

**MINUTES**  
**PAYETTE CITY COUNCIL**  
**Work Session & Regular Meeting**  
**January 19, 2016**

**6:00 PM- Work Session**

A work session of the Payette City Council was called to order at 6:01 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

**ROLL CALL**

Members Present: Mayor Williams, Ray Wickersham, Nancy Dale, Alan Massey, Kathy Dodson and Craig Jensen.

Members Absent: Lee Nelson

Staff Present: Mary Cordova; City Coordinator, Mark Clark; Chief of Police, Jamie Couch; Street Supervisor, Steve Castenada; Fire Chief, Bert Osborn; City Attorney and Matea Gabiola; Administrative Assistant

**AGENDA**

- A. Building Permit Fee- Steve Pierson- City of Payette Building Inspector; Mr. Pierson walked the City Council through how the building permits are calculated, and a comparison to what is done at other surrounding cities. Building permit fees are calculated by the Building Code table. These fees are based off of the square footage of the project, as well as the value of the project. The table used in the City of Payette is the 1997 UBC, and many other cities are using this format. There was also an Appendix code that came out in 2006, some surrounding cities use this rather than the 1997 UBC. These fees are sliding scales and are generally around 1% of 100,000.00 for a building permit fee. Payette is currently comparable to the City of Fruitland, and less than Payette County and other surrounding cities. Payette is using 45% of the ICC evaluations that came out in 2013. Mr. Jensen asked Mr. Pierson if the City of Payette is the 45% of the 105.93 in the ICC Building Code. Mr. Pierson stated yes, and that current figure in the evaluation is \$112.00. Mayor Williams asked Mr. Pierson what other cities is he the building inspector for? Mr. Pierson stated Marsing, Homedale, Notus, Greenleaf, Parma and Wilder. Mr. Pierson also stated that all of the other cities, besides Payette, use the unadjusted fee. Ms. Dale asked what the fee of \$239.32 represented. Mr. Pierson stated that is the plan review fee. Which covers review the building plans, code compliancy and the inspection; this is also calculated by a percentage Ms. Dale stated the Council had talked about this before, and the question was if we kept our fees low and the percentages higher, and in doing this do we need to plan on an adjustment. Mr. Pierson stated he is open to that discussion, if you decide to raise the building permit fee; he will look at adjusting his percentage and amending the contract. Mr. Wickersham questioned the Plan Review Fee and felt that it should be included in the permit not an added cost. Mr. Pierson stated that some cities do and do not have that fee, but a contractor or customer does have the option to be able to dispute that fee at any time. Mr. Jensen asked Mr. Pierson what percentage he receives, he stated 85% percent. Mayor Williams asked Ms. Gabiola if any builder have complained about Building Permit Fees. Ms. Gabiola stated the only complaints we have had are in regards to the Impact fees. Ms. Dale asked what the advantage and disadvantage to raising or lowering the Building Permit fees. Mayor Williams stated that in the past there was an analysis on what City brought in for permit fees and what we paid out to the building inspector, the general hope was that it was a positive. Mayor Williams stated with the square footage and review fee are about .69 cents is there a problem with raising them to .72 cents. Mr. Wickersham thought it may be a good idea to review the Plan Review fee.

- B. Light Pole Decorations – Jamie Couch; Street Supervisor addressed the Council to speak about the Street Christmas lights. They are old and falling apart. Mr. Couch wants to also do work on the poles within the city. He also stated that he would like to have at least a six foot tall decoration and have them all over the city if possible. Mayor Williams said maybe do some research and see if we can get a discount rate if we bought in bulk. Mr. Massey said maybe have potential for advertising as well. Ms. Cordova stated advertising is great, just as long as it is not on State designated Highway. It would need to be owned by the City to be able to advertise.

Work Session ended at 6:48 PM

### **7:00 PM – Regular Meeting**

A regular meeting of the Payette City Council was called to order at 7:00 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

#### **ROLL CALL**

Members Present: Mayor Williams, Ray Wickersham, Nancy Dale, Alan Massey, Kathy Dodson and Craig Jensen.

Members Absent: Lee Nelson

Staff Present: Mary Cordova; City Coordinator, Mark Clark; Chief of Police, Jamie Couch; Street Supervisor, Steve Castenada; Fire Chief, Bert Osborn; City Attorney and Matea Gabiola; Administrative Assistant

#### **PLEDGE**

The Pledge of Allegiance was led by Kathy Dodson.

#### **CITIZENS COMMENTS**

None Heard.

#### **APPROVAL OF MINUTES**

A. 01-04-2016 – Work Session & Regular Meeting

B. 01-07-2016- Special Meeting

A motion was made by Dale and seconded by Dodson to approve the minutes of 01-04-2016 Work Session & Regular Meeting and 01-07-2016 Special Meeting, with the change to Jensen's statement on page 2 of the 1-04-2016 Work Session & Regular Meeting.

After a voice vote by the Council, the motion CARRIED.

#### **APPROVAL OF BILLS & PAYROLL**

A motion was made by Wickersham and seconded by Massey to approve the City Bills & Payroll in the amount of \$243,620.72 due to Council member Nelson reviewing bills, and Mayor Williams looking at the summary and seeing no problems.

At the roll call:  
Ayes: Wickersham, Massey, Dodson, Jensen and Dale.  
Nays: None

The motion CARRIED.

**SPECIAL ORDERS**

None

**COMMUNICATIONS**

- A. Thank you – Linda Blazor
- B. Echelon Group- Meals on Wheels

**PLANNING & ZONING**

None

**AGENDA ITEMS**

- A. Library Presentation – FY 2015 Report to Council – Steven Cook, Library Board of Directors; presented a PowerPoint presentation on the 2014-2015 FY year. Ms. Dale stated that the atmosphere is very fun and controlled. Mrs. Dale also stated Ms. Bazil created a self-evaluation program involving the strategic plan.
- B. Building Permit Fee Discount

A motion was made by Dale and seconded by Wickersham to continue the current Building Permit discount fees of 45% through January 31, 2017.

At the roll call:  
Ayes: Wickersham, Massey, Jensen, Dodson and Dale.  
Nays:

The motion CARRIED.

- C. Ordinance #1401- Temporary Suspension of Impact Fees- 3<sup>rd</sup> Reading

A motion was made by Dale and seconded by Jensen to read Ordinance #1401 by title only.

After a voice vote by the Council, the motion CARRIED.

Mr. Osborn read by title only.

Mr. Jensen stated from his own personal stance, he would like to see these fees go away, and recommend suspending at this time. Mr. Wickersham stated that we need to have a work session on what the Impact Fees are for, and he is in favor of putting them on hold at this time. Mr. Massey is on favor of putting the Impact fees on hold, but to create a game plan going forward from a legal standpoint.

A motion was made by Jensen and seconded by Wickersham that Ordinance #1401 do pass.

At the roll call:

Ayes: Wickersham, Massey, Jensen and Dale.

Nays: Dodson

The motion CARRIED.

### **DEPARTMENTAL REPORT**

- A. Police Department – December 2015
- B. Fire Department – December 2015
- C. Treasurers Report- December 2015-
- D. Airport Commission- January 11<sup>th</sup>-
- E. Library Commission – January 14<sup>th</sup>
- F. Historical Commission – January 19<sup>th</sup>
- G. Building Permit/ Business License – December 2015

### **MAYOR'S COMMENTS**

- A. Committee assignments-Mr. Osborn stated there are three different kinds of committees, you have advisory committees, commissions and boards, some of these are created by state statues, some by city ordinance, some created and appointed by the Mayor or City Council. He also stated that there was a thought that three Council members had to be a part of each committee or commission; he believed that was a bit much and possibly that could be changed to one or more depending on the needs. Mayor Williams stated there are a couple ordinances that need to be changed regarding that.

A motion was made by Dodson and seconded by Jensen to recommend Nancy Dale as Library Liaison.

Mayor Williams stated that state code states that the Library Liaison position is to be reviewed annually.

After a voice vote by the Council, the motion CARRIED.

Mayor Williams stated that Mr. Jensen has been the unofficial representative to the Senior Center, and Mr. Williams would like to have him continue with that. He stated all of the appointed committees remain as written, except Mr. Nelson would be on the Public Works Committee and Nancy Dale would be the Library Liaison.

A motion was made by Jensen and seconded by Wickersham to approve committee assignments.

After a voice vote by the Council, the motion CARRIED.

Mayor Williams stated that Kathy Patrick submitted an application to become part of the Admin and Finance Committee. He also made a recommendation that was to be confirmed by the Council.

A motion was made by Jensen and seconded by Massey to approve the recommendation of Kathy Patrick on the Admin and Finance committee.

After a voice vote by the Council, the motion CARRIED.

Mayor Williams stated that Philippa Smith submitted an application to take the vacancy on the Library Board of Trustees.

A motion was made by Dale and seconded by Dodson to appoint Philippa Smith's to serve on the Library Board of Trustees with term to expire December 2020.

After a voice vote by the Council, the motion CARRIED.

**CITIZEN'S COMMENTS**

None

**ADJOURNMENT**

A motion was made by Jensen and seconded by Dodson to adjourn the regular meeting at 7:45pm

After a voice vote by the Council, the motion CARRIED.

Signed this 3<sup>rd</sup> <sup>February</sup> day of, 2016.

ATTEST:  
  
\_\_\_\_\_  
Matea Gabiola  
Administrative Assistant

  
\_\_\_\_\_  
Mayor Jeffrey Williams

CITY OF PAYETTE  
JANUARY 19, 2016

CITY PAYROLL	1/8/2016	\$	129,289.42
ADVANCED CONTROL SYSTEMS	1/19/2016		14,656.00
ALBERTSON'S	1/19/2016		559.98
ANALYTICAL LAB	1/19/2016		505.57
ASSN. OF IDAHO CITIES	1/19/2016		105.00
BDS	1/19/2016		1,713.57
BRADY INDUSTRIES	1/19/2016		84.65
C-BASS	1/19/2016		16.00
CABLE ONE	1/19/2016		165.48
CENTURYLINK	1/19/2016		999.74
CITY CLEANERS	1/19/2016		227.49
CLAY PEAK LANDFILL	1/19/2016		576.64
COEN, BRAD	1/19/2016		44.50
COLUMBIA BANK	1/19/2016		2,307.21
COMPLETE OFFICE	1/19/2016		472.72
DEPT. OF ENVIRONMENTAL QUALITY	1/19/2016		43,831.17
DIG LINE	1/19/2016		66.90
ERA	1/19/2016		401.89
FARMERS MUTUAL TELEPHONE	1/19/2016		65.00
FLEET SERVICES	1/19/2016		4,714.83
GALL'S	1/19/2016		55.74
H.D. FOWLER	1/19/2016		534.46
HACH CHEMICAL	1/19/2016		571.77
HANIGAN CHEVROLET	1/19/2016		35.83
HARDIN SANITATION	1/19/2016		824.43
HOLLADAY ENGINEERING	1/19/2016		1,453.39
HOLLIS R.V.	1/19/2016		19.75
IDAHO BUILDING INSPECTION	1/19/2016		293.26
IDAHO POWER	1/19/2016		20,148.71
IDAHO STATE DEPT. OF AGRICULTURE	1/19/2016		39.00
INDEPENDENT ENTERPRISE	1/19/2016		267.90
INTERMOUNTAIN GAS	1/19/2016		5,314.83
INTERSTATE ELECTRIC	1/19/2016		141.83
METROQUIP	1/19/2016		750.74
NAPA AUTO PARTS	1/19/2016		2,909.16
ONTARIO BEARING	1/19/2016		16.16
ONTARIO TOOL	1/19/2016		20.00
OSBORN, BERT L.	1/19/2016		3,907.23
OXARC	1/19/2016		604.70
PAETEC	1/19/2016		11.71
PAYETTE PRINTING	1/19/2016		81.13
PAYETTE TIRE CENTER	1/19/2016		310.24
PAYETTE/WASHINGTON COUNTY UCC	1/19/2016		50.00
RELIANT BEHAVIORAL HEALTH	1/19/2016		291.75
RHINEHART, LARRY & KATHY	1/19/2016		625.00
SAV-ON BLDG	1/19/2016		9.33
SHERWIN-WILLIAMS	1/19/2016		236.30

CITY OF PAYETTE  
JANUARY 19, 2016

SWIOS	1/19/2016	105.00
SYME ELECTRIC	1/19/2016	1,149.00
T.A. WELDING	1/19/2016	30.12
TIRE FACTORY	1/19/2016	808.00
TRANSPORTATION SYSTEMS	1/19/2016	73.06
VERIZON	1/19/2016	958.04
WESTSIDE MARKET	1/19/2016	4.39
WIENHOFF DRUG	1/19/2016	165.00

\$ 243,620.72