

**MINUTES  
PAYETTE CITY COUNCIL  
Work Session, Public Hearing & Regular Meeting  
January 22, 2013**

**6:00 PM – Work Session**

**ROLL CALL**

Members Present: Mayor Jeff Williams, Mark Heleker, Jeff Sands, Ivan Mussell, Lee Nelson and Georgia Hanigan,

Members Absent: Craig Jensen

Staff Present: Mary Cordova, City Coordinator; Bobbie Black, Deputy City Clerk; Jennifer Kelley, Deputy Treasurer/HR, Mark Clark, Police Chief, and Doug Argo, City Engineer

- A. Park permit deposit fee: Mary Cordova stated that this is a recommendation from the Parks & Recreation Committee to start charging a deposit for use of the parks. The Park Superintendent says there is a lot of trash after events and broken sprinklers. This is just a deposit proposal. We currently charge a \$1.00 for every 50 people if they come into City Hall and get on calendar. The recommendation is \$20.00. Discussed about what can be reserved now, we don't actually reserve our parks, but we do put on a calendar. This fee would make people responsible for cleaning up and if any damage has occurred. If Payette citizens are using our parks, should we be charging this? A deposit is something different. Large groups get a special events permit if over 200 people. Small groups probably don't realize they need a permit. Discussed how this would be policed. Asked for the parks superintendent to explain the need at a future meeting.
- B. Personal Appearance of Employees; Dress Standards & Clothing Allowance Policy: The Council has discussed this before. Asked if we have a fixed cost with it. This just puts what's been happening into policy. Discussed if there would be an increase to the budget if policy is implemented. It will have a cost, but departments currently purchase clothing now. Mussell wouldn't be in favor if was going to cost more. This policy is saying that if you are conducting city business you will be required to wear provided clothing. Library is not included in this policy, but would be added under administration. Hanigan stated she views this as clarification for what we currently do. All department heads have reviewed this policy.
- C. Sick Bank Policy: Ms. Kelley stated that this policy would allow employees that have short leave time to donate to someone that doesn't have any time. The employee could donate up to 80 hours. The employee that is receiving the donation is paid at their hourly rate. We don't accrue sick time anymore, it is PTO time. Discussed if this would cost the city more, can only donate if both employees are working at the time of donation. Once all sick time is gone for employees that have accumulated it, then we would take out of our employee policy.
- D. Building Permit Penalty: No discussion on this item, will be placed on next work session

The work session ended at 6:30 PM

**6:30 PM – Public Hearing**

Bert Osborn conducted the public hearing.

- A. An application by Mike Moon for a Variance for a 2' side setback at 2065 3<sup>rd</sup> Ave N, E 35.52' Lot 2 & W 55.54' Lot 3 of Uehlings 2<sup>nd</sup> Sub. The property is zoned A-Residential

Connie Moon, 9086 Kemp Road, Middleton, Idaho, addressed the Council. She was asking for a variance to the side setback to allow an encroachment of the building six feet into the setback. Since late this afternoon her neighbors have agreed to sell them 2'X30' that the shop is on now. There is no need to move the shop and they are not in opposition to the request. A letter from

Mark Moore was entered into record. Bert Osborn recommended vacating the public hearing and taking item off of the agenda. This would go back to Planning & Zoning with a new variance request. They could come back to City Council on March 18, 2013. Mr. Osborn vacated the public hearing.

**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 Jeff Williams, Mark Heleker, Ivan Mussell, Jeff Sands, Georgia Hanigan and Lee Nelson

Members Absent: Craig Jensen

Staff Present: Mary Cordova, City Coordinator; Bert Osborn, City Attorney, Bobbie Black, Deputy City Clerk; Jennifer Kelley, Deputy Treasurer/HR, Mark Clark, Police Chief, Doug Argo, City Engineer, Colleen Bonnell, Library Director and Steve Castenada, Fire Chief

**PLEDGE**

Mayor Williams led the pledge of allegiance.

**CITIZENS COMMENTS**

None heard

**APPROVAL OF MINUTES**

A motion was made by Heleker and seconded by Mussell to approve the work session & regular meeting minutes of 1-7-13 as written

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

**APPROVAL OF BILLS & PAYROLL**

A motion was made by Nelson and seconded by Heleker to approve the City Bills & Payroll in the amount of \$216,972.56.

At the roll call:

Ayes: Heleker, Mussell, Hanigan, Sands and Nelson

Nays:

The motion CARRIED.

**SPECIAL ORDERS**

A. Argus Observer – Elks Award: Chief Clark nominated the 4 individuals for award that they received.

**COMMUNICATIONS**

A. SREDA – Meeting Minutes of 1-9-13

**PLANNING & ZONING**

None heard

## **OLD BUSINESS**

- A. ROSE Advocates – HUD Home: Mayor Williams has discussed with ROSE Advocates and they are not sure if they want home or not. He stated he has talked to the executive director of WICAP to see if they might have an interest.
- B. Physical Fitness Incentive Policy: This item has been discussed several times. Initially it would be available to the Police Department, and in the future other departments and possible volunteers. Discussed fiscal impact this policy could have. Councilor Hanigan stated she would like to see if this turns into a worthwhile program. Chief Clark stated his officers are required to pass this test to keep their job at post and have to continue passing this physical requirement. We would do two tests each year to receive incentive. He has some officers that will jump on this opportunity and is hoping that this will give others an incentive to pass test. Looking for little bit of push. Discussion followed on what other department's policies are. If they can't complete test this does not jeopardize their job. The Council asked Chief Castenada what his thoughts were. He would be on board with the program. The gym at the fire station has equipment that has been donated by the volunteers and there are about a few officers use it at the present time. Chief Clark here would an outside evaluator when the tests are conducted. Discussed how often they could take the test. The intent is every spring and fall. The officers would have to pass both the spring and fall to get the bonus. Discussed if new officers would be eligible right after post be eligible? Chief Clark stated after they have completed their one year probation. Voluntary, new person take job because they are physical fit, not use as a decision factor.

A motion was made by Sands and seconded by Mussell to approve the Physical Fitness Incentive Policy, with adjustable changes, scheduled testing, and probation period.

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

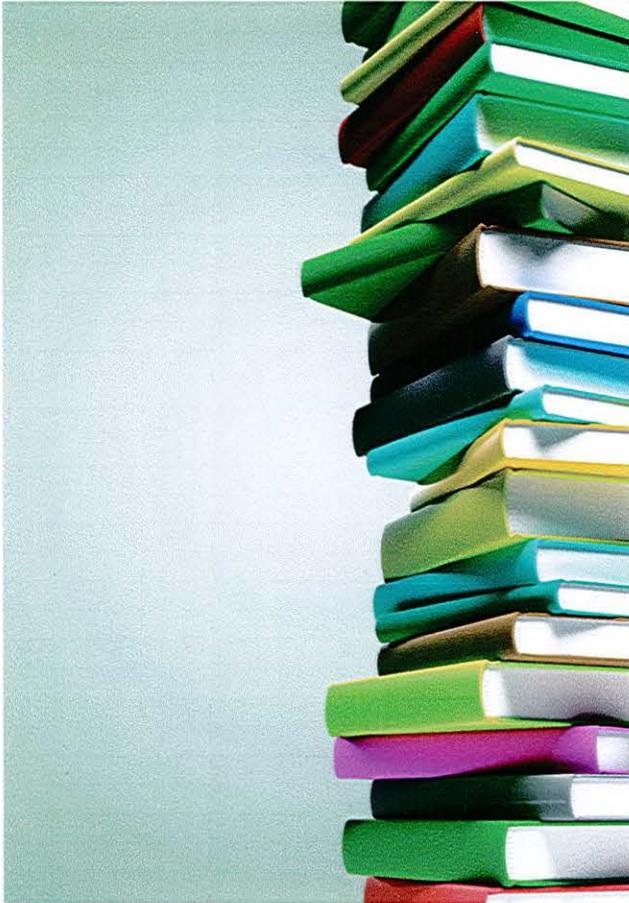
## **NEW BUSINESS**

- A. Introduction of new Firefighter – Jake Robbins: Chief Castenada introduced Jake Robbins as a new firefighter to the City Council. He and his father own a local business.

A motion was made by Heleker and seconded by Nelson to approve Jake Robbins as a firefighter.

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

- B. Library Commission – Annual Operations Report: Claire Ames and Colleen Bonnell addressed the Council. They showed a power point of highlights for 2011-2012 and a survey report was in Council packets. Discussed e-book program and automated system that will be needed in the near future. Sands stated the group is excellent to work with and they have a very positive attitude at board meetings. Getting ready to work on the 5 year plan.



# Payette Public Library Highlights 2011-2012

*Where we have been, and where we are going.*

- *Where we started...*



- *Where we have been...*



## ***Our Journey***



## ***The First Big Move***



# Open House November 13, 2012

Photo Booth Fun



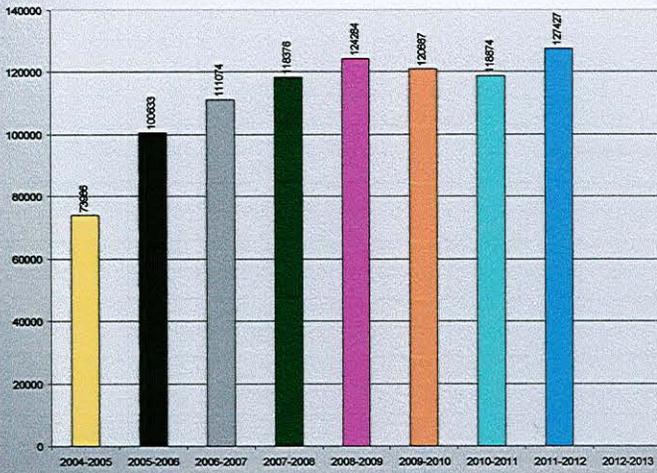
Ribbon Cutting



## Speeches



**Circulation Statistics  
2011-2012**  
**127,427 books checked out**  
Year End Circulation



Average Checkouts  
Per hour: 53 books  
Per day: 424 books  
Per month: 10,619 books



**Check it out!**  
**What's here for you...**

CD audiobooks  
DVDs  
Graphic novels  
Magazines  
Newspapers  
Online Databases  
TumbleBooks  
Video Games  
and of course....

**BOOKS!**

We also offer...  
Computers  
E-reader assistance  
Printing/Copying  
Faxing  
Scanning

**Payette Public Library**

Addressing the needs of the community through access to information and excellence in service.

During the fiscal year 2011-2012:

- 127,726 total circulation
- 55,795 adult items circulated
- 71,931 children's items circulated
- Over 127,000 items checked in-everything checked out needs to be checked in
- 256 interlibrary loan requests filled
- 11,839 internet uses, plus wireless users
- 2,715 items added to the collection
- 2 adult book clubs per month
- 4,595 children program attendance at 172 events
  - Story time provided 2 days per week
  - Afterschool activity once per week for school age children
  - Summer reading 8 weeks in the summer
  - Family Reading Week in November

**Where we are!!**



## ***Looking Forward to Our Future***

- Amphitheater
- E-books and E-readers
- More on-line databases
- New automation system

We are excited to see what the future has in store for Libraries....

### **C. Variance Application – Mike Moon**

A motion was made by Heleker and seconded by Sands to move the variance application by Mike Moon to the March 18<sup>th</sup>, 2013.

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

### **D. Personal Appearance of Employees; Dress Standards & Clothing Allowance Policy**

A motion was made by Hanigan and seconded by Nelson to approve the Personal Appearance of Employees; Dress Standards & Clothing Allowance Policy.

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

### **E. Treasure Valley Transit – Letter of Commitment for FY 13 and intent for FY 14**

A motion was made by Heleker and seconded by Nelson to approve the Treasure Valley Transit – Letter of Commitment for FY 13 and intent for FY 14.

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

F. Rawhider's 4-H Club Donation Request

A motion was made by Mussell and seconded by Heleker to approve the Rawhider's 4-H Club request for 1 month family pass with expiration date 8-30-13.

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

G. New Plymouth Elementary School Carnival Donation Request

A motion was made by Heleker and seconded by Mussell to approve the New Plymouth Elementary School Carnival donation request for 1 month family pass with expiration date of 8-30-13.

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

H. Resolution 2013-01 – Adjusting Water & Sewer Rates

Discussion followed on various CPI rate increases. If we don't do something we will look at a bigger increase down the road.

A motion was made by Nelson and seconded by Hanigan to approve Resolution #2013-01, adjusting water & sewer rates by 4.90%.

At the roll call:

Ayes: Heleker, Mussell, Hanigan, Sands and Nelson

Nays:

The motion CARRIED.

I. Sick Bank Policy

Councilor Heleker support from employees, left up to individual and expect nothing back. Councilor Mussell stated that sick pay goes unused in most companies, a lot of sick unused, he is in favor of donating vacation time. It is harder to donate if it is something you use. Discussed if this would increase our budget. Ms. Kelley stated that we converted sick time to short term leave when changed to PTO time, the bank of time is already there. We would not be spending any extra dollars. City does not have a disability plan for their employees.

A motion was made by Hanigan and seconded by Nelson to approve the Sick Bank Policy as presented.

Discussed that an employee can only donate 80 hours as an employee, and the employee receiving donation can only get up to 12 consecutive weeks. Discussed about when that employee had to be replaced.

At the roll call:

Ayes: Heleker, Mussell, Hanigan, Sands and Nelson

Nays:

The motion CARRIED.

### **DEPARTMENTAL REPORTS**

- A. Historical Meeting – January 14<sup>th</sup>: Heleker stated the Commission is working on finalizing the walking tour brochure that will be ready by Apple Blossom Festival and updated annually. Discussed 2014 calendar of downtown business.
- B. Airport Meeting – January 14<sup>th</sup>: No report given
- C. Forestry Meeting – January 15<sup>th</sup>: Councilor Hanigan stated there has been added website links to the Forestry page, and will work on a seminar next spring. The group is also looking at tree inventory programs.
- D. Library Meeting – January 15<sup>th</sup>: Councilor Sands stated things are moving along well. We will be working on the 5 year plan.
- E. Parks & Rec Meeting – January 16<sup>th</sup>: Councilor Hanigan stated the current staff is holding the pool together. The boiler broke and was fixed again. Parks Department is working on equipment and maintenance due to weather.
- F. Pool Update: We are working on keeping things moving along with staff. Discussed pool manager options, having a pool manager, or having two assistant managers with no benefits. Discussed proceeding with two assistant managers positions. Councilor Hanigan has concerns within city organization, understands when problems come up, maybe not the pool managers position. Randy Fales knows the workings of the pool and it would be best if we had more staff trained of the workings of the pool. We are making adjustments and sharing information of what is happening. Cordova stated we need a pool manager that will be generating ideas, marketing the pool, but the question is can we afford it right now. She met with the friends of the pool group yesterday and it was interesting what they had to say. It is very important to have two responsible adults at the pool. We can re-evaluate at budget time. The general consensus of the Council was to proceed with two assistant managers for now.
- G. Treasurer's Report – December 2012

### **MAYOR'S COMMENTS**

Mayor Williams stated that the Home town competitiveness has been launched. Feb. 21<sup>st</sup> is the kick off meeting in Payette. Mayor Williams stated we have ice situations at boat docks. Chief Castenada stated he walked the greenway and did not see any danger of flooding at this time. Discussed about member of various committees and Council members being on the friends of library, friends of pool, and friends of greenbelt and he would not have a problem with being a part of the group. The Mayor stated that he has had one member resign from Parks & Rec committee. He asked that we put on our website about the vacancy on Parks & Rec committee.

### **CITIZEN'S COMMENTS**

None Heard

**EXECUTIVE SESSION** ~ Pursuant to I.C. 67-2345(1)(f), the City Council will recess into Executive Session to discuss with legal counsel for the public agency pending litigation or where there is general public awareness of probable litigation.

A motion was made by Heleker and seconded by Mussell to adjourn to executive session 67-2345(1)(f) at 8:18 pm.

The motion CARRIED.

A motion was made by Heleker and seconded by Nelson to reconvene back into regular meeting at 8:44 pm

The motion CARRIED.

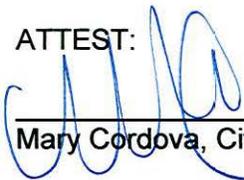
**ADJOURNMENT**

A motion was made by Heleker and seconded by Nelson to adjourn the regular meeting at 8:45 PM.

The motion CARRIED.

Signed this 6<sup>th</sup> day of February, 2013.

  
\_\_\_\_\_  
Jeff Williams, Mayor

ATTEST:  
  
\_\_\_\_\_  
Mary Cordova, City Clerk

## CITY OF PAYETTE

January 22, 2013

CITY PAYROLL	ET	1/11/2013	115,662.91
ALBERTSON'S	7398	1/22/2013	44.96
ALLIED BUSINESS SOLUTIONS	7399	1/22/2013	664.77
ANALYTICAL LABORATORIES	7400	1/22/2013	96.00
APPLE BOOKS	7401	1/22/2013	112.14
BDS	7402	1/22/2013	1,560.35
BURKE ELECTRIC	7403	1/22/2013	281.00
CAMPO & POOL DISTRIBUTING	7404	1/22/2013	1,565.27
CENTURYLINK	7406	1/22/2013	1,336.43
CEPI	7407	1/22/2013	80.00
DEPT. OF ENVIRONMENTAL QUALITY	7408	1/22/2013	43,831.17
DIG LINE	7409	1/22/2013	63.82
ERA	7410	1/22/2013	499.02
FERGUSON	7411	1/22/2013	745.98
FLEET SERVICES	7412	1/22/2013	5,839.86
FRANK'S EXTINGUISHER SERVICE	7413	1/22/2013	89.95
HANIGAN'S	7414	1/22/2013	365.38
HOLLADAY ENGINEERING	7415	1/22/2013	3,499.31
IDAHO DEPT. OF LABOR	7416	1/22/2013	2,397.51
IDAHO PEACE OFFICERS ASSOC.	7417	1/22/2013	110.00
IDAHO POWER	7418	1/22/2013	12,391.76
IDAHO STATE FIRE MARSHAL	7419	1/22/2013	25.00
INDEPENDENT ENTERPRISE	7420	1/22/2013	68.40
INTERMOUNTAIN COMMUNITY BANK	7421	1/22/2013	3,539.07
INTERMOUNTAIN GAS	7422	1/22/2013	4,756.58
KING'S	7423	1/22/2013	29.82
L.N. CURTIS	7424	1/22/2013	482.00
LEON'S PUMPS	7425	1/22/2013	1,084.09
LEXIPOL	7426	1/22/2013	2,450.00
MICROMARKETING	7427	1/22/2013	96.88
MPH INDUSTRIES	7428	1/22/2013	171.29
NORM'S AUTO ELECTRIC	7429	1/22/2013	245.00
ONTARIO BEARING	7430	1/22/2013	53.44
OSBORN, BERT L.	7431	1/22/2013	2,700.00
OXARC	7432	1/22/2013	1,059.64
PAYETTE SCHOOL DISTRICT	7396	1/22/2013	100.00
PETTY CASH	7433	1/22/2013	2.96
RUSH TRUCK	7434	1/22/2013	75.90
SHERWIN-WILLIAMS	7435	1/22/2013	1,280.00
STATE OF IDAHO	7436	1/22/2013	35.00
SWIOS	7437	1/22/2013	60.00
T.A. WELDING	7438	1/22/2013	6,137.22
TIRE DISPOSAL AND RECYCLING	7439	1/22/2013	271.00
VERIZON WIRELESS	7440	1/22/2013	686.68
WIENHOFF DRUG TESTING	7441	1/22/2013	225.00
WOYAK, ROBERT D.	7442	1/22/2013	100.00

216,972.56