



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

January 11, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Marty Anderson, Dave Cada, Joan Bender and Scott Winther.

Also, present: Judi Davis, City Clerk-Treasurer.

GUESTS: Brett & Amber Weber, Tom Bender

NEW BUSINESS:

- 1. CONSENT AGENDA: Joan Bender made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from December 28, 2020, City Council meeting, the City of Potlatch and Century 21 bills and payroll.***

Scott Winther seconded the motion. Motion was approved with a Roll Call vote:

Dave Cada, yes

Martin Anderson, yes

Joan Bender, yes

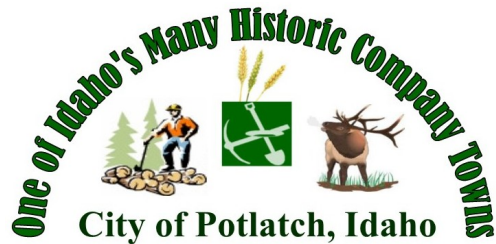
Scott Winther, yes

PUBLIC COMMENT PERIOD:

Joan Bender reported that she met with Mayor Brown and Dave Cada on Thursday to discussing some ideas about the park. Joan said that they were brainstorming to find ways to utilize the 10 acres beyond the park. Mayor Brown is wanting to apply for an RV Grant to put in a 40' x 60' Picnic shelter/pavilion and put it where the bocce ball area is located. This would provide more opportunities to bring people into the City. Mayor Brown would also like to add approximately 6 monthly RV space behind the RV Park. There is currently no area for parking for the shelter



or access to get to the area where the monthly RV space would go. Joan said that they talked of a possibility of more business opportunities if the City could access the 10 Acres. Joan described the road that was discussed and different areas where it could possibly be located. Joan said that if the road went through the park that there would be some safety issues involved by the splash pad or the trail. Mayor Brown said that the idea of a road through the park has never been presented to the Council it was only a brainstorming meeting to talk about how to access the 10 acres. There is a utility easement on the road that runs down by the City Shop. Mayor Brown said that he has been trying for many years to get jobs into Potlatch. Idaho Department of Commerce grants are available to help put in infrastructure such as roads to help with City with Economic Development. There are groups that would like to see the picnic shelter like the square-dancing groups, family reunions and weddings. To get an Idaho Department of Commerce grant the City would have to own the property for the road or have a 25–30-year easement. The City has the utility easement because of the City's lift station location. Mayor Brown described the City's property on the 10 acres and explained what grants the City has received in the past to put in and update the RV Park. Tom Bender said that he was the one that posted about the road in the park and asked the Senior Center group to put a copy of the letter in the meals. Tom said he didn't want the park ruined by putting a road in the middle of the park. Having a business by the park could possibly escalate the traffic that went through the park. Tom asked why the City didn't get an easement when the 10 acres was purchased? Mayor Brown said it wasn't a possibility at that time and that is Potlatch Deltic property. Amber Weber asked what area is the Potlatch Recreation District in? Mayor Brown said that it's the school district area. Amber asked about the monthly RV spaces. Mayor Brown said that the RV park currently has monthly RV people staying in the park. Last year about half of the park in the winter was monthly people. The City turns down people regularly who would like to stay in the park for the winter. The RV grant doesn't like to have monthly people staying in the park so it affects the amount the City would receive for the RV Grant. It would be better to put in 6 more spaces on the 10 acres and then that wouldn't take away from the RV Grant received. Background



checks are done on the people staying monthly at the RV Park. Amber said that there are kids riding ATV's and motorcycles by the water reservoir and asked how this will be enforced. Scott Winther said that the City could put up signs to help keep the kids off that property. Mayor Brown said that the kids could ride bikes in the demo. Derby area and agrees that there needs to be more for the kids to do. Amber also asked about a couple of areas that need to have sidewalks put in. Mayor Brown explained the sidewalk grant process. Dave Cada suggested maybe the Safe Routes to School people might be able to help with funding. Amber asked if the Splash Pad will be working next summer and Mayor Brown said right now there's too much water pressure and the City is working on getting that fixed. Last summer it wasn't opened up because of COVID. There wasn't a way to keep kids 6 feet apart. It should be turned on this coming summer.

2. STREET STANDARDS.

Mayor Brown reported on the Street Standards and asked Council what they would like to do. Should the Idaho Standards for Public Works Construction be incorporated in Ordinance 426? There are several areas that needed to be included such as what thickness of pavement, rolled or standard curbs, sidewalks, lights and stormwater. There was a Council discussion on what they would like to see added. Scott Winther suggested getting a hold of Tom Moore, City Engineer and set up another workshop to talk about what Tom might suggest be added.

REPORTS:

1. Mayor – David Brown – Mayor Brown said that there was a water leak on Fiddler's Ridge Loop last Saturday. Cody and Brennan both went to fix the leak. Mayor Brown said that there are some trees and shrubs that the home owner on Larch would like to remove.

2. Parks – Joan Bender – Joan Bender said that she already reported earlier.

3. Pool & Cemetery - Dave Cada – Nothing at this time.



4. Water & Sewer – Scott Winther – Scott asked if the Mayor talked with Brennan about the water level testing at the wells. Does the City need water level meters for all the wells? Mayor Brown said that the wells already have the data collector at the wells.

5. Streets - Martin Anderson – Marty said if the sidewalk work was completed for Hemphill's. Mayor Brown said that Brennan was going to check it out and complete the work when the weather was a little better.

6. Scenic 6 - David Cada – Dave said that the Scenic 6 meeting will be on January 19th.

7. Clerk- Judi Davis – Nothing at this time.

Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 9:16 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, January 25, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

January 25, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Marty Anderson, Dave Cada, Joan Bender and Scott Winther.

Also, present: Judi Davis, City Clerk-Treasurer.

NEW BUSINESS:

- 1. CONSENT AGENDA:** *Dave Cada made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from January 11, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.*

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

*Dave Cada, yes
Martin Anderson, yes
Joan Bender, yes
Scott Winther, yes*

- 2. APPROVE LIQUOR LICENSE FOR THE FOLLOWING.**

Four Star Supply
Floyd's Harvest Foods
Codi Jo's Wagon Wheel

Marty Anderson made a motion that the City Council approve the 2021 Liquor Licenses for:

**Floyd's Harvest Foods*



- *Codi Jo's Wagon Wheel*
- *Four Star Supply, Inc.*

Joan Bender seconded the motion, the motion was approved with "all ayes".

3. TREE REMOVAL AT 410 SPRUCE ST.

Mayor Brown said that the resident at 410 Spruce Street is requesting a tree on the City Right of Way be removed. Scott Winther said that it did look like a dead tree and Marty Anderson said that it didn't look healthy.

Scott Winther made a motion to approve removal of the tree at 410 Spruce Street and Dave Cada seconded the motion. The motion was approved with "all ayes".

4. RV GRANT/PICNIC SHELTER.

Mayor Brown said that he received a quote for the RV Grant Shelter from Legacy Contractor's in the amount of \$125,000. The quote was for the building with cedar tongue and groove 40' x 60', Slab Fireplace. With the RV Park having 4 monthly the City's share of the project would be 22% of that amount. The quote doesn't include electricity or picnic tables. Dave Cada asked if it could be put in a different location in the park instead of the bocce ball area. Dave said he would like to see it closer to the RV Park. Mayor Brown said maybe the City should pour the pad this year and put in a pole building the following year.

REPORTS:

1. Mayor – David Brown – Mayor Brown said he hasn't heard anymore about the business by the park. There might be some help from Dept. of Commerce if they were interested for infrastructure. He hasn't heard back from Potlatch Deltic about the road by the shop.

2. Parks – Joan Bender – Joan Bender said that she didn't have anything at this time.



3. Pool & Cemetery - Dave Cada – David said there wasn't any damage at the pool from the wind. The sheeting is there and tried to look at the liner but there was too much water in the pool. Mayor Brown said that the steps bubble up from the liner. Dave said that Rhinoliner has a repair kit to fit it. He will wait until this spring and contact someone about getting a quote to get it fixed.

4. Water & Sewer – Scott Winther – Scott asked how Brennan was doing with the measuring of the water from the wells. Mayor Brown said that he needs to get a hold of Dale Ralston and show Brennan what equipment is needed and how to use it. The City needs to gather the data from the wells.

5. Streets - Martin Anderson – Marty said that it looks like there was some rock put into the pothole by his house. Mayor Brown said that Cody put in 5 loads of gravel in the pothole.

6. Scenic 6 - David Cada – Dave said that the Scenic 6 meeting was on January 19th and discussed the history of the town. Trying to find a way to promote and do a fundraiser.

7. Clerk- Judi Davis – Don Ball called and wanted to set up a meeting with Planning & Zoning to discuss a possible subdivision in town.

Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 8:27 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, February 8, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

February 8, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Marty Anderson, Dave Cada, Joan Bender and Scott Winther.

Absent: Judi Davis, City Clerk-Treasurer.

NEW BUSINESS: NO CONSENT AGENDA

1. JAKE BRAKES.

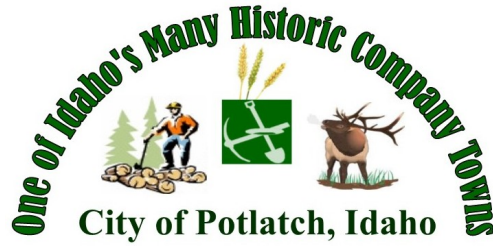
Erin Soule, who lives behind the coffee shop, said that the trucks that use their jake brakes in town are really noisy. Marty said that the City of Palouse has signs on each entry into town that states Jake Brakes not allowed. Dave Cada said he would like to say something in CIA about Jake Brakes. Mayor Brown said that he thinks its mostly drivers from out of town and he would like to look into posting signs on each end of town. Ma

Marty Anderson made a motion that the City should post signs on each end of town saying no jake brakes. Dave Cada seconded the motion, the motion was approved with “all ayes”.

2. LOT SIZES.

Mayor Brown explained to Council about the lot size question that came up with Ted Millicks property. The O’Malley’s are meeting with Planning and Zoning to talk about the subdivision that they want to put in tomorrow February 9th. Council really doesn’t want animals in the City Limits.

REPORTS: Mayor Brown updated Council on COVID with the City.



Marty Anderson made a motion to adjourn the meeting, Dave Cada seconded the motion, the meeting was adjourned at 8:15 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, February 25, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

February 22, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Marty Anderson, Dave Cada, Joan Bender and Scott Winther.

Also, present: Judi Davis, City Clerk-Treasurer.

NEW BUSINESS:

- 1. CONSENT AGENDA:** *Joan Bender made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from January 11 & January 25, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.*

Scott Winther seconded the motion. Motion was approved with a Roll Call vote:

Dave Cada, yes
Martin Anderson, yes
Joan Bender, yes
Scott Winther, yes

2. FUTURE AGENDA ITEMS.

COVID Pay - Mayor Brown asked if the Council would agree to paying the employees when they were off with COVID. Council agreed.

Mayor Brown updated City Council on State Legislature. He said that the bill that would allow Cities to post on their website instead of in the Newspaper didn't pass.



Mayor Brown talked with City Council about a program for homeowner warranties through the National League of Cities – Service Line Warranty Program. The company that the warranties would go through is HomeService USA. The NLC Service Line Warranty Program would educate homeowners about their service lines. City Council members would like this to be an agenda item for a future meeting.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown said that the dodge pickup quit working and it isn't worth getting it fixed. He would like to take the dump bed off the dodge and put it on the GMC. Council agreed that it should be either scraped or sold. Mayor Brown said that the gator also quit working and the motor can't be overhauled. Council agreed that the City should look for other alternatives to replace the gator. Mayor Brown said that Michael Montgomery approached him about purchasing the old generator for \$3,000. Council said that the City could sell it for \$4,000 and maybe take it out in trade. Update on the Ziplly Fiber Grant – Just received pricing from Natalie at Ziplly Fiber. Council agreed to an agreement with Ziplly for 3 years for City Hall and Scenic 6 Park. The Potlatch Historical Society would like to permission to change the door in the basement of City Hall and put in a wooden door. Council agreed.
2. **Parks – Joan Bender** – Joan Bender said that she didn't have anything at this time.
3. **Pool & Cemetery - Dave Cada** – Dave said that the ceiling in the Pool Bathhouse could wait until later this spring with the weather was a little better.
4. **Water & Sewer – Scott Winther** – Scott asked how the water testing/sampling is going with Brennan. Mayor Brown said that he has asked that all 3 employees know how to do the sampling and that Karin can take the samples to Moscow for testing.



5. **Streets - Martin Anderson** – Marty asked how the Street Standards were going. Mayor Brown said that Tom Moore the City Engineer and Judi are working on getting them together for Council to review.

6. **Scenic 6 - David Cada** – Nothing at this time.

7. **Clerk- Judi Davis** – Nothing at this time.

Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:12 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, February 8, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

March 8, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Joan Bender and Scott Winther, Marty Anderson - absent.

Also, present: Judi Davis, City Clerk-Treasurer.

NEW BUSINESS:

1. Dave Cada made a motion to approve the amended agenda with the addition of National League of Cities Service Line Warranty Program. Scott Winther seconded the motion, the motion was approved with “all ayes”.

2. CONSENT AGENDA: Joan Bender made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from February 22, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.

Scott Winther seconded the motion. Motion was approved with a Roll Call vote:

Dave Cada, aye

Martin Anderson, absent

Joan Bender, yes

Scott Winther, yes



3. ARBOR DAY PROCLAMATION.

Mayor Brown read the Arbor Day Proclamation.

Scott Winther made a motion that the Mayor sign the Arbor Day Proclamation for 2021, Dave Cada seconded the motion, the motion was approved with “all ayes”.

4. ITD/CITY MAINTENANCE AGREEMENT.

Mayor Brown explained to City Councilmembers that he has a meeting scheduled with Idaho Transportation Department to discuss the ITD/City Maintenance Agreement. This agreement has been in place since 1979 so it isn't a new agreement. ITD wanted to make sure ITD & the City both understood the roles from the agreement.

Mayor Brown said that the tree across the street is dead and needs to be removed. The City would need to get an ITD permit to remove it in the ITD right of way. He also said that Karin needs to attend the next flagger class to become a certified flagger.

5. ADOPT NEW RESOLUTION SUPPORTING THE MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN.

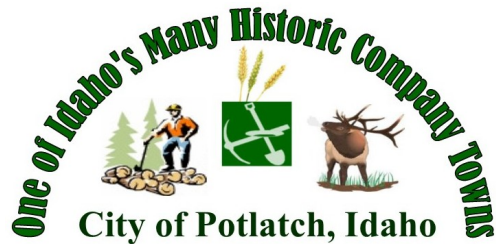
The attached resolution was introduced by Mayor Brown. Dave Cada who moved for its adoption. Seconded by Scott Winther.

ROLL CALL VOTE:

Dave Cada, yes
Martin Anderson, absent
Joan Bender, yes
Scott Winther, yes

6. NATIONAL LEAGUE OF CITIES – SERVICE LINE WARRANTY PROGRAM.

Mayor Brown introduced the Service Line Warranty Program that would benefit the residents of Potlatch. The program is designed to address the issue of aging underground utility infrastructure. The warranty program



would cover the resident's cost of replacing aging infrastructure. The resident would need to sign up for this program and the cost would be minimal each month. If the City agrees to endorse this program the City Logo would be used on the letters that go out to the residents. Joan Bender said that she doesn't want the residents to think they have to use the program. Scott Winther said he would like to see what marketing literature the company would send out to residents. Council would like to see what other Idaho Cities are using this program. Council agreed that they would like this to come up on a future agenda item.

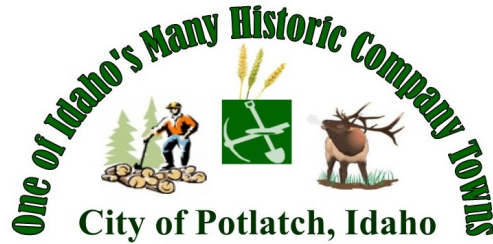
7. CITY HALL LEASES.

Mayor Brown said that the City & City hall leases are up for renewal and wanted to know if Council would like to raise the rates. Council said that they didn't want to raise the rates at this time.

Joan Bender made a motion to renew the City Leases, Scott Winther seconded the motion, the motion was approved with "all eyes".

REPORTS:

1. **Mayor – David Brown** – Mayor Brown said that he would like to schedule a Council Workshop to finish the Street/Design Standards. He would like to schedule it for Wednesday, March 17th at 11:00 a.m. if everyone could attend. Council said that time would be fine with their schedules.
2. **Parks – Joan Bender** – Joan asked if the demolition derby cars down by the dumpster belonged to Tom Andres? She asked what we could do to have them removed. Mayor Brown said that he will get a hold of Tom and get them removed or have Jim Osbourne remove them. He also said that there were some bikes down by the shop that need to be removed. Joan said she had been talking with Sallie Anderson about the discussion of a skate park in the 10 acres. Mayor Brown said Council should talk about the 10 acres and what they would like to see down there. Joan also said that the kids are going into the stands by the RC track and could possibly get hurt. Mayor Brown said that Tammy Kilborn talked to him about a



Memorial for her nephew building a skate park. He said that the funds would have to be raised to build the park. Dave Cada asked how warm it needed to be to paint the pickleball courts and Joan said around 50 to 60 degrees.

3. **Pool & Cemetery - Dave Cada** – Dave asked when the tin was going up at the bathhouse? Mayor Brown said that in the next couple of weeks.
4. **Water & Sewer – Scott Winther** – Nothing at this time.
5. **Streets - Martin Anderson** – Absent.
6. **Scenic 6 - David Cada** – Nothing at this time.
7. **Clerk- Judi Davis** – There’s an Association of Idaho Cities Spring Workshop on Monday, April 19th at the Best Western in Moscow. Please let Judi know if you plan on attending and she’ll get you registered.

Scott Winther made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:41 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, March 22, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

March 22, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Joan Bender, Scott Winther and Marty Anderson.

Also, present: Judi Davis, City Clerk-Treasurer.

NEW BUSINESS:

- 1. CONSENT AGENDA:** *Joan Bender made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from March 8, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.*

Scott Winther seconded the motion. Motion was approved with a Roll Call vote:

*Dave Cada, yes
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye*

2. III-ANNUAL REPORT.

Mayor Brown introduced Amy Manning, Executive Director of III-a, the City's medical insurance company.

Amy Manning of the III-A presented the FY2020-2021 Annual Report from the III-A (Idaho Independent Intergovernmental Authority – Medical,



Dental and Vision insurance for Potlatch) via a Zoom meeting. Amy told the Council to plan for a 10% increase per year but the III-A will try to keep the increase under that amount.

3. WATER LINE - ITD.

Mayor Brown updated City Council on the meeting that he had with Idaho Transportation Department. He met with Ken Helm, Ty Winther and Jared Hopkins from ITD to discuss the maintenance agreement. Mayor Brown said the Ty Winther also talked about wanting to extend the water line to the ITD Shop at no expense to the City. Ty thought the line would be a 2" line. Tom Moore thought it should be a bigger line. Mayor Brown would like City Council's approval to approve this request. Mayor Brown said that it should be a bigger line thinking of future needs even if the City has to pay a little extra. Scott Winther asked if ITD said what their water volume would be and Mayor Brown said that it wasn't brought up. Marty Anderson asked if it would go all the way to Fiddler's Ridge and Mayor Brown said yes it would. Mayor Brown wondered if other residents would be interested in having the water hooked up.

Marty Anderson made a motion to approve the City running a water line from Fiddler's Ridge Well to ITD Shop, Scott Winther seconded the motion, the motion was approved with "all ayes".

4. CITY PROPERTY BY GYPSY MOUNTAIN BOUTIQUE.

Mayor Brown said that he was approached by Bob Keene, the resident next to Gypsy Mountain Boutique to see if the City would be interested in selling the property between the Boutique and his property. After Council discussion it was decided to let him use the property and keep it up.

5. CITY ENGINEER.

Mayor Brown said that the City needs to advertise to hire a City Engineer. He said we have been using Tom Moore as City Engineer but need to formally hire an Engineer for projects that are coming up. The City will publish a request for proposal for City Engineer with City Council approval.



Marty Anderson made a motion to approve hiring a City Engineer, Joan Bender seconded the motion, the motion was approved with “all eyes”.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown updated City Council on the money that the City should be getting from the America Rescue Act. The amount the City should receive is approximately \$170,000.00 and the guidelines on how the money can be spent have not been issued. The money can be spent to invest in water, sewer or broadband and COVID related expenses. There is talk of more money coming for infrastructure projects. The money will be distributed based off of population. Mayor Brown said that the ARA money could be used to upgrade the pipe that would run the water line to ITD or for the Land Application. Mayor Brown said that the Mayor of Genesee passed away in a car accident on March 16th. Mayor Brown said that Amber Weber is wanting a lot division on her property and we have been talking with Tamara from Rim Rock Consulting and Will Herrington, the City Attorney whether or not it should be a lot division or a short plat.
2. **Parks – Joan Bender** – Nothing at this time.
3. **Pool & Cemetery - Dave Cada** – Nothing at this time.
4. **Water & Sewer – Scott Winther** – Nothing at this time.
5. **Streets - Martin Anderson** – Marty said that the potholes by his house have been fixed. Joan Bender said that there are a few streets that are filling up because of trailers. Mayor Brown said that this has been an issue in the past and he will see if Sheriff Skiles will be available to talk about this issue.
6. **Scenic 6 - David Cada** – Nothing at this time.
7. **Clerk- Judi Davis** – There’s an Association of Idaho Cities Spring Workshop on Monday, April 19th at the Best Western in Moscow. Please



City of Potlatch, Idaho

let Judi know if you plan on attending and she'll get you registered. The After School program didn't receive their grant to continue for next year.

Scott Winther made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:40 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, April 12, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

April 12, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Scott Winther, Marty Anderson, Joan Bender – Absent.

Also, present: Judi Davis, City Clerk-Treasurer.

NEW BUSINESS:

- 1. CONSENT AGENDA:** *Scott Winther made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from March 22, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.*

Dave Cada seconded the motion. Motion was approved with a Roll Call vote:

*Dave Cada, yes
Martin Anderson, aye
Joan Bender, absent
Scott Winther, aye*

2. HIRE CONSULTANT TO HELP UPDATE ZONING ORDINANCE.

Mayor Brown said that the City needs to hire a Consultant to look at updating the Zoning Ordinance. There have been some recent questions that have come up about zoning questions such as lot divisions/splits or short plats and the City's Ordinance needs to be updated and the Consultant can help identify other areas that need updating.



Marty Anderson made a motion to approve hiring a Consultant to help update the Zoning Ordinance, Scott Winther seconded the motion, the motion was approved with “all ayes”.

3. HIRE CONSULTANT FOR THE WASTEWATER FOREST MANAGEMENT PLAN.

Mayor Brown said that the City needs to have a Forest Management Plan in place to get the treated wastewater out of the river. He met with Harold Osbourne, Mark Swanson, and Levi Dawes to talk about the plan and what Idaho Dept. of Environment Quality requirements are. Mayor Brown said that a Fire Management Plan is also included. He said that he’s already talked with a couple of Foresters and found a couple that have already worked with other Cities on the same type of project. They have done the research showing the uptake and have given the information to Dept. of Environmental Quality. Mayor Brown said that the plan would cost about \$30,000.00. He talked with a Forester that thought maybe Black Cottonwood, Douglas Fir, and maybe Cedar would be good trees to use. Shane wants to till and hay it again this year. Mayor Brown said that the City would need to purchase some data collectors to test the soil and would like Karin Johnson to do the testing and take the samples in on the Land App.

Dave Cada made a motion to approve hiring a Consultant for the Wastewater Forest Management Plan. Scott Winther seconded the motion, the motion was approved with “all ayes”.

4. COMPRESSION BRAKES SIGN.

Mayor Brown would like to know what City Council would like to do with the questions that have been asked about compression brakes in the City Limits. Mayor Brown gave several examples of types of signs that could be put up. It was suggested at a previous Council meeting of putting up signs at the gas stations but it wouldn’t reach all the trucks going through the City. City Council agreed that putting up signs on each end of the City would be best. Dave Cada asked if the noise ordinance covers the compression brakes also and Mayor Brown said it does. Marty Anderson said that we should put up signs on each end of the City. Mayor Brown



said we would need to get Idaho Transportation Departments approval to put up the signs. “Compression Brakes are prohibited in the City Limits”.

5. APPROVE STREET/DESIGN STANDARDS.

Mayor Brown asked what City Council thought of the Street/Design Standards. Marty Anderson said that he agrees with the standards but would like to not use PSD-1D. City Council agreed with removing PSD-1D. The addition/approval of the Street/Design Standards will need to go through a legal review and update the City Code and Zoning Ordinance.

Marty Anderson made a motion to approve the Street/Design Standard, Dave Cada seconded the motion, the motion was approved with “all ayes”.

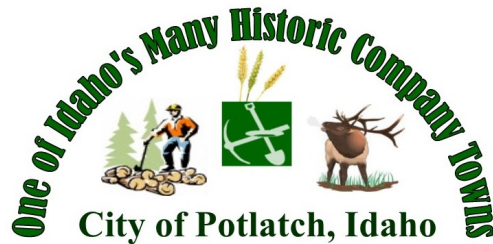
6. SPLASH PAD ECOBLOCKS.

Mayor Brown would like approval from City Council to put ecology blocks all around the splash pad. There are some there now but it would look better to have the blocks go all the way around the splash pad. The City would probably need to purchase \$700.00 in blocks. The landscaping needs to be updated and the sign put up. Mayor Brown would like to move the sand and put it between the walking path and the blocks.

Dave Cada made a motion to approve the purchasing of ecology blocks for the splash pad, Marty Anderson seconded the motion, the motion was approved with “all ayes”.

7. APPROVE ENDORSING THE IN-HOME SERVICE LINE WARRANTY PROGRAM.

Mayor Brown asked City Council if they would like to approve endorsing the In-Home Service Line Warranty Program that was discussed at a previous meeting. He said that the Company would send out the information to the residents. Scott Winther was concerned it might create more issues for the City if approved. City Council agreed that they didn’t want to approve endorsing the program at this time.



8. TRUCK PARKING IN RESIDENTIAL AREAS.

Mayor Brown said he has received several complaints about trucks parking in the residential areas with the engines running at all hours of the night. He said that the trucks are hard on the streets in the residential areas. Mayor Brown said that he met with Latah County Sheriff Richie Skiles about the parking, non-registered vehicles, campers and trailers left on the streets that have caused a crowding issue on the residential streets. Mayor Brown said that the City of Deary and the City of Troy have both hired a Code Enforcement person for 10 hours a month and is this something that we should do. Marty Anderson said the Sheriff's office should ticket people if their cars are not licensed or running, parked incorrectly, trailers, campers or abandoned vehicles or trucks.

9. SET UP TOWN HALL MEETING.

Mayor Brown said he would like to set up a Town Hall meeting to ask the resident's what they would like to see the City do in the future. Ask questions like what would you like to see happen in Potlatch in the next 50 years or how do you see your community evolving in the next 30 years. Maybe have an ice cream social and ask these questions.

10. FLOOR PAINT IN POOL BATH HOUSE.

Mayor Brown said that he's not sure what kind of paint to use on the floor in the Pool bath house. He thinks that maybe highway paint of highway striping paint might stick to the floor better and not chip off as easy. Dave Cada thinks the paint that was used last year might have had a reaction to the chlorine. Marty Anderson said he has a steam cleaner that the City could use to remove the existing paint before applying more paint.

11. RIDGE WELL CHECK VALVES.

Mayor Brown said that the City needs to replace the check valves or possible a hole in the pipe at the Ridge Well. It needs to have the pumps pulled and see what needs to be replaced. The estimated cost is \$12,000.00. Mayor Brown would like to put in the data collector



equipment that Dale Ralston suggested using when the pumps are pulled.

Marty Anderson made a motion to approve replacing the check valves at the Ridge Well, Scott Winther seconded the motion, the motion was approved with “all ayes”.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown said that under the American Rescue Plan Act, the City of Potlatch would receive approximately \$168,000.00 to be used for COVID-19 related expenses, water & sewer projects or broadband. There are so guidelines out yet to know how the money can be spent. The next will be the Infrastructure Act. Not sure how that money will be distributed. Mayor Brown said that City Council should be thinking of projects to spend the money on. The City will get half of the money this year and the other half next year.
2. **Parks – Joan Bender** – Absent.
3. **Pool & Cemetery - Dave Cada** – Dave said the tin on the ceiling at the Pool bath house is going up and looks a lot better. He’s happy on how it has turned out.
4. **Water & Sewer – Scott Winther** – Nothing at this time.
5. **Streets - Martin Anderson** –.
6. **Scenic 6 - David Cada** – Dave said the group is meeting on April 20th and should have a report on the PEP meeting.
7. **Clerk- Judi Davis** – There’s an Association of Idaho Cities Spring Workshop on Monday, April 19th at the Best Western in Moscow. Please



City of Potlatch, Idaho

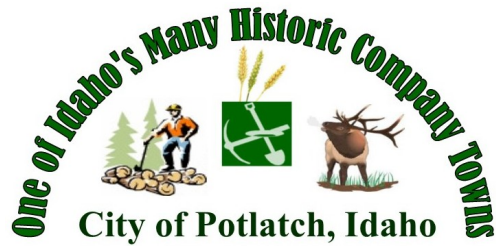
let Judi know if you plan on attending and she'll get you registered. The After School program didn't receive their grant to continue for next year.

Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 8:50 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, April 26, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

May 10, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Scott Winther, Marty Anderson, Joan Bender – Absent. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: Randell Baertsch, Stephanie Kable, Jaycie Arnold, and Tammy Kilborn

NEW BUSINESS:

- 1. CONSENT AGENDA:** *Dave Cada made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from April 12, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.*

Scott Winther seconded the motion. Motion was approved with a Roll Call vote:

*Dave Cada, yes
Martin Anderson, aye
Joan Bender, absent
Scott Winther, aye*

2. APPROVE CITY ATTORNEY AGREEMENT.

Mayor Brown would like approval to sign the City Attorney Agreement for 2021-2022.



Marty Anderson made a motion to approve signing the City Attorney Agreement for 2021-2022, Scott Winther seconded the motion, the motion was approved with “all ayes”.

3. APPROVE REQUEST FOR PROPOSAL FOR CITY ENGINEER.

Mayor Brown would like approval to accept the recommendation from the RFP selection committee for the Request for Proposal for City Engineer. The selection committee consisted of Dave Cada, Scott Winther, Joan Bender and Judi Davis. The committee recommended hiring Tate Engr./Tom Moore for City Engineer.

Scott Winther made a motion to accept the Request for Proposal from Tate Engr. Dave Cada seconded the motion, the motion was approved with “all ayes”.

4. AMERICAN RESCUE PLAN ACT.

Mayor Brown explained how the American Rescue Plan Act will affect the City of Potlatch and how the City will be receiving approximately \$168,000.00 to use for any Covid-19 related expense or for water/sewer or broadband project. Mayor Brown would like City Council to think of project/ideas for the City that the money could use the money for.

5. APPROVE FLOORING AT SCENIC 6 DEPOT & VFW BUILDING.

Mayor Brown said that the flooring in the Scenic 6 Depot & the VFW Building needs to be replaced. The Scenic 6 Depot just has sub flooring that is painted each year and the paint doesn't hold up for long. The carpet in the VFW Building back room has an odor that remains even after the carpets were cleaned. New flooring is needed for both buildings. Council discussed the different types of flooring and what type would work the best for each building. Mayor Brown said that the Scenic 6 Depot would need about 1,200 square feet and the VFW Building would need about the same amount.

Marty Anderson made a motion to approve purchasing flooring for the Scenic 6 Depot and VFW Building, Scott Winther seconded the motion, the motion was approved with “all ayes”.



6. OLD HOSPITAL UPDATE.

Mayor Brown introduced Randell Baertsch the new owner of the Old Hospital building at 850 Pine Street. Mr. Baertsch explained what his plans are for the building. He said that they moved here from North Dakota and really liked the Potlatch area. Mr. Baertsch would like to divide the property into 3 apartments/condos. He explained the shape of the building and the work that is needed before he starts on the apartments/condos.

7. APPROVE HIRING SUMMER MAINTENANCE WORKERS.

Mayor Brown said that there are 3 summer maintenance worker positions in the budget this year. Brennan, Cody & Karin could use help with the weed eating and mowing of the parks and around the City.

Dave Cada made a motion to approve hiring summer maintenance workers, Scott Winther seconded the motion, the motion was approved with “all ayes”.

8. MEMORIAL SKATE PARK.

Mayor Brown said that Tammy Kilborn approached him on an idea of a skate/bike/pump track park on the 10 acres the City owns by the Scenic 6 Park. Mayor Brown introduced Tammy Kilborn and she said that the idea came up after her nephew Cody Hendrix passed away and she would like to put in a skate/bike park in his memory. Mayor Brown said that there is property available west side of park in the 10 acres. Tammy said she met with Mahlum Schmidt and he is willing to do the work. She said that they are starting a fundraiser to raise the money for the skate park. She thought the size would be approximately 70' x 25' x 70'. Tammy said that they are also looking into some grants to help with the cost of the project. Mayor Brown said that if the skate park was built and ran by the City then the City's insurance could be used. Scott Winther suggested getting University of Idaho Architecture students to help with a design for one of their class projects. Mayor Brown said that he would talk with Clearwater Economic Development Association and Idaho Dept. of Commerce to see if there are any grants out there for skate parks.



Dave Cada made a motion to approve putting the Skate Park on City property once funding is established, Scott Winther seconded the motion, the motion was approved with “all ayes”.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown gave an update on the tree project at the Land Application. Harold Osbourne has gathered a group for the Forest Management Plan. Shane won't be haying this year. The plan is to plant grass where the hay was. The City has ordered a mixture of trees and will need to monitor the soil in each section so the moisture doesn't go past the roots of the trees. The Land App. has been sprayed for weeds and cleaned up. It will be tilled and seeded next and the lines need to be put down and watering to start. It's really dry out there right now to plant the trees. Saturday the people will be here to start planting the trees. The weather station needs to be put up so the water can be monitored. The Ridge Well was worked on and 300 ft. of pipe needed to be replaced. The well is up and running. The pump was checked and it wasn't working correctly so it was replaced with a pump the City currently had.
2. **Parks – Joan Bender** – Absent.
3. **Pool & Cemetery - Dave Cada** – Pool ceiling looks good and both sides are done. Looks like the floor at the Pool bathhouse is being prepped to be cleaned. Scott Winther said he would check with Ty to see where they purchase the white street paint.
4. **Water & Sewer – Scott Winther** – Nothing at this time.
5. **Streets - Martin Anderson** – Marty asked about the water line to Idaho Transportation Dept. shop and if anything has come up with that request. He thought even putting a fire hydrant out there when the line gets extended.



6. **Scenic 6 - David Cada** – The historic signs are just about ready. The Union church and the Lions Club Park. June 5th is graduation in Potlatch. Jill Diamond is the new elementary school principal. Mt. Home Grange has been reinstalled into the grange system and received a \$20,000.00 grant from National Guard.

7. **Clerk- Judi Davis** – Nothing at this time.

Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 8:25 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, May 24, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

May 24, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Scott Winther, Marty Anderson, Joan Bender – Absent. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: None

NEW BUSINESS:

1. Marty Anderson made a motion to approve the amended agenda with the addition of hiring pool employees. Scott Winther seconded the motion, the motion was approved with “all ayes”.

2. CONSENT AGENDA: Scott Winther made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from May 11, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.

Dave Cada seconded the motion. Motion was approved with a Roll Call vote:

Dave Cada, yes
Martin Anderson, aye
Joan Bender, absent
Scott Winther, aye



3. AMERICAN RESCUE PLAN ACT.

Mayor Brown said that the city is still waiting on guidance from the federal government on how to spend the money from the American Rescue Plan Act. Not sure when the money will be received. Mayor Brown asked City Council to think of projects that the money could be spent on. The projects need to be COVID related or water/sewer or Broadband. The city could give \$5,000 or \$10,000 to the Fire Department.

4. HIRE POOL EMPLOYEES.

Mayor Brown said that Tia posted on Facebook that the pool will be opening on June 9th. Scott Winther asked where are the maintenance people purchasing the paint for the floor. Mayor Brown said are grooves in the concrete at the pool and wondered if we could put caulking in the cracks/grooves. Dave Cada said that the weeds need to be cleaned up around the pool. The maintenance guys need to spray the weeds around the pool. The walls and the floor are still dirty.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown said that he would like the Grand Opening of the splash pad to be June 19th at 2:00 p.m. Mayor Brown said that we need to purchase ecology blocks and flowers to make it look nicer around the splash pad. He would like to serve hot dogs, chips and drinks and invite the County Commissioners, PEP, CEDA people. Mayor Brown said that he wasn't sure what hours the splash pad would be operating. He wanted to see how much water was used to determine the hours it would be open. Scott Winther suggested maybe noon to 8:00 p.m. Mayor Brown gave an update on the trees for the Land App. He said the trees haven't been planted yet but should be planted this week. The computer screen on the equipment in the building by the lagoon went out and Brennan is working on getting it replaced. The lines were put in to start the watering of the trees and grass at the Land App. The gophers are back at the park. Judi said she would contact Palouse Empire Pest Control to



see if the park was on the schedule this year. Mayor Brown said that he asked Shelly Hammons to work on the water/sewer rate study.

2. **Parks – Joan Bender** – Absent.
3. **Pool & Cemetery - Dave Cada** – Nothing at this time.
4. **Water & Sewer – Scott Winther** – Scott asked if anything was happening with the Idaho Transportation Department water line. Mayor Brown said nothing has changed.
5. **Streets - Martin Anderson** – Marty said that he would get the ecology blocks and get them delivered to the splash pad.
6. **Scenic 6 - David Cada** – Nothing at this time.
7. **Clerk- Judi Davis** – Judi reported that a Chiropractor has shown an interest in renting one of the open spaces in City Hall. She said the possibility of opening sometime this summer.

Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 8:05 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, June 14, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

June 14, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Dave Cada, Scott Winther, Marty Anderson, Joan Bender. Also, present: Judi Davis, City Clerk-Treasurer. Kenny Cada, City of Potlatch Planning & Zoning Commission.

Guests: Daniel Anderson

NEW BUSINESS:

- 1. CONSENT AGENDA: Scott Winther made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from May 24, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.***

Dave Cada seconded the motion. Motion was approved with a Roll Call vote:

Dave Cada, yes

Martin Anderson, aye

Joan Bender, aye

Scott Winther, aye

2. OLD GYMNASIUM USE.

Mayor Brown introduced Daniel Anderson to talk about the Old Gymnasium in Potlatch. Daniel said that he is under contract with the owner of the Old Gymnasium. He said he wanted to see if City Council



would be in favor of the multiple use of the building. Daniel said that he would like to put 4 apartments and storage in the basement and have a restaurant on the main floor with a possible event center and office space. The top floor would have a few short-term rentals. Mayor Brown said that he talked with Will Herrington, the City of Potlatch attorney to see what he would recommend. Will recommended doing a PUD, planned unit development (PUD). Planned unit developments are housing developments that are not subject to the standard zoning requirements, but instead work with the local government to develop criteria that will determine common areas, private areas and building guidelines. The current ordinance doesn't allow for long term rentals. Daniel asked the question of no mixed use is allowed and most Cities do allow for mixed use. Is this something the City of Potlatch would consider in the future? Dave Cada said that many communities have this same setup and this would give the flexibility. Mayor Brown said that doing this as a PUD would work for Daniel. Daniel said that he wanted to make sure that City Council would be supportive of the vision of the building ideas. Dave Cada asked when the remodeling would start? Daniel said that he is set to close on the building in August. If everything went together as planned then he would start the remodel this fall and would take about a year to complete. Council discussed ideas that could make the building look more presentable. Scott Winther said that its really encouraging that someone is interested in fixing the building up. Mayor Brown said that the owner was going to start tearing the building down and selling for salvage. One board at a time. Daniel said that he is looking into taking advantage of the Historic Preservation Tax Credit. He said that he's looking into having a diner style restaurant but will need to get the right Tennent. Dave Cada explained what the building looked like back in the day before the trees grew up. Daniel said he is interested in the history of building to keep it in the historic registry. City Council is in agreement of support for project.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown said the grand opening of Splash Pad will be on Saturday at 2:00 p.m. Joan Bender said she received some



concerns of kids getting injured by the ecology blocks. Kenny Cada asked how the water is going regulated. Mayor Brown said that there is a timer that regulates the water and it will only run specific times for 12 minutes at a time. Mayor Brown said that Sally Perrine and Alice Spitzer approached him about putting musical instruments in the area by the splash pad. The musical instruments would be designed to be used outdoors. Sally and Alice would be writing a grant for the funds to purchase the equipment. Mayor Brown said that the trees and grass was planted on the Land App. He explained the Forest Management Plan and how the water is going to be distributed on the trees and grass. Mayor Brown talked about how Tammy Kilborn is raising money for the future skate park. He also said that the City of Potlatch will receive approximately \$87,000.00 for the first half of the American Rescue Plan Act money. Council will need to think of projects for the ARPA money. It would be for COVID related expenses/water/sewer or broadband. Mayor Brown said that he talked with another group that asked if the City of Potlatch would be interested in applying for a grant that would be putting broadband to the homes. Mayor Brown said that the new school Superintendent should be here around July 1st.

2. **Parks – Joan Bender** – Joan asked what the price is to exterminate the ground squirrels in the park. Mayor Brown said that the Potlatch Rec. District paid for half of the fee last year.
3. **Pool & Cemetery - Dave Cada** – Dave said that the Cemetery looked nice before Memorial Day and the Pool opened on Friday. The bathhouse looks nice and the cracks on the deck were fixed. The weeds need to be sprayed and it needs to be mowed and raked up. The maintenance crew did a good job getting the pool cleaned up.
4. **Water & Sewer – Scott Winther** – Asked if there was any word on the subdivision. Mayor Brown said that we haven't heard anything yet.
5. **Streets - Martin Anderson** – Marty asked if there would be any money in the budget this year to pave. Mayor Brown said that there was an extra \$26,000.00 from increased revenue that could be used for paving. He would



like to pave by the elementary school this year. The cost would be approximately \$48,000.00 and would cover 600' x 22' and would be a grind and relay. Marty said that the City of Potlatch should get a dump trailer to use instead of fixing up the dump truck.

6. **Scenic 6 - David Cada** – Nothing at this time.

7. **Clerk- Judi Davis** – Judi updated Council on the Financial Software status. Should be going live with Payroll and Fund Accounting in July and Utility Billing in August. The After School Program was notified of another grant that would pay to could get the elementary school After School program through the end of calendar year. Melissa Smith was going to look at the grant and possibly apply for it.

Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:42 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, June 28, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

June 28, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Scott Winther, Marty Anderson, Joan Bender. Dave Cada-Absent. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: Sally Perrine, Alice Spitzer, Cass Meissner

NEW BUSINESS:

- 1. CONSENT AGENDA: Scott Winther made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from June 28, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.***

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

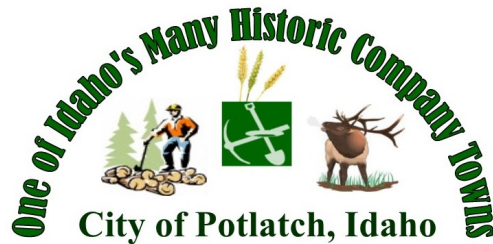
Dave Cada, Absent

Martin Anderson, aye

Joan Bender, aye

Scott Winther, aye

Mayor Brown introduced Sally Perrine, Alice Spitzer and Cass Meissner to talk about the Musical Instruments that they would like to write a grant for and place in the Scenic 6 Park. Sally said that they are part of the Potlatch Arts Council. The musical instruments would be permanent installation in



the park. Sally explained what type of instruments and how they were decided on. Cass said that the company has designed the instruments for outdoor activities. Joan Bender asked when the grants will be funded and Sally said that they should know sometime next month. Cass discussed the different areas that they would like to put the instruments. Mayor Brown said that there will be a skate park going in around that area behind the splash pad. Joan Bender asked if there was a design for the skate park yet? Mayor Brown said that there is just a rough design at this point. Mayor Brown suggested having the group come back to a future meeting when there's a little more of an idea of where the instruments might go.

2. PAVEMENT.

Mayor Brown said that the Poe Asphalt price for the paving street by the Elementary School is approx. \$48,000.00. He thinks it will be about 600 feet by 122 feet and will be a grind and overlay. The other project would be Spruce to the East side of Oak Street. This will be about 300 feet by 30 feet and will be a grind and overlay. That portion would be approx. \$30,875.00. There will be additional revenue coming in and he would like to use that money to help pay for this paving. The additional revenue will be \$26,000.00 for sales tax and possible use some of the American Rescue Plan Act money. Mayor Brown said that he would like to move forward with both paving projects.

Marty Anderson made a motion to hire Poe Asphalt to do the paving. Scott Winther seconded the motion, the motion was approved with "all ayes".

3. AMERICAN RESCUE PLAN ACT (ARPA).

Mayor Brown would like to use the ARPA money to replace the flooring in the Scenic 6 Depot and the old VFW building. The public would meet in both places if there was another pandemic to happen. There is Wifi in both spaces and students can download school work if needed. Council also discussed looking into putting some acoustic tile in the Scenic 6 Depot.



City of Potlatch, Idaho

Marty Anderson made a motion to purchase flooring for the Scenic 6 Depot and the VFW Building. Joan Bender seconded the motion, the motion was approved with “all ayes”.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown said he talked with Duane Priest about going over the Planning & Zoning Ordinances. Duane was meeting with Tom Moore later this week to go over the Ordinances. Mayor Brown talked about the possible subdivisions going in and should the City pave over by the 8th Street and Oak Street or wait a year to do that paving. Mayor Brown said that Paul Stubbs and his wife Joy contacted him about renting the room on the 1st floor of City Hall. He wants to open a gallery for his custom picture frame business. Mayor Brown updated City Council on the Land App. and said that the trees and grass are growing.
2. **Parks – Joan Bender** – Joan said that the pest control company is scheduled to be here the 1st part of August to take care of the ground squirrel issue at the park. Joan asked if there is more space available to plant trees and place plaques at the park. Mayor Brown said there is still space available.
3. **Pool & Cemetery - Dave Cada** – Absent.
4. **Water & Sewer – Scott Winther** – Scott asked how often does the City test the drinking water. Mayor Brown said that Brennan has a schedule of what samples need to be completed each month.
5. **Streets - Martin Anderson** – Marty said that we should wait to pave the section on 8th Street in case the subdivision project would tear up the Street.
6. **Scenic 6 - David Cada** – Absent.



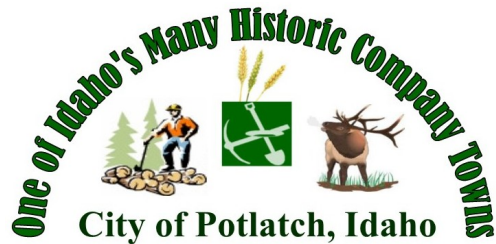
7. **Clerk- Judi Davis** – Nothing at this time.

Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:48 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, July 12, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

July 12, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Scott Winther, Marty Anderson, Dave Cada. Joan Bender – Absent. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: Tom O'Malley, Sally Perrine, Cass Meissner, Alice Spitzer and Amber Weber.

NEW BUSINESS:

- 1. CONSENT AGENDA: Scott Winther made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from June 28, 2021 City Council meeting, the City of Potlatch and Century 21 bills and payroll.***

Dave Cada seconded the motion. Motion was approved with a Roll Call vote:

Dave Cada, aye
Martin Anderson, aye
Joan Bender, Absent
Scott Winther, aye

2. OAK & 8TH PROJECT SHORT PLAT.

Mayor Brown introduced Tom O'Malley. Tom walked through the development project. Tom showed the area where the property lines are and where the houses would be built. Tom said there will be plenty of



parking for each new residence. There will be a new building concept that will have a modular approach to building. The houses will be designed per the home owners request and for a smaller lot. Each space will have an outdoor living space/deck. The homes will be smaller home for a couple or a retired person. Designed and building with this in mind the modular can be put together to enlarge the home. The existing shop goes with the 1st home. The homes will be primarily 2 bedrooms but Tom said he will build one and see what the housing market is like and the needs of the area. There will be a private driveway and will be gravel and maintained by the residents. Tom said he is hopeful that the first house would be available next spring/summer time frame. Planning & Zoning Commission has reviewed the Short Plat. A Public Hearing will be held Monday, August 9th at 6:30 p.m. in Council Chambers.

3. SPLASH PAD RECIRCULATION SYSTEM.

Mayor Brown said that the splash pad is going well and that he would like to see the city put in a recirculating system in to recirculate the water. The city could use ARPA money to put in the system. Mayor Brown said the recirculating system would cost approximately \$15,000 to \$20,000. City Council discussed the different wells in the city. Mayor Brown said that the city does need to monitor the wells to know if the city needs to put in another well. Marty Anderson said that we should find out how much water is being used at the splash pad before a recirculating system is put in. Scott Winther agrees with Marty that we should leave the splash pad running this year and see what the water usage is before purchasing the system.

4. VFW BUILDING RENTAL.

Mayor Brown said that the city was contacted by a resident that is interested in renting the VFW building as a daycare/preschool. They would pay monthly which would include all utilities, electric, propane, water, sewer and garbage and Wi-Fi. The Lions Club would still remain in the back room of the building for storage of their supplies and to meet a couple of times a month. Scott Winther asked about the flooring. Mayor Brown said they would like to start renting August 1st but not sure if the flooring



could be in by then. Dave Cada said that he is okay with renting the building for \$375.00 plus all utilities.

Marty Anderson made a motion to rent the VFW Building for \$375.00 a month plus all utilities. Scott Winther seconded the motion, the motion was approved with “all ayes”.

5. CROSSWALKS.

Mayor Brown explained the process of painting the crosswalks with ITD. If the City paints the crosswalks across the high-way then the city is responsible if an accident happens. If there isn't a crosswalk painted then the Idaho Transportation Department is responsible. Marty Anderson suggested not painting the crosswalks and using flags to cross the highway. Mayor Brown said he has been approached a couple of times by the Hemphill's about painting the crosswalk by the coffee shop. City Council said to use flags at this time and see if that helps keep people visible crossing the street.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown said that the pavement has been ordered to pave by elementary school and 8th Street by O'Malley's property.
2. **Parks – Joan Bender** – Absent.
3. **Pool & Cemetery - Dave Cada** – The Cemetery grass is drying up. The Pool is still having problems with the paint in the bathhouse chipping up. There's a bubble in the pool liner that will need to be repaired once the pool has closed for the season. Dave said he would see if he can find another source to do the replacement. The pool has been busy.
4. **Water & Sewer – Scott Winther** – Nothing at this time.
5. **Streets - Martin Anderson** – Marty asked if the pavement has been scheduled yet?



6. **Scenic 6 - David Cada** – Dave said that the Scenic 6 meeting is scheduled for next week.
7. **Clerk- Judi Davis** – Judi said that 2 modules of the new financial software system is in place. She’s been training everyday for the accounting and payroll portion of the software. The utility billing module will go live August 1st.

Public Comment not on Agenda:

Sally Perrine talked about the plans for the placement of the musical instruments at the Scenic 6 Park. Cass Meissner talked about the impact of other activities in the area. She did a quick drone shot of the area and placed where the musical instruments could go in by the splash pad and future skate park. Mayor Brown said that the skate park stakes are down and Sally said she would contact a contractor for a price to put in the concrete pads. Mayor Brown suggested coming to future Council meeting to discuss.

Tom O’Malley suggested convening a town meeting to discuss the City Ordinance changes to get some input from the residents. He said to see what they would like the city to develop into. Mayor Brown did explain the process of updating the Ordinances and that there is always a public hearing that people can speak at. Tom said having the entire town be able to way in on the decision. Mayor Brown said that he would like to have a Town Hall meeting and try to get more younger people involved in the city. Tom suggested getting the building and development community involved in the updating ordinance process to get their input. Mayor Brown said that the Planning & Zoning Ordinance is getting looked at first with Duane Priest going through the Ordinance currently. Amber Weber suggested looking at the City Code to allow animals in the city. Maybe on bigger lots and enforce the ordinances that the city currently has.

Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 8:55 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, July 26, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

July 26, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Scott Winther, Marty Anderson, Dave Cada and Joan Bender. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: None

NEW BUSINESS:

Joan Bender said the invocation Prayer.

- 1. CONSENT AGENDA: Dave Cada made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion); Minutes from July 12, 2021 City Council meeting, the City of Potlatch bills and payroll.***

Scott Winther seconded the motion. Motion was approved with a Roll Call vote:

Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye

2. POTLATCH ARTS COUNCIL.

Mayor Brown said that the musical instruments at the Scenic 6 Park that the Potlatch Arts Council would like to put in the park was not an agenda item at the last City Council meeting.



Marty Anderson made a motion to approve putting musical instruments in the Scenic 6 Park, Joan Bender seconded the motion, the motion was approved with “all ayes”.

3. ELECTRONIC WATER METERS.

Mayor Brown said that he and Judi met with Luke from Correct Equipment that sells Kamstrup electronic water meters last year to talk about the possibility of putting electronic water meters in the City of Potlatch. Last month Dean Brown gave Judi a quote for replacing the water meters. Mayor Brown suggested replacing the meters as each subdivision is put in and/or as a meter needs to be replaced. There are different types of meters but collecting the meter readings could be as simple as driving by with a wand. There is software that would automatically send the data to a computer in City Hall. The electronic meters are more accurate and if a leak is detected then City Hall is notified right away. City Council asked if the sales representative could come to a future meeting to discuss the meters. Judi said she would contact Dean Brown and get it scheduled.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown said that National Night Out is taking place on Tuesday, August 3rd. LifeFlight is scheduled to be at the park at 6:00 p.m. Mayor Brown talked with Skelton’s flooring in Lewiston about the cost of flooring for the Scenic 6 Depot and the VFW Building. The cost that Bruce from Skelton’s gave Mayor Brown was \$2.03 sf. Mayor Brown said that the street roller had been repaired and the potholes will start being fixed. The paving by the elementary school and 8th Street has been completed.
2. **Parks – Joan Bender** – Joan said that the Freedom Fest was last weekend and it looked like they had a good turnout. Joan said that the paint at the Pickleball court is really peeling up and the train needs to have new signs put up to keep the people from crawling all over it. The pest control guy



will be here tomorrow to help with the ground squirrels. Joan said she would like to see if lights could be put in at the Pickleball courts.

3. **Pool & Cemetery - Dave Cada** – Dave said that the pool was shut down for a couple of days last week because sand had gotten into the pool. The Health Department said that the pool had to close until the sand was cleaned out. It was causing some visibility issues.
4. **Water & Sewer – Scott Winther** – Scott said that the city should look into the electronic meters for the future. He asked if we got a new water reading at the splash pad?
5. **Streets - Martin Anderson** – Marty said that the paving is done.
6. **Scenic 6 - David Cada** – Nothing at this time.
7. **Clerk – Judi Davis** – Nothing at this time.

Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 8:31 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, August 9, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

August 9, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Scott Winther, Marty Anderson, Dave Cada and Joan Bender. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: Ashley Dailey, Hailey Nagle, Darrell Bostic, Karen Rohn, Amber & Brett Weber.

NEW BUSINESS:

Joan Bender said the invocation Prayer.

- 1. CONSENT AGENDA:** *Dave Cada made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from July 26, 2021 City Council meeting, the City of Potlatch bills and payroll.*

Scott Winther seconded the motion. Motion was approved with a Roll Call vote:

Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye

2. APPROVAL OF O'MALLEY SHORT PLAT.

Mayor Brown introduced Tom O'Malley to present the Oak St. & 8th Street project. Tom explained the project and how the building will take place on the lots. Mayor Brown asked if City Council has any comments before the



Short Plat is approved. Dave Cada said he has gone through the project. He said that he has gone through the project and this has been done by the book. Planning and Zoning has approved the Short Plat and Potlatch does need housing. Dave said he has talked with many people in the community and has received positive feedback.

Dave Cada made a motion to approve the O'Malley Short Plat, Marty Anderson seconded the motion, the motion was approved with "all ayes".

Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye

3. HISTORIC SIGNS.

Mayor Brown introduced Karen Rohn. Karen explained the steel mural sign and that she's been working with the Potlatch Arts Council for funding. Karen said she is working on mural as a school art project. Kids will get to experience working together as a group on the project. Karen said she would like to get permission from the City to install the mural on the side of the City Shop building. The mural will be black and white and be in the shape of Idaho with all the counties in Idaho listed. Dave Cada thinks it would be a good addition to the City.

Joan Bender made a motion to approve the installation of the Mural on the side of the City Shop building, Scott Winther seconded the motion, the motion was approved with "all ayes".

Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye



4. FORMER LIONS CLUB BUILDING.

Mayor Brown introduced Ashley Dailey and she explained that she had been talking with Hailey Nagle to find a location for her hair/lash business. Ashley said that Hailey would like to renovate the 2nd floor of the former Lion's Club building to put in her business. Mayor Brown said that he would need to check and see if the insurance would allow for adding an additional business in that building. Hailey said that she has worked on many houses to update and sell. She would be able to do most of the work but would need to get a licensed electrician and plumber to do that part of the work. The building inspector for the city would need to go through the building to see if it would be possible and what areas need to be brought up to code. City Council agreed that this would need to be brought to City Council at a later date.

5. CROSSWALKS.

Mayor Brown said there has been some discussion going on in the city about the crosswalks again. Dave Cada said he's talked with a few people around town and we need to protect our resident's crossing the streets. Dave said he worked with Elaine on the Sidewalks to School program and we should repaint the sidewalk by the elementary school on Elm St. There was a City Council discussion on what areas need to be repainted. The crosswalk by the U.S. Bank to the mall needs to be repainted and flags installed for safer crossing. The crosswalk by the football field to the park should be painted. The kids use the park for P.E. and should have a safe crossing. Mayor Brown said that the city really needs lights on both end of the city. Ashley Dailey said that we teach our kids to cross the streets using crosswalks and it's hard to cross the street from the Vet Clinic to the Red Fir Coffee Shop. It would be safer to have a crosswalk. Karen Rohn said that speed is also a problem and that the traffic coming down the hill is going pretty fast. Mayor Brown said if we had flashing lights installed that would slow the traffic down a little. Dave Cada said that he's observed walking around that the people are not paying attention to the speed limit.

Dave Cada made a motion to approve painting the crosswalks, Joan Bender seconded the motion, the motion was approved with "all ayes".



Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye

6. TABLE & CHAIRS VFW BUILDING.

Mayor Brown said that the flooring is here for the VFW Building and the carpet is being removed. The table and chairs in the building are the old tables that were in the Senior Center and need to be replaced.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown said Bruce Meadow’s from Skelton’s is looking at the flooring at the Pool Bathhouse and RV Park Bathroom to see what kind of flooring could be put in both places. Mayor Brown said that he’s been talking with a well driller and what the cost would be to have a well drilled. He said that there’s a well being drilled by Uhlenkott Drillers and the city could pay an extra \$5,000. to have the well drilled deeper. Mayor Brown said that the city could look to see if there is grant money or loans to pay for a new well.
2. **Parks – Joan Bender** – Joan asked where the tree is located where the Kent Chambers wants to put a bench? Mayor Brown explained where the tree was located.
3. **Pool & Cemetery - Dave Cada** – Dave said that the Cemetery looks good even though it’s really dry out right now. The pool still has some sand in it and the liner is bubbling in places. Dave said he is pursuing some pool businesses in Spokane about the liner. The floor at the bathhouse needs to be fixed after the pool closed for the season.
4. **Water & Sewer – Scott Winther** – Nothing at this time.



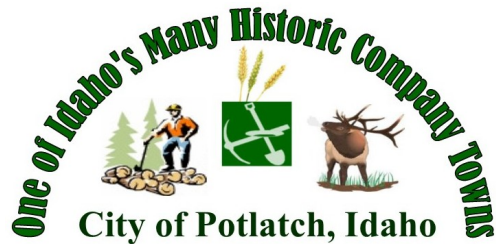
5. **Streets - Martin Anderson** – Marty asked what the water numbers are at the park? The readings need to be read before the splash pad opens and after it closes.
6. **Scenic 6 - David Cada** – Nothing at this time.
7. **Clerk – Judi Davis** – Judi said that she has been working with Shelly Hammons, the former City Clerk on a wastewater rate study to see if rates need to be raised this year. Mayor Brown said that based off the rate study the city should raise the base fees \$1.50.

Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 8:38 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, August 23, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

August 23, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Scott Winther, Marty Anderson, Dave Cada and Joan Bender. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: Don Ball, Craig Swanson, Melissa Smith, Tammy Kilborn and Reanna Dupree.

NEW BUSINESS:

Joan Bender said the invocation Prayer.

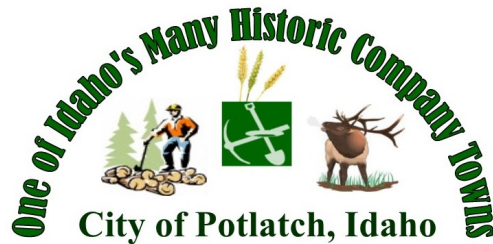
- 1. CONSENT AGENDA: Scott Winther made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from August 9, 2021 City Council meeting, the City of Potlatch bills and payroll.***

Dave Cada seconded the motion. Motion was approved with a Roll Call vote:

Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye

2. POTLATCH LIONS CLUB.

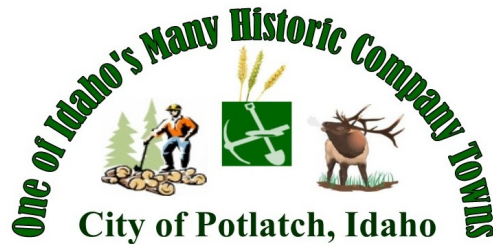
Mayor Brown introduced Don Ball. Don said that the Potlatch Lion's Club has been putting together Potlatch Days since the 1970's and since then the membership has been dwindling. Don said that this year there wasn't



enough members to help with putting on Potlatch Days. Don said that the Lion's Club won't be able to put Potlatch Days on next year. He is coming to City Council to get some direction on how to proceed for future Potlatch Days. Don thought maybe having a Potlatch Days committee that could help plan and put on the event. There's a car show, food vendors, activities, the parade that all need to be coordinated to help the event be successful. We need people who will do the planning and coordinating of the event. Melissa Smith suggested maybe a local community volunteer group could lend support to the event. Don said we need to people to plan and pick up during the event. Mayor Brown said that what is needed is for someone to step up and be the organizer of the event. Dave Cada said that most people don't want Potlatch Days to go away. Dave Cada said that he would mention it to the Scenic 6 group at the next meeting and see if anyone would be interested in organizing Potlatch Days to make sure the event happens next year. Craig Swanson said that the Lions Club will help next year but need more hands to help out. Don Ball said that it was a good event this year with a lot of people attending but ran out of food early. Joan Bender suggested reaching out to other organizations for help. Craig Swanson suggested some other organization taking over the planning and putting on the breakfast as a fundraiser. City Council agreed to discuss this at a future meeting.

3. FUNDRAISER – BLOCK OFF ELM STREET.

Mayor Brown introduced Tammy Kilborn. Tammy said they would like to put on a fundraiser for the Skate Park on October 30th for Halloween called Nightmare on Elm St. She is asking if they could block off Elm Street from 6th to 7th. The residents on the street have already signed off that they agree to having the street closed for the event. Reanna Dupree said that the event would go from 7:00 p.m. to 11:00 p.m. Tammy said that they will partner up with the PTO group. We wanted permission to close Elm Street. Dave Cada said that events like this help the community spirit. Marty Anderson said that the city has barricades if they need when the street is closed.



Dave Cada made a motion to approve the closing Elm Street for the event, Joan Bender seconded the motion, the motion was approved with “all ayes”.

***Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye***

4. VENDOR – FOOD TRUCK APPLICATIONS.

Mayor Brown asked if the city should have an application for food truck vendors. Joan Bender thought it would be a good idea to know who is coming into the city and serving food. Mayor Brown said that the city has always asked for a certificate from the Health Dept. Dave Cada said that food trucks are becoming more popular. Joan said that it would be good to have the application and do a background check.

Joan Bender made a motion to approve having a Food Truck Application and a background check, Dave Cada seconded the motion, the motion was approved with “all ayes”.

5. REVIEW PROPOSED FISCAL YEAR 21-22 BUDGET.

Mayor Brown said that the budget had been discussed at the Budget Workshop and the only changes made were adding more carryover to cover items such as a new well if needed.

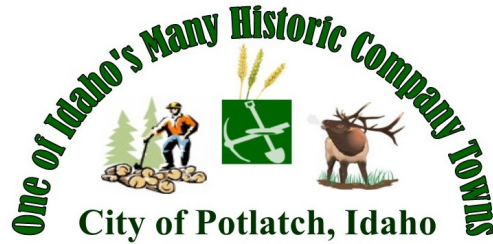
REPORTS:

- 1. Mayor – David Brown –** Mayor Brown said that Wayne Gallagher drilled a well and got 40 gallons a minute. They drilled down another 150 feet and then got 60 gallons a minute. The city will pay for the cost of additional drilling and will get the results of a production test done of the well. Mayor Brown asked what if the city was to purchase the well that Gallagher drilled. He talked with a consultant out of Colfax and he said that we would need a generator and pump to go along with the well if



drilled. The consultant said that the city should be able to drill a new well for around \$100,000.00. We could drill a new well by the reservoir where there's power on the city property. The City of Genesee is drilling a well and is going down 800'. Mayor Brown met with Tom O'Malley and talked about the city having a Historic Neighborhood district. Tom suggested setting up a committee to come up with some ideas and work with the City's to go along with the City's Comprehensive Plan. Mayor Brown said that City Council should go through the Comprehensive Plan again to see what items have been completed. Dave Cada said that people don't realize that the utility rates will go up quicker if they don't do any changes in the city. New development will create more revenue keeping the utility rates lower.

2. **Parks – Joan Bender** – Joan said she's talked with Kent Chambers about the bench he wants to put in the park in memory of his brother, Bobby Chambers. Mayor Brown said that Poe Asphalt is still working on the playfields at the Scenic 6 park. The project is being paid for by the Potlatch Recreation District. There was a change to add different sand mixture that added \$2,500.00 to the cost. The total project was approximately \$70,000.
3. **Pool & Cemetery - Dave Cada** – Dave said that the flooring guy from Skelton's in Lewiston looked at the bathroom floor at the pool. All of the paint needs to be removed and it needs to be stripped to the bare concrete. Skelton's will be putting together a proposal on the cost of the flooring. Dave said that the lockers and benches need to be removed and the walls repaired at the same time. The city maintenance guys can do the work. The pool needs to be drained to see what the liner looks like. There are a few holes in the liner. It needs to be fixed correctly before the pool is opened next year.
4. **Water & Sewer – Scott Winther** – Nothing at this time.
5. **Streets - Martin Anderson** – Marty asked if the O'Malley's have submitting anything yet. Mayor Brown said no they haven't.



6. **Scenic 6 - David Cada** – Dave said that the next Scenic 6 meeting will be in September.

7. **Clerk – Judi Davis** – Judi said there will be a public hearing for the Budget at 6:45 p.m. before the next special City Council meeting, August 30th.

Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 9:33 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, August 23, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

September 13, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Scott Winther, Marty Anderson, Dave Cada and Joan Bender. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: None

NEW BUSINESS:

Joan Bender said the invocation Prayer.

- 1. CONSENT AGENDA: Scott Winther made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from August 23, 2021 City Council meeting, the City of Potlatch bills and payroll.***

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

Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye

2. FEE/RATE SCHEDULE CHANGES.

Mayor Brown went through the rates for water, sewer and pool current rates and explained why the fees need to increase. We need to increase the water and sewer to pay the bills. The pool prices are needed to cover all



pool expenses. Raising the pool rates would require a public hearing. Any increase over 5% requires a public hearing. The city does get \$10,000 from the Potlatch Recreation District but the city needs to be able to run the pool without needing that money. Council reviewed all the rates and made recommendations to increase the Backhoe & Dump Truck, Pool, RV Park and Water, Sewer & Garbage rates.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown reported on the Facebook post of meeting with the O'Malley's in private. He said he hasn't had any private meeting with the O'Malley's and he explained ever meeting that he's had with the O'Malley's and what was discussed at each meeting. Mayor Brown said he met with Tom O'Malley and the Mayor of Onaway for Tom to show the plan changes that were made. Mayor Brown said that Tom O'Malley would like to have a public meeting to discuss the Conceptual Plans for the subdivision. Mayor Brown said he invited the Mayor of Onaway, Kelly Shaffer and Council to a Potlatch City Council meeting. Mayor Brown said that Lonnie Way is requesting a tree be removed from the right of way. He showed a picture of the tree and he would ask Brennan if they could remove the tree or get a bid of the price from removal from a tree company.
2. **Parks – Joan Bender** – Joan said she would like to look into getting lights for the pickleball court at the Scenic 6 Park. Mayor Brown suggested that the pickleball group have a tournament to raise funds for the lights. Mayor Brown said that he's putting together a meeting with Dodd from CEDA to talk about the Skatepark grant. Marty asked when will the splash pad be winterized. Mayor Brown said he talked with Cody and the splash pad would be winterized tomorrow.
3. **Pool & Cemetery - Dave Cada** – Dave said that the pool has more problems with the liner. The problem is more extensive that we thought maybe a patch kit might be the way to go to fix the liner holes. The pool is full and winterized so it's hard to see all of the holes in the liner. The pool needs to be drained to see the full extent of the issue with the liner. The bathhouse floors need to



be sand blasted to get all of the paint off. Mayor Brown said that the city will need to rent a sand blaster.

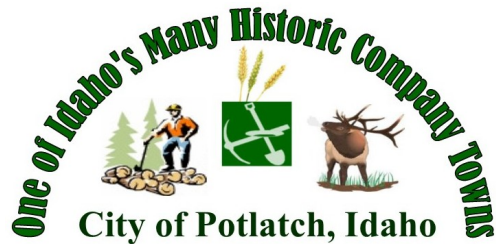
4. **Water & Sewer – Scott Winther** – Scott asked if Tom O’Malley has submitted anything on the 8th Street and Oak project. Mayor Brown said that he hasn’t submitted anything yet.
5. **Streets - Martin Anderson** – Nothing at this time.
6. **Scenic 6 - David Cada** – Dave said that the next Scenic 6 meeting will be September 21.
7. **Clerk – Judi Davis** – Judi said that there will be a Public Hearing for the Conditional Use Permit submitted by the Hemphill’s before the next Council meeting, September 27th at 6:45 p.m.

Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 9:09 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, September 27, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

September 27, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Scott Winther, Marty Anderson-late, Dave Cada and Joan Bender. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: None

NEW BUSINESS:

Joan Bender said the invocation Prayer.

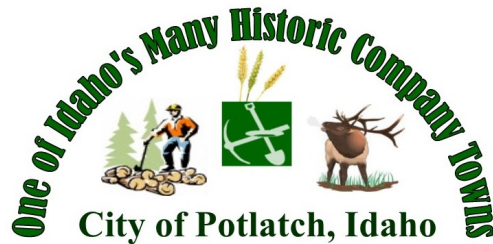
- 1. CONSENT AGENDA: Scott Winther made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from September 13, 2021 City Council meeting, the City of Potlatch bills and payroll.***

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

Dave Cada, aye
Martin Anderson, aye
Joan Bender, aye
Scott Winther, aye

2. APPROVAL OF CONDITIONAL USE PERMIT – 255 & 265 6TH STREET.

Mayor Brown said that Shan Hemphill, the Applicant is requesting approval of a Conditional Use Permit regarding Parcels RPP15200300010, RPP1520031001C, RPP1520030001C, and RPP1520031001G—collectively



known as “255 6th Street” and “265 6th Street.” The properties are currently used for commercial purposes, housing State Liquor Store, Red Fir Coffee Shop, two residential apartments, Werkz LLC holster manufacturing sales distribution administration, and storage. The property also serves as a location to thermoform plastics and create mold and trim products. Applicant requests that the City of Potlatch grant a conditional use permit for the following manufacturing uses: plastics manufacturing, firearms manufacturing (modifying handguns to improve their use), and assembling handguns from commercial parts—the purpose of which is to allow the expansion of Werkz LLC. As such, Applicant is requesting a Conditional Use Permit to approve industrial uses in a commercial zone. Mayor Brown said that the Potlatch Planning & Zoning Commission approved the Conditional Use Permit at the hearing before this City Council meeting.

Dave Cada made a motion to approve the Conditional Use Permit for 255 & 265 6th Street, Joan Bender seconded the motion, the motion was approved with “all ayes”.

Dave Cada, aye

Martin Anderson, absent

Joan Bender, aye

Scott Winther, aye

3. ELECTRONIC WATER METERS.

Mayor Brown introduced Dean Brown from Correct Equipment that sells Kamstrup electronic water meters. Dean explained the Kamstrup water meters and how they would benefit the City of Potlatch. Features of Kamstrup meter system:

- Low flow registration – Start flow 0.015 GPM – the lowest in the industry;
- Warranty -Sustained accuracy 20 years full on residential meters;
- Warranty battery life 10 years full and from 10-20 years prorated on residential meters;



- Integrated register and radio for AMR - NO WIRES IN THE METER BOX;
- Does not require separate node – register and radio are integral to the meter;
- Compact meter design – easy to handle and install in tight spaces;
- Automated manufacturing - No human hands assembling meters which equals a very low defect rate of less than 0.1%;
- Over 30 years of experience manufacturing ultrasonic meters;
- Distributor - Correct Equipment We maintain meter stock in Redmond WA. Most meters can ship within a couple of days.

Dean asked what does the City of Potlatch want to accomplish with replacing the water meters? Mayor Brown said water loss. Dean explained how the meters worked and how the meters would pay for themselves in a matter of time. Mayor Brown said he would like to start putting the electronic meters in the new subdivisions when they start to go in and replacing meters that stop working with the electronic meters. Marty Anderson asked about the batteries. Dean said that the battery has a 20-year life span. Dave Cada asked about radiation and Dean said the meters have less radiation than a cellphone. Dave Cada said he would like to see the electronic meters phased in with time. Dean Brown said the company would be able to negotiate a price that would be feasible for the city. Mayor Brown said that we would get back to Dean. Dean also talked to Council about the Scada system his company sells and what the features are. This would be used for communicating between the reservoir and wells. This is a cloud based software/system and can get access to data from phones/tablet/computers. There is an annual cost and updates continually with 24-hour support. Dean said he would send some information about the SCADA system to the Mayor Brown.

4. RC CAR RACE TRACK AT SCENIC 6 PARK.

Mayor Brown introduced Issiah Furrow, RV Race Director and Jennifer Fuller, Secretary/Treasurer. Issiah said that there was some talk about putting in a skatepark at the Scenic 6 Park and he wanted to find out what the plan was for the future of the RC Race Track. Mayor Brown explained where the skate park would be located and talked about the grant process and the fundraising that is going on by Tammy Kilborn. He also described what the future plans are at the park. Mayor Brown said that he would



like the area at the track cleaned up and help paying for water. Issiah said that the group will work on the RC track and try to keep the weeds under control. Mayor Brown said that the group will also need to have insurance from the RC organization. Issiah said he will work with the organization to get insurance. Mayor Brown said that the city will work on getting a written agreement for their use of the RC track. Dave Cada said that the RC racing is a real draw for the community.

5. APPROVE TO BE FISCAL SPONSOR FOR SKATEPARK.

Mayor Brown said that Tammy Kilborn has requested the City of Potlatch be the Fiscal Sponsor for the skatepark. He said that there are some grants that she would like to apply for that need to have a Fiscal Sponsor if the group doesn't have a non-profit status.

Marty Anderson made a motion to approve the being a Fiscal Sponsor for the Skatepark, Dave Cada seconded the motion, the motion was approved with "all ayes".

Dave Cada, aye

Martin Anderson, aye

Joan Bender, aye

Scott Winther, aye

6. CITY HALL ROOM RENTAL.

Judi Davis said that there was a request to rent a space in City Hall to put in a photography studio by Mya Amos. Mya asked if she could share the space with Sarah Foss for the same rental fee.

Joan Bender made a motion to approve sharing the City Hall room rental and split the cost, Scott Winther seconded the motion, the motion was approved with "all ayes".

Dave Cada, aye

Martin Anderson, aye

Joan Bender, aye

Scott Winther, aye



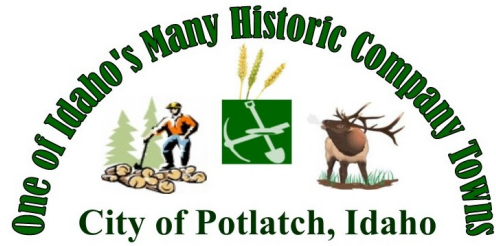
7. TREE ON SPRUCE STREET.

Mayor Brown said that there is tree by 710 Spruce that Lonnie Way has asked the city to remove. He said that Brennan could remove the tree but would need to rent a lift at \$390.00 a day, \$870.00 a week with transportation each way of \$175.00. Marty Anderson said we should just get a bid from a tree company to remove the tree.

Cody Brigham said that he just heard of a dog running loose and asked what the city could do about that. Mayor Brown explain how the ordinance works and said the maintenance guys could pick up the dogs running loose and put in the kennel down by the shop until the owner is located. Cody also said that he would like to put in a Mud Bog four-wheeler/side by side as one of the features for Potlatch Days. Mayor Brown said that he should check and see what kind of insurance requirements are needed.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown reported
2. **Parks – Joan Bender** – Nothing at this time.
3. **Pool & Cemetery - Dave Cada** – Dave said that the quote for the bathroom floor from Skelton’s looks reasonable. He also said that the rhino liner needs to be patched and see if it would hold or paint the bottom of the pool.
4. **Water & Sewer – Scott Winther** – Scott said that the city needs to find some money to install the electronic water meters.
5. **Streets - Martin Anderson** – Marty asked if the Halloween Street closure would use any barricades from the city.
6. **Scenic 6 - David Cada** – Dave said that the Scenic 6 group could take over part of Potlatch Days. The group is also trying to build membership.
7. **Clerk – Judi Davis** – Nothing at this time.



Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 9:05 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, October 11, 2021.



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

October 25, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Scott Winther, Marty Anderson, Dave Cada and Joan Bender-Absent. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: Darrell Bostic

NEW BUSINESS:

Joan Bender said the invocation Prayer.

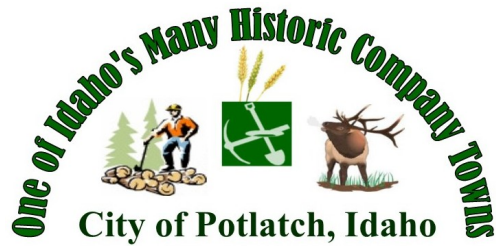
- 1. CONSENT AGENDA: Dave Cada made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion): Minutes from September 27, 2021 City Council meeting, the City of Potlatch bills and payroll.***

Scott Winther seconded the motion. Motion was approved with a Roll Call vote:

***Dave Cada, aye
Martin Anderson, aye
Joan Bender, absent
Scott Winther, aye***

- 2. ADOPT NEW FY2021-2022 RATE & FEE SCHEDULE RESOLUTION NO. 2021-10-25.***

The attached resolution was introduced by Mayor Brown. Dave Cada who moved for its adoption. Seconded by Scott Winther.



ROLL CALL VOTE:

Dave Cada, yes

Martin Anderson, yes

Joan Bender, absent

Scott Winther, yes

3. ELECTRONIC WATER METERS.

Mayor Brown said that he received the quote from Dean Brown at Correct Equipment for the electronic water meters. Mayor Brown went through the prices of the meters and what was needed for the system. Mayor Brown said that the current water meters are about 15 years old. The life expectancy is usually around 15 to 20 years on a water meter. Dave Cada said that he would like to phase the electronic water meters in.

Dave Cada made a motion to approve the purchasing 20 electronic water meters, Marty Anderson seconded the motion, the motion was approved with "all ayes".

Dave Cada, aye

Martin Anderson, aye

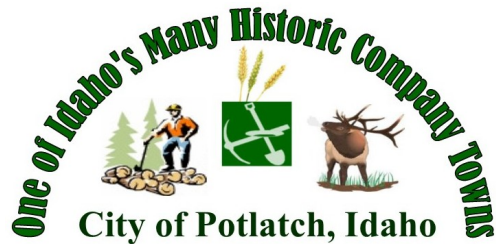
Joan Bender, absent

Scott Winther, aye

4. SCADA EQUIPMENT.

Mayor Brown said that he received the quote from Dean Brown at Correct Equipment for the SCADA system. Mayor Brown went through the price of the SCADA system and what was needed for the system. The Mission Communication Cellular Scada is:

- Designed to monitor water and wastewater sites using cellular connection
- Easy to use
- Access from any computer or smart device
- Reports
- Alarm notifications
- Predictable cost of ownership



- 24/7 support

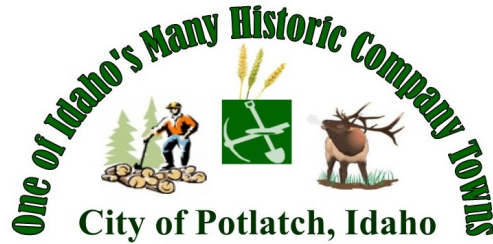
Marty Anderson asked if we could try the system on Fiddler's Ridge Well and the Reservoir first then add to it if the city likes the it. Mayor Brown said he would ask for a revised quote.

REPORTS:

1. **Mayor – David Brown** – Mayor Brown reported that CEDA and the skateboard group need to meet and talk about what is needed to build the skatepark. Mayor Brown thought it would be a Block grant of approximately \$250,000. He met with Joan Bender to find out what she thought people would want down by where the skatepark might go. If restrooms would be needed this might be the time to include it in the grant. What type of restrooms could be used? Premade with a concession stand included or cinderblock? How big of a restroom does the park need. Sewer would need to be run to the area and monthly RV spots could be added.

Mayor Brown said that he met with Tom Moore and Dale Ralston about the possible well to be drilled by the reservoir. Dale thought to drill 2 wells and not to spend the money on testing of the Gallaher well. The city would need to have a 12" hole for an 8" pipe for the seal. The Geologist said that the city is good for the water even with the possible new development going in. Tom Moore, the City Engineer is working on an engineered plan. We would need Council approval to go on drilling the well then Tom can get started on it.

2. **Parks – Joan Bender** – Absent.
3. **Pool & Cemetery - Dave Cada** – Dave said that the pool is filled with water. The bathhouse is ½ done but needs to be cleaned up. There's a narrow time frame to get this work done or the pool may not open next year. Mayor Brown said that Marty got the compressor and the maintenance guys took a sand blaster to the floors to try and get the paint up off the floor. It was mentioned to use a chemical to eat the paint off the floor but the people at Skeleton's flooring were afraid if a chemical is used the flooring might not go down correctly. Mayor Brown said that the urinal needs to be removed and new



stools and sinks need to be put in. He will talk to Brennan about cleaning up the mess.

4. **Water & Sewer – Scott Winther** – Nothing at this time.
5. **Streets - Martin Anderson** – Marty asked if the tree has been removed on Spruce.
6. **Scenic 6 - David Cada** – Dave said that the Scenic 6 group is trying to rebuild membership. The new school Superintendent Janet Avery has joined the group. Community Development is the scope of the group. One project is to continue Potlatch Days. Dave said they were asked to be the Fiscal Sponsor of the Skatepark so they could apply for some of the grants. Dave explained some of the past projects such as benches and planters around town.
7. **Clerk – Judi Davis** – There’s an Association of Idaho Cities Fall meeting on Monday, November 22 and to let me know if you’d like to attend.

Marty Anderson made a motion to adjourn the meeting, Scott Winther seconded the motion, the meeting was adjourned at 7:57 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, November 8, 2021



Potlatch City Council Meeting

City Hall – 195 6th Street – Potlatch, ID 83855

November 22, 2021 – 7:00 p.m.

The regular meeting of the City Council was presided over by Mayor David Brown. Council members present: Marty Anderson, Dave Cada and Joan Bender. Also, present: Judi Davis, City Clerk-Treasurer.

Guests: Darrell Bostic

NEW BUSINESS:

Joan Bender said the invocation Prayer.

- 1. CONSENT AGENDA:** *Dave Cada made a motion to approve the Consent Agenda (being regularly considered by the City Council, these items will be enacted by one motion unless requested by a City Council member that one or more items be removed for separate discussion); Minutes from October 25, 2021 City Council meeting, the City of Potlatch bills and payroll.*

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

Dave Cada, aye
Martin Anderson, aye
Joan Bender, yes

2. APPROVE WEBER'S RECORD OF SURVEY.

Mayor Brown explained that Amber & Brett Weber want to split their lot and do 2 lot line adjustments on the west side of their property to make 2 lots and clean up their legal description. The current lot is approximately 2.94 acres and currently zoned as single family residential. Lot 1 would be



approximately .25 acres and lot 2 approximately .29 acres. City service will be accessed from the west up the alley from 8th Street. Access would also be from the west side on Old Ponderosa Dr. to their property line.

Joan Bender made a motion to approve the Weber's Record of Survey, Dave Cada seconded the motion, the motion was approved with "all eyes".

ROLL CALL VOTE:

Dave Cada, yes

Martin Anderson, yes

Joan Bender, yes

3. WELLS.

Mayor Brown said that the City will need to do facilities plan to drill a well. Mayor Brown said the he met with Idaho Department of Environmental Quality (DEQ) and Tom Moore, the City Engineer to discuss what would need to be done to drill a well. Mayor Brown also said that there is the possibility to use American Rescue Plan Act money for the well and that DEQ will also be funding grants. He said that if the City pays for the well the city doesn't have to jump through as many hoops. There is more money coming to the City from the government for infrastructure but haven't heard yet what the amount will be and it won't have to be for shovel ready projects. The city is way ahead of other areas with planning. Mayor Brown said that we should look at putting sidewalks on 10th Street. Marty Anderson said that would be expensive to put in. Dave Cada said that's been a priority for a long time.

4. ELECTION RESULTS – APPROVE THE RESULTS FROM LATAH COUNTY.

Marty Anderson made a motion to accept the certificate of elections held on November 2, 2021, as canvassed and signed by the Board of County Commissioners. There were two City Council positions for the City of Potlatch (see included: the copy of the canvass and Precinct Report for Precincts 27). Marty Anderson received 60 votes and Dave



Cada received 88 votes and Darrell Bostic received 42 votes for a total of 190 votes. The motion was seconded by Joan Bender, the motion was approved with “all ayes”.

5. APPROVE RESOLUTION AUTHORIZING TO APPROVE ALL DOCUMENTS RELATED TO THE WASTEWATER FACILITIES GRANT.

Mayor Brown read Resolution 2021-11-21 approving Mayor Brown to sign all documents and agreements for the Wastewater Facilities Grant.

The attached resolution was introduced by Mayor Brown. Dave Cada who moved for its adoption. Seconded by Marty Anderson.

ROLL CALL VOTE:

*Dave Cada, yes
Martin Anderson, yes
Joan Bender, yes*

REPORTS:

1. **Mayor – David Brown** – Mayor Brown reported that Dean Brown from Correct Equipment said the SCADA equipment should be arriving sometime this week or next. Tom Moore is working on putting together the analysis of the City’s water and sewer capacity. Tom is collecting information from the well and lagoon logs. If the city had the electronic logs in place, it would make it easier to track water usage. Mayor Brown said that one of the city employees backed into a pickup at the railroad depot. Mayor Brown said that there will be a gingerbread house contest this year. Children can enter and the judging will be December 18th. The judges will be Janet Avery and Jill Diamond.
2. **Parks – Joan Bender** – Joan said that the Christmas lights at the park look nice. Mayor Brown said he went and purchased more lights to put up at the park.
3. **Pool & Cemetery - Dave Cada** – Dave asked if the old coating has been removed yet from the pool bathhouse. Mayor Brown said that they might



have to use a chemical to get the rest of the paint removed. Dave asked what does the temperature need to be for the flooring to be put down? Marty Anderson said that maybe the city should seal the concrete once the paint has been removed and cleaned instead of buying the flooring.

4. **Water & Sewer** – Nothing.
5. **Streets - Martin Anderson** – Marty asked if the snowplows were ready to go. Mayor Brown said that the blades are on and ready.
6. **Scenic 6 - David Cada** – Dave said that at the last Scenic 6 group meeting that Janet Avery and Tammy Kilborn were both voted in. Tammy had asked the Scenic 6 group to be the Fiscal Sponsor for the Skatepark fundraising. Tammy said that they may applied to be their own 401c3.
7. **Clerk – Judi Davis** – Judi said that she met with Latah Federal Credit Union to talk about what they have to offer for business accounts and what the process would be if the City would decide to change banks.

Marty Anderson made a motion to adjourn the meeting, Joan Bender seconded the motion, the meeting was adjourned at 8:04 p.m.

ATTEST: _____ David L. Brown, Mayor

Judi Davis, City Clerk-Treasurer

The next City Council meeting will be Monday, December 13, 2021