also.

If we want to have Urban Renewal then we should probably include that information in the Comp Plan. The Urban Renewal is governed by State Statutes. Also, do we want to include the information on (PUD) Planned Unit Development in the Comp Plan as Will Herrington (City's attorney) suggested? The PUD is in Chapter 13 of the Planning & Zoning Ordinance.

Carol's concern is that the City be ready to go when Potlatch Corporation decides to annex their property into the City. Carol will continue to bring corrected and changed chapters of the Comp Plan to the Council meetings to review and when the Comp Plan has been completed; with the changes necessary, the City will have another Public Hearing. Dave Cada did say that



the City could possibly include part of the Idaho SMART Growth information in the Comp Plan. Dave said that we still need to remember that the Comp Plan is only a plan.

The Council discussed the Master Plan that Welch Comer Engineers completed last year. The Mayor said that the plan has received a lot of media attention before we are ready for it. There have been several businesses that have contacted the City about information regarding relocating to Potlatch but one business has decided to relocate to Lewiston and the other one was just calling for information (from Mesa, AZ). Dave Cada said that the City would like Potlatch Corp. to put a price on the land that is available for sale. Carol said that one of the advantages of the Potlatch Corp. land is that it is located on a flat piece of property for residential homes to be built in the future.

The Mayor said that LEDC is working on a new logo for the R<sup>3</sup>TC project and Deb Smith did talk with the Mayor about CEDA still being interested in working with the City on the project in the future. Deb would be the point of contact for CEDA now.

The Mayor did receive a phone call from a woman in New York who is originally from France. Her name is Jennifer Luby and she is interested in how Potlatch is trying to recruit business to relocate to this area. She said that in France their businesses are relocating to Africa. Jennifer said that she will be in the area in the future and she would like to interview the Mayor when she is here.

Dave Cada said that last week when the Mayor and Dave were showing Commissioner Dave McGraw the sewer project, there were several people who came into City Hall and they were from National Geographic taking pictures of Potlatch. They would like to meet with Dave at a future date and interview him on the history of Potlatch.

B.J. Swanson of LEDC also said that the History Channel has contacted her regarding the Master Plan for Potlatch and they may come to Potlatch in the future.

Last Friday, the Mayor met with several college students and their professor from WSU who have been travelling around to small towns in the area and interviewing the Mayor's about economic development.

## **NEW BUSINESS:**

**1. Mayor–David Brown,** The Mayor said that the sewer project has stopped as of today. The pumps are backordered and they should be here the first of November. When the pumps arrive they will resume working on the project. The electrician is running the wire out to the project. The County requires a permit for the bridge to make sure that it will withstand flooding. S & L Underground has three different engineers working on the bridge project drawing up the plans. When they are done with the plans, Taylor Engineering will review everything. The survey crew will start on Thursday for the bridge project (it should only take approximately one week to get the bridge in). They have drilled down 90' and didn't hit any rock and they will be placing the pile driving for the bridge. The bridge project has another 45 days after they start work again and it won't cost the City any extra money for the extension.

The Gator is here and we are looking for a snow blade for it. Tom's daughter-in-law works for John Deere and she is getting a price for the blade. The Gator doesn't have a cab on it.

Dave Cada was on the project last week with the archeologist, Jerry Jerrems. They were digging the holes to plant the trees and when they dug the holes there were some items of interest that were dug up. Dave collected a few old bottles, wrench and a sign that was all crumpled up. Dave and the Mayor brought the old sign down to the shop and Tom worked on it and flattened it out and now it is almost back to its old shape. The sign came from Felix Stapleton's Garage from the 20s or 30s (where the old Napa building is located). The garage was a Chevy dealership which was then sold to Dick Wallace and then Wally Cramer. Dave said that they dug where the trees were going to be located and they could identify different history periods by what they found. Dave said that some of the bottles were identified as being from the late 1800s.

- 1. Parks–Carol Haddock,** nothing.
- 2. Pool & Cemetery-Dave Cada,** nothing at this time.
- 3. Vern Johnson - Water & Sewer,** going good.

4. **Streets-Martin Anderson**, did they move the gravel yet? The Mayor said that they are waiting for some rain first as it is extremely dusty right now.
5. **Scenic 6 -David Cada**, the Scenic 6 Economic Development Council is still focused on Christmas in Potlatch and they are working on lighting the Railroad Depot and still planning on making December 8 a big day in Potlatch!
6. **Superintendent, Tom Andres**, absent.
7. **Clerk- Shelly Hammons**, several Potlatch High School students asked if the City would like to advertise in their annual this year. The Council discussed this and it was decided that they have never advertised before and they declined to advertise this year.

The City sent out over 50 letters to area businesses inviting them to purchase banners (18"x45") to hang in front of their businesses on the Main Street in Potlatch. The price of the banner and a hanger will be \$130.00. The banners can be purchased with sayings or there are a few banners that a business can choose and have their name put on the banner. The Potlatch Rec. District is going to purchase two banners and the City will be purchasing two banners for the entrance to the City of Potlatch that will say "Welcome to Potlatch". Two of the banners will be fall/winter holiday banners and two of the banners will be spring/summer banners.

### **Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$8,914.59, seconded by Marty Anderson, motion carried with “all ayes”.***

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 8:25 p.m.***

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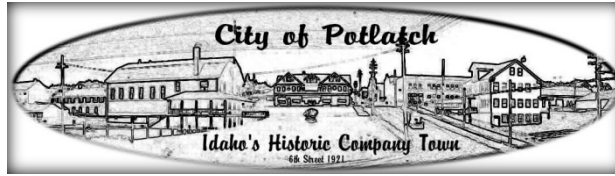
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be October 22, 2012.**



## Potlatch City Council Meeting

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

**October 22, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Carol Haddock and Marty Anderson.

***Dave Cada made a motion that the minutes of the previous meeting minutes of October 8, 2012, be approved as written, Carol Haddock seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons and Tom Andres.

GUESTS: Sandy Rollins, Latah County Disaster Services and Gary Nagle, Potlatch Fire District Fire Chief.

Sandy Rollins, Latah County Disaster Services Coordinator attended the Council meeting and let the Council know that the National Night Out Against Crime Event on August 7 was awesome! Sandy said she hopes that Potlatch will do it again next year.

Sandy brought the Latah County Risk Management Manual to the City that includes evacuation maps (if we find anything wrong with the maps, let her know and she will contact ITD with the changes) and more information for anyone in the county. Sandy said that the Disaster Proclamation Declaration has been revised with this notebook.

The following information is also included in this risk management manual:

1. Warning information (Sandy suggested copying & sending to residents with their monthly utility bills).
2. Special notification procedures
3. Has a list of agencies to contact in the case of an emergency

Sandy said that every town should have its own disaster plan. The Mayor asked her what would be considered a disaster?

- a. Wildland fires
- b. Flooding
- c. Severe weather conditions

Sandy said that their budget has been decreased in the past few years (they used to receive \$136,000 a year for their budget and they are down to \$86,000 now) also the county doesn't meet with FEMA anymore because of the budget cuts. They used to meet two times a year with FEMA and then it went down to once a year. Sandy said that her department used to participate in very few events in Latah County in a year and now they are up to 10 events a year.

Latah County Disaster Services is also providing training sessions in Idaho and some sessions in Washington. Sandy said that elected officials are supposed to take training and that there are training sessions available online (NIMS is a good training to take online).

The Mayor asked Sandy who would Potlatch's contact be in the case of an emergency? The City of Potlatch would contact the Potlatch Fire District and then Gary Nagle would contact Sandy.

The grant money that is available through Disaster Services helped purchase a new siren for the Potlatch Fire Department. The grant funding is only available for communications and that as of 2013 there will be new regulations regarding digital narrowband communications, all communication radios and computers will have to be reprogrammed to comply with the regulations.

The Mayor told the Council that Shelly contacted ICRMP regarding residents parking their boats, campers, trailers, etc. at the pool and who would be liable in the case of an accident. ICRMP said that the City would not be liable if there were an accident to a vehicle but ICRMP suggested that the City require the resident to sign a document releasing the City from liability in the case of an accident. Carol Haddock asked how long the residents would be able to park up by the pool? Would we allow them to park there in the summer when the pool is open? The Council discussed this and agreed that they would not be allowed to park there in the summer.

The Mayor said that Pipeline Inspections was at the Idaho Rural Water Conference that we attended in September in Lewiston. They will clean and camera sewer lines at a cost of \$1.25 per foot. The City has contacted Pipeline Inspections to come and inspect the sewer line that runs from the Forest Service to the lift station. We think there is approximately 2,200 feet of sewer

line and the cost to camera and clean that line would be \$2,750.00. Pipeline would not charge a mobilization fee because they will be at another nearby system.

The Council discussed this and wondered what type of pipe is out there? Tom said that he thought it may be concrete pipe. Tom also wondered who far they would be able to send their camera up the line because we don't know where several manholes are and Tom also said that the sewer line is buried deep. Marty said that if it is our line, we should find out what it looks like.

### **NEW BUSINESS:**

**1. Mayor-David Brown,** last week Rob and Heidi Zender stopped in at City Hall and they were travelling from Utah. They have an ammunition company in Utah and they had travelled to Lewiston to purchase a machine to help make ammunition and they had read about Potlatch and came to check it out. Rob said that all of their components to make a bullet come out of Lewiston and they would like to move their company closer to Lewiston. They spoke with the Mayor for over two hours.

The City contacted Deb Smith at CEDA to meet with Rob and Heidi the next day after their training in Lewiston. Deb met with them and then she contacted LEDC regarding this prospect. The next day CEDA, LEDC, Rob and Heidi and another couple, Scott and Lisa Firestone, met in Moscow regarding relocating their respective companies to Potlatch. They then travelled to Potlatch and met with the Mayor. Both couples explained that their businesses are growing by leaps and bounds and they would like to relocate to Potlatch and become anchor tenants and help design a building to hold other businesses.

CEDA said that they may be able to help construct a building and also Walter Steed has expressed interest in being involved in anything to do with obtaining a grant from Idaho Dept. of Commerce. The Council will have to decide which agency to choose to be the grant administrator if the project does take off. Maybe there is a possibility to obtain two separate grants and both agencies can work on obtaining grants?

The City has also been contacted by a man in Hong Kong regarding a manufacturing company that is for sale in Europe for \$20M. He has also contacted LEDC regarding this prospect.

The Mayor has met with Fred Argelan who is a contract land application wastewater operator. The City must hire a contract operator for six months until Tom and Scott can take their land application wastewater test.

The Mayor said that the City has discussed what to do regarding the water system in the case of an emergency and we could rent a generator from a rental company in Moscow. Dave Cada said that when we were at the PRIMA meeting in Moscow last week, Dave spoke with Jim McNall of ICRMP and Jim said that the City of Boise rents generators when needed from a company in Boise. Tom said that he has been told that the lift station would require a 150Kw generator with a soft start. Maybe we would be able to rent a generator from Avista? The pump is a 50 hp submersible pump.

The Council also discussed how long the city would be able to supply water to the residents in an extended power outage? Tom said that he will fill the reservoir and shut all of the wells off and see how far the water will go when not refilling.

We will also put a notice in the newsletter that in the case of an emergency or an extended power outage, residents can meet at the Rebekah Hall for food and heat.

- 1. Parks-Carol Haddock**, nothing.
- 2. Pool & Cemetery-Dave Cada**, nothing at this time.
- 3. Vern Johnson - Water & Sewer**, everything is working good.
- 4. Streets-Martin Anderson**, asked if Tom has moved the gravel yet or put it on the alleys in town? Marty said that there is a hole on Ponderosa by the school that needs repaired. There are several alleys that need gravel on them too.
- 5. Scenic 6 -David Cada**, the Scenic 7 Council is still working on making December 8 a big day in Potlatch for the Christmas celebration. They are going to be having many crafters in town.
- 6. Superintendent, Tom Andres**, nothing.
- 7. Clerk- Shelly Hammons**, nothing.



**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$9,908.46, seconded by Dave Cada, motion carried with “all ayes”.***

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 8:23 p.m.***

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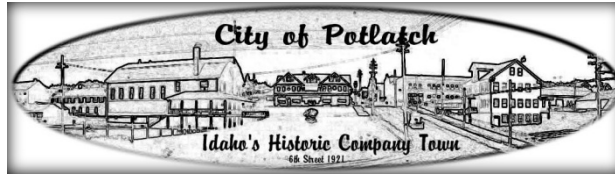
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be November 12, 2012.**



## Potlatch City Council Meeting

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

**November 13, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Vernon Johnson, David Cada, Carol Haddock and Marty Anderson.

***Carol Haddock made a motion that the minutes of the previous meeting minutes of October 22, 2012, be approved as written, Dave Cada seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons, Tom Andres was absent.

GUESTS: None.

Jerry Chambers did not attend the Council meeting. He had complained because he had to move his boat off of the street and store it somewhere else.

The Council discussed Tina Delph and the fact that they would like to take scrap metal at her Antique Store location (have a flatbed truck available). If the City approved the contract, the Council agreed that she would have to keep the area looking nice and clean.

U of I was wondering if the City would like to be involved in a website promoting volunteers if needed. The Council said that they would contact the U of I if volunteers were needed in the City.

The VFW had a leak last month and were wondering if they would be able to get a reduction in their bill. The Council said that there is a clause in the old minutes that a portion of their bill can be removed in this case. Shelly will look at the minutes and find out what the amount is that can be removed.

Carol Haddock has formed a Local Investment Group and they are meeting monthly at City Hall. The group met with John Lang of CEDA at their last

meeting. John met with the group and talked about funding opportunities: grants and financing that is available. John also explained about projects that CEDA has worked on with other communities. The group has made an offer to Potlatch Corporation for 10 acres on the old mill site. Delfred Cone has several buildings that he may donate to be placed on the 10 acres if the buildings will pass code. The buildings would have to be approved by an engineer. John wants to focus on CEDA money and use Idaho Department of Commerce money later.

The Council discussed having Tom Moore (City's Engineer) look into the Ordinances that Nez Perce County has regarding firearms manufacturers.

### **NEW BUSINESS:**

- 1. Mayor-David Brown,** last week the contractors started up the wastewater spray irrigation site with fresh water. There are some things that aren't working correctly.

The contractor had to get a permit from the county for the installation of the bridge and have the area surveyed. Since they will be working in the floodplain, they have to have DEQ approval. Angela Taylor is working with Ester Ceja of DEQ on the environmental checklist for the bridge. Ester called Tim Wendland to make sure that there is funding available and there are funds available. It will cost more to install the bridge if the work is completed after the first of the year. Angela is not charging for her work on the bridge work. The contractors can't do anything until the ground is frozen and they do not have the bridge yet.

Tom received pictures from Rowand Machinery on a road grader and the cost was \$30,000. Marty said that he just attended an auction and there was a road grader for sale that went for \$84,000.

The Mayor had another tour of PNW Arms recently. PNW Arms has been told by Latah County Planning and Building and they must remodel their building to meet fire code. PNW Arms had been told when they first arrived how to upgrade their building. Now PNW Arms has been told that they must bring their building up to Latah County Fire Code and it may possibly cost PNW Arms approximately \$250,000 to add the new fire code additions. They have been trying to work with Latah County Planning & Building but they received a letter that stated that they must meet these expectations by November 15. PNW Arms said that they

received a letter that said if their building wasn't up to code, they would have to shut down operations. B.J. Swanson has been working with PNW Arms and trying to get the Fire Marshal to inspect the building and let everyone know exactly what the Idaho Fire Code is so that everyone is on the same page. The local Fire Chief, Gary Nagle, has been asked to invite the Fire Marshal to Potlatch so that he can tour the facility. PNW Arms is very aware of safety measures and they are more than willing to cooperate but they would like to know exactly what needs to be done.

Carol Haddock suggested that the City meet with other City Councils and Latah County Planning & Building so that everyone is aware of what the rules and regulations are and we can all follow one set of rules.

The Mayor said that he has spoken with Eagle View Arms and they are still interested in coming to Potlatch. Currently, there are three companies interested in moving to Potlatch. CEDA has said that if somebody is ready to move in and they sign a lease, CEDA will help with funding.

- 2. Parks-Carol Haddock**, nothing.
- 3. Pool & Cemetery-Dave Cada**, nothing at this time.
- 4. Vern Johnson - Water & Sewer**, doing good.
- 5. Streets-Martin Anderson**,
- 6. Scenic 6 -David Cada**, the Scenic 6 Council is working on "Christmas in Potlatch" for December 8. All the spaces for the craft vendors have been filled and they are maxed out. Santa will be arriving by train (an old train car from Palouse, WA).

Last week, the Pullman Chamber of Commerce (approximately 30 people) toured City Hall and the train Depot. They take a tour every year and this year Potlatch was one of their stops. It was well received and they received a thank you card.

- 7. Superintendent, Tom Andres**, nothing.

**8. Clerk- Shelly Hammons,** Jean Millheim, the dance teacher who rents the Scenic 6 Depot on Tuesdays, wanted to know if Diana Bren would be able to get a key to the Depot to clean before each class. The Council said that Diana would be able to have a key. The Mayor said that Shelly should tell Don Aschinger to check the Depot every night. The City should make a list of inventory of what is in the Depot and provide a checklist to Don to go through.

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

**BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$27,318.19, seconded by Marty Anderson, motion carried with “all ayes”.**

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 8:00 p.m.***

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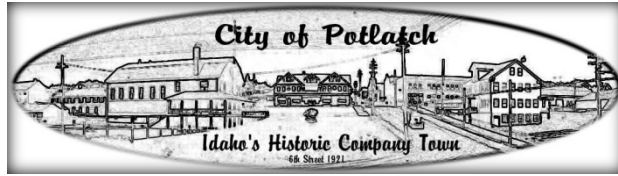
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be November 26, 2012.**



## Potlatch City Council Meeting

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

**November 26, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown and the meeting time was moved to Tuesday, November 13, because Monday was Veteran's Day and City Hall was closed in observance of this holiday.

Council members present: Vernon Johnson, Carol Haddock and Marty Anderson. Dave Cada was sick.

***Carol Haddock made a motion that the minutes of the previous meeting minutes of November 13, 2012, be approved as written, Vern Johnson seconded the motion, motion was approved with "all ayes".***

Also present: Shelly Hammons, Tom Andres was absent.

GUESTS: Judd Wilson of The Freedom Press, Moscow.

The City of Potlatch received a one-time assessment fee from the III-A for 2012. ***Carol Haddock made a motion that the City pay the one-time assessment fee of \$6,480.00, Vern Johnson seconded the motion, the motion was approved with "all ayes".***

The contract with Alsco (mats for City Hall) will be up in January of 2013. The City wrote a letter cancelling the contract and Alsco gave the City a new estimate of what a contract would be to continue with Alsco. The Council reviewed the contract and decided not to renew the contract. The Council said that we can continue to receive the mats and they will review everything in the spring.

Presnell Gage is auditing the City's books for FY 2010-2011. During the audit, Nick Nicholson found that the City had been reimbursed twice for the same contractor invoice in October 2010 from CDBG and DEQ. The total amount was for \$22,813: \$10,000 of that pay request is able to be used for handicapped construction and after review recently from DEQ there is another

\$650.00 that is able to be used in the pay request. The total amount of repayment will be \$12,163.00 to DEQ.

**NEW BUSINESS:**

- 1. Mayor-David Brown,** there was a little scare last week on the construction of the bridge. The City received a telephone call from DEQ saying they would not fund the bridge. After much discussion and DEQ talking with CDBG, they agreed that they would fund the bridge. The bridge design had been approved by DEQ in the beginning. The contractor will be installing the bridge when it gets cold enough.

This Thursday there will be a walk-through with Mike Camin of the Lewiston DEQ Office. There will also be a construction meeting with the engineers, grand administrator and contractor.

The Mayor suggested that it is time that the Council sit down with Tom Moore, City's contract engineer, and discuss the Potlatch Corporation land area. The City needs to be prepared with planning and zoning information. The Mayor and Carol Haddock discussed the road across the Potlatch Corporation land and whether it should be moved and follow along the sewer line. The Mayor said that he is meeting with Jim Lemieux of Potlatch Corp. tomorrow morning. The investment group submitted a proposal to purchase 10 acres from Potlatch Corp. The Mayor said that he would like to sit down with the "big guys" in Spokane. CEDA has said that they would be willing to work with the investment group and has money available to purchase land but they need a commitment from a manufacturer before they will loan money on a building.

- 2. Parks-Carol Haddock,** nothing.
- 3. Pool & Cemetery-Dave Cada,** absent.
- 4. Vern Johnson - Water & Sewer,** everything is fine.
- 5. Streets-Martin Anderson,** noticed that the sand and gravel had been put away in the shed.
- 6. Scenic 6 -David Cada,** absent.

**7. Superintendent, Tom Andres,** absent.

**8. Clerk- Shelly Hammons,** the personnel policy needs to be reviewed. Carol Haddock suggested that Shelly highlight the areas that need reviewed and present that at the next Council meeting.

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

***BILLS: A motion was made by Carol Haddock to pay the bills in the amount of \$5,153.75, seconded by Marty Anderson, motion carried with “all ayes”.***

***Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 7:40 p.m.***

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David L. Brown, Mayor

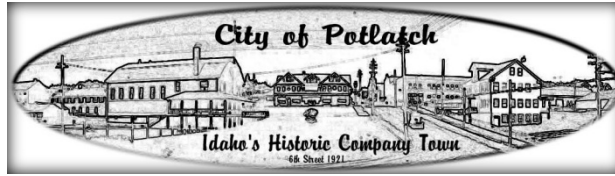
ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be December 10, 2012.**





## Potlatch City Council Meeting

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

**December 10, 2012 – 7:00 p.m.**

The regular meeting of the city council was presided over by Mayor David Brown.

Council members present: Carol Haddock, Marty Anderson and Dave Cada. Vern Johnson was absent.

***Carol Haddock made a motion that the minutes of the previous meeting minutes of November 26, 2012, be approved as written, Marty Anderson seconded the motion, motion was approved with “all ayes”.***

Also present: Shelly Hammons and Tom Andres.

GUESTS: None.

The Council discussed renewing the leases with Muscles in Motion and the Lion’s Club. The Council agreed to renew the lease with Muscles in Motion but they are reviewing the lease with the Lion’s Club. Carol Haddock suggested that the City make it an overnight accommodation. Carol will get with Tom Andres and look at the building.

***Carol Haddock made a motion that the Council dispense with the December 24, 2012, meeting, Dave Cada seconded the motion, motion was approved with “all ayes”.***

The Council discussed Saturday’s, Christmas in Potlatch event and agreed that it was a hit all the way around. The Mayor said that this was the third largest parade in 17 years with 29 entries. Dave Cada said that they consulted with the businesses in town today and all of the businesses did well. There were 37 vendors selling crafts in four different buildings in Potlatch and they all want to come back next year. (They paid \$15.00 per booth.) The money will help pay for advertising and to purchase more lights for the Railroad Depot next year. They also made approximately \$240.00 at the Chili Feed and that will also help to purchase more lights for the Depot.

Dave Cada said that the Scenic 6 group worked with the railroad and they brought in a passenger car for the Christmas event. The Scenic 6 group decorated the car and made a nice little area for kids to meet with Santa Claus in the railcar for the Christmas event. Dave said that they are talking to the railroad about leaving the railcar in Potlatch and they would be able to use it for other events throughout the year.

Dave Cada thanked the Mayor for all of his effort in getting the Scenic 6 Park to look so festive with all of the Christmas lights all around the Park. The Mayor said that Tom Andres and Scott Hovey help him put up the lights. The Council agreed that the Mayor deserved credit for all of his hard work.

The Dog Sled races went well and the Council anticipates that they will be bigger next year.

### **NEW BUSINESS:**

- 1. Mayor–David Brown**, the Mayor told the Council that it is renewal time for the LEDC membership. ***Dave Cada made a motion that the City renew its membership as a Sponsor member for \$500.00. Carol Haddock seconded the motion, motion was approved with “all ayes”.***

The Mayor talked to the Council about looking into hiring our own Building Inspector for the City of Potlatch. The Council agreed and we will start looking for candidates.

The Mayor said that B.J. Swanson talked to him about the PNW Arms building permit situation and the Deputy Fire Marshal has written a letter agreeing that the way the PNW Arms building is modified now is ok with him.

The reimbursement of \$12,163.00 that the City sent to DEQ has been applied as a payment to the \$100,000 loan through DEQ. The City received notification from DEQ today and that brings the current loan amount down to \$87,837.00. The discrepancy was discovered by Nick Nicholson when he was doing the FY 2010-2011 audit. The City had been reimbursed twice in 2010 for the same construction pay request.

There was a construction meeting a week ago and they did a test run on the wastewater reuse project. There was a new fellow from DEQ who

attended, Michael Camin, and he will be the contact person now. The City hired Fred Aregelan in November to be the contract land application wastewater operator. Tom Andres must work under the contract operator for six months before he can take his test to become a land application operator.

The Mayor spoke with Shem Johnson today and Shem is waiting on Chris Mansfield to approve the bridge design. Shem couldn't get in contact with Chris and he must have the approval before the end of this week in order to get things going by the end of the year. The Mayor finally spoke to Chris tonight at 6:00 p.m.

- 2. Parks-Carol Haddock,** asked Tom about the window upstairs. Tom said that the parts are in for the window and they will be installing it soon. Carol also asked if we had heard anything from Jeff Cirka, School District, about the Comp Plan and Dave Cada said that they haven't heard anything yet.
- 3. Pool & Cemetery-Dave Cada,** nothing at this time.
- 4. Vern Johnson - Water & Sewer,** absent.
- 5. Streets-Martin Anderson,** WSU traded a road grader in to Rowand Machinery for a new one. The road grader that they traded was a 1979 Road Grader with a 12' blade and it is for sale for \$25,000. Marty talked with the head of maintenance at WSU about the grader and he said that one side of the blade comes down and it needs repaired. Tom said that he has talked with Rick at Rowand Machinery and he said that they are going to go through the grader completely and repair everything. Tom will talk with Rick again and see if they have repaired the right side of the blade.
- 6. Scenic 6 -David Cada,** Dave said that they have talked with Richard Walser (he will become County Commissioner in January 2013) and invited him to attend their next Scenic 6 Economic meeting.
- 7. Superintendent, Tom Andres,**
- 8. Clerk- Shelly Hammons,**

**Old Business-**

**Topics limited to 10 minutes each.**

**Clerks Report:** See Payables, State Pool Statements, US Bank Statement

**Correspondence/Updates-**

**BILLS:** *A motion was made by Carol Haddock to pay the bills in the amount of \$37,514.23, seconded by Dave Cada, motion carried with “all ayes”.*

*Carol Haddock made a motion to adjourn the meeting, seconded by Marty Anderson, the motion was carried with “all ayes”, meeting adjourned at 7:50 p.m.*

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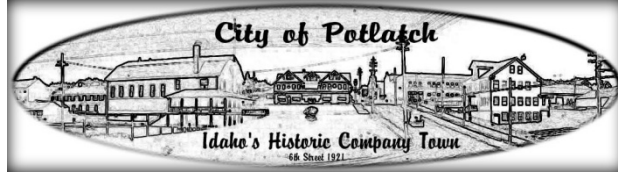
David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk-Treasurer

**The next Council meeting will be January 14, 2013.**



## **Potlatch City Bid Opening**

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

**June 4, 2012 – 4:00 p.m.**

PRESENT: Mayor David Brown, Walter Steed-Block Grant Administrator, Calvin George-Taylor Engineering, Dave Cada-Councilmember and Shelly Hammons, City Clerk-Treasurer.

BIDDERS PRESENT: Shem Johnson, S & L Construction and Pam Donaldson, Crea Construction.

Both bids were opened and Shem Johnson of S & L Construction was the apparent low bidder.

The engineers will review the bid documents and present their findings to the City Council on June 11, 2012, at 7:00 p.m.

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David L. Brown, Mayor

ATTEST:

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Shelly M. Hammons, City Clerk/Treasurer