

**MINUTES
PAYETTE CITY COUNCIL
Work Session & Regular Meeting
February 1, 2016**

6:30 PM- Work Session

A work session of the Payette City Council was called to order at 6:30 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present: Mayor Williams, Lee Nelson, Nancy Dale, Alan Massey, Kathy Dodson and Craig Jensen, Ray Wickersham (arrived @ 6:45pm).

Members Absent: None

Staff Present: Mary Cordova, City Coordinator; Jamie Couch, Street Supervisor; Steve Castenada, Fire Chief; Jake Hust, Water Supervisor; Randy Fales, Parks Supervisor; Ed Franek, Shop Supervisor; John Plaza, Police Captain; Doug Argo, Holladay Engineering; Bert Osborn, City Attorney; Matea Gabiola, Administrative Assistant; Denise Rueschhoff, Office Assistant.

AGENDA

A. Discussion of Job Descriptions-

Mayor Williams we are here to discuss job descriptions what the City Council would like to have as job descriptions for the administrative staff. Mr. Massey stated what the Council would like to do is stream line the City Clerk and City Treasurer job descriptions. In looking at the job description of Mary, it seemed to be too ambitious, and we want to make them more efficient for the purpose of the City. In looking at those job descriptions he believed they were ambitious and required a great amount of responsibility. Mr. Massey stated he wanted to clarify what the City Clerk & Treasurer positions responsibilities were. Mr. Massey said this all kind of started after attending the AIC work session that some of us went to, it outlined what the job descriptions were of the Mayor, City Clerk, City Treasurer and City Council, and in reviewing those, the Council is trying to come up with an effective way of delineating what each position really is and where they fit on the organizational chart. During this process no one was certain if there was an organizational chart, as it turns out there were two previous ones that no one knew were there. We are also challenged with coming up with a new one. Mr. Massey stated that after discussion with Kathy Dodson and Mayor Williams, we came up with a simple organizational chart was created that took into account some of the conflicts that we had with appointed committees and mandated committees and locally appointed committees and where people worked in the whole scheme of things. Mr. Massey stated that they went back to what the AIC recommended and stated what each of those duties were, they also went back to Idaho statute and used that definition as well. Mr. Massey sent a basic job description to the Mayor and Mr. Osborn, in hopes to use that plus any input that would come from other Council members and other department heads and Mary are welcome to pitch in here too. Mary has a lot of things to do, and we are trying to make her more efficient and move some of her duties to another person to make a more effective way of doing this and clarify to everybody what each position was and who is supposed to talk to who.

Mayor Williams passed documents to the Council, and stated that so everyone doesn't think this happened overnight, there are two different things, one being the 2006 City of Payette Municipal Clerk job description as well as the Municipal Services Coordinator job description, these two descriptions were Ms. Cordova's responsibilities when she was first hired. Previous Councils have spent time and created these duties. What things to we want to modify? Mr. Massey replied he thinks there are a couple of things they would like to do. The idea was to get a clearer idea of what

it was and help alleviate some of what could be perceived as a bottleneck where everything has to go through Mary. There are some things I think we can work with to create a better position that will work for better everybody and utilize Mary's strengths and help her out with other things that could be perceived as problems. We are opening up tonight to get more input from other councilors. There is another thing that is here that is a job description from AIC. Massey stated that what he did as a starting point, he wanted to outline the by what Idaho Statutes said are the duties of the Mayor, City Clerk and Treasurer, and use this as a basis that satisfies both Idaho Statutes and the AIC sees these positions to be. Mr. Massey said that the position of Mayor is the chief administrator and basically in charge of hiring and firing and walking through the whole thing. And city clerk is more in tune with keeping legalities, keeping minutes, issuing licenses and filing and everything else. There is some overlap, but I wanted to help clarify and put things a little clearer perspective for everybody so when a citizen asks us what does so and so do, this is what they do and this is why they do it and hopefully it will make it a more effective way and more efficient way going forward and we can become an even better city.

Mayor Williams informed the Council that he was given this list of things of required duties of a city clerk per Idaho Code that were in addition to what was on the job description provided by Mr. Massey. Those might be some things that really adds to the document provided as a job description tonight.

Mr. Jensen stated that the reason for having this discussion at this particular time is that there's been some citizens or things going on with the City that either have been confusing to the citizens or they have been told one or two or three different things and things get added on after being told they are okay with this situation; has to do with people opening businesses, building, home improvements and it seems like it kind of been put on Mary's plate where she has dealt with them and all of a sudden there is a conflict there. He thinks what is going on is the whole thing we are doing here is trying to make things better for the citizens, try to take things off of Mary's plate that she shouldn't be doing or don't need to be done, and put the onus back on the people like the building inspector so we are very efficient with getting projects done. What we've had is confused citizens and make it a smooth transition to make people responsible for those things more responsible and not go through the city clerk/coordinator. Mayor Williams says he deals with all the different cities, and it is the nature of the job.

Ms. Dale stated she was a little disappointed when she received the Council packet because this discussion had been held with the expectation that we were going to be going over the organizational chart and the job descriptions and that information would be provided. And then to come in and again get handed information at the last minute it again slows our progress and doesn't always encourage the right decisions to be made. As far as the additional information here, there is nothing here that we haven't already suggested, and from the beginning, I have asked for job descriptions, and all I get is where are we going and what is our direction, and it always just seemed to be so muddled, that honestly all we are attempting to do is to get in line with state statute rather than something that was created by someone, I'm not blaming anyone, but just to actually be referencing statute/ordinance; it's cleaning the stuff up.

Mayor Williams asked Ms. Dale if you look at the job description of what Mary has now, would she like to handle tasks that aren't defined in the state statute which are currently in the job description. Ms. Dale clarified that the things that will come up that maybe are in addition that maybe we need her to handle something that aren't in state statute or ordinance, if you feel that you need to give her additional duties, if the Council is informed of that, that they are it is the next step that is taken. Mayor Williams pointed out that whatever job description is created, the very last item on the existing job description states "other related duties as assigned". He asked Dale for clarification if

she did not want that on anything, she wants to know about everything. Dale replied other duties as assigned with notification given to Council. It is keeping us in the loop to where things are going, and in the future it will help protect so things won't get so lop sided. By going through what we are talking about doing its going to give us a fresh start and break some things that have occurred by habit which are not necessarily by statute. We can take this down the road of attacking individuals, but I don't think we want to do that. So let's just get a clean start, let's define the job descriptions, let's get an organizational chart, and get a clear picture that the Department Heads are the Department Heads.

Mayor Williams stated that he met with all the department heads last week, and asked them what things do they have to go down and talk to staff about, because he heard that from all of the Council members, questions that he had, and without naming anyone, some of the things he heard was come in for was logistic, large purchases which are signed by the Treasurer, legality issues, grants for projects, personnel conflicts or risk mitigation, administrative needs, code enforcement. Some of the Departments ask staff to do research for them. Policy issues, and sometimes some Department heads have employees who have personal challenges. Mayor Williams said he did not once hear from anyone that they have to go in there to run their department. That never came up, and I specifically asked them if they felt they had to get permission to do anything, and the reply was no.

Councilor Dale stated that she thinks a response to that would have to occur in executive session. Again this is just an attempt to clean things up and get a direction. It should be here, we aren't asking on the sly. Mayor Williams asked that if Dale believed what previous Councils have done should not appropriate today. Dale replied she does. She believes the transformation of it has caused us to really lose our check and balance.

Mr. Jensen stated he thinks the main emphasis here is he wants to make things go smoother for the citizens so they know what to do up front and not have things changed on them; get the processing and permitting done faster, address their concerns faster and in a more efficient manner, and if it means taking some responsibilities away from somebody and lay it on to someone else, whatever it takes to make it better for the citizens. He has heard enough that it actually has not been that way.

Mr. Massey stated that he seconds Mr. Jensen's comment, and thinks when he has spent a lot of time with a lot of different citizens over the last six months and before that too. It just seemed that there was a bottleneck and what this intended to do was open up that bottleneck and see if we can spread some of that load around, make things right, relieve Mary of some of the duties that someone else can do better. She is asked to do an awful lot and it is pretty difficult to do as much as she is supposed to be doing effectively all of the time. Especially when we have other great people to do things. We have a great set of Department Heads, and we've got some other good people in the office that are well trained, and we just want to open it up and even it out so it is more effective, more efficient, and the citizens do get a better job, and get a more positive outlook throughout the whole thing.

Mayor Williams stated that is an opportunity to introduce Denise Rueschhoff, and having good people to delegate to; we have been short staffed for a while. We are building that team that can be delegated to. There are some things that have been passed off, but that doesn't happen overnight. Mr. Massey stated that we are trying to build a framework to be more effective. Any small community is going to be overlapped from place to place, but what we do need to do is set and align the boxes in the right place, and better define them, so that we can move forward so we can grow and so citizens can be serviced in a more effective manner.

Mayor Williams stated that looked over the organizational chart that Alan sent out, that as he looks at it, who reports to the Mayor and Council, and the Library Board does not report to the Mayor and Council. The Urban Renewal Board does not. The citizen advisory committees have Council members on them, and the Council members can bring back recommendations, and it should not go on an organizational chart. Massey said they are trying to clarify committees. The Department heads report directly to you and the committees don't report, but they do give recommendations, so the Library, P & Z, Historic, Urban renewal, and airport board are ordinance driven and have their own rules and regulations and the citizen advisory committees are advisory only. The mandated appointments have specific duties outlined and they do report to the mayor, the city employees do report directly to the Mayor. As near as he could tell, this was as close as we could get. It is a draft starting point.

Nancy Dale stated this should not be perceived as an attack on past Councils. It's like any other business. We need to stop, re-evaluate where we're at, who's in control, and get a better path and idea where we are going. We have so many questions about why things aren't occurring that need to be occurring. Is it because one person is carrying too much of a load, and that is what has appeared to have happened. It's an unrealistic expectation for one person to handle. As I said earlier, we can make this a very negative thing, or a very positive thing.

Mayor asked where do we want to go from here. Nancy Dale thinks believed this has been drug out and she would ask for a meeting this week.

Craig Jensen stated we are just trying to improve the City. Ray Wickersham thinks after talking to past councilmen, they think it is great. We are not trying to knock anyone down or anything.

Work Session ended at 6:59 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, Lee Nelson, Nancy Dale, Alan Massey, Kathy Dodson and Craig Jensen.

Members Absent: None

Staff Present: Mary Cordova; City Coordinator, Jamie Couch; Street Supervisor, Steve Castaneda; Fire Chief, Jake Hust ; Water Supervisor, Randy Fales; Parks Supervisor, Ed Franek; Shop Supervisor, John Plaza ; Police Captain; Doug Argo; Holladay Engineer, Bert Osborn; City Attorney, Matea Gabiola; Administrative Assistant and Denise Rueschhoff; Office Assistant.

PLEDGE

The Pledge of Allegiance was led by Mayor Williams.

CITIZENS COMMENTS

None.

APPROVAL OF MINUTES

A. 01-19-2016 – Work Session & Regular Meeting

A motion was made by Dale and seconded by Dodson to approve the minutes of 01-19-2016 Work Session & Regular Meeting as written.

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

APPROVAL OF BILLS & PAYROLL

A motion was made by Jensen and seconded by Nelson to approve the City Bills & Payroll in the amount of \$216,487.49.

Mr. Jensen discussed items on the bills and broke them down for the Council to understand more clearly.

At the roll call:

Ayes: Wickersham, Massey, Dodson, Nelson, Jensen and Dale.

Nays: None

The motion CARRIED.

SPECIAL ORDERS

None

COMMUNICATIONS

None

PLANNING & ZONING

None

AGENDA ITEMS

A. Donation Request- New Plymouth Elementary- No one was in attendance to speak about this request. Moved to next meeting.

DEPARTMENTAL REPORT

A. Parks: Mr. Fales stated that last week they attended the Idaho Nursey Landscape Expo to gain more knowledge about the horticulture, certified arborists, and maintain credentials. They also talked with different vendors about appliances.

B. Water: Mr. Hust stated that he has been working with Doug Argo, Holladay engineering on a Master Water plan. They are creating a 20 year plan for the future to work on upgrades. Mr. Hust talked about Seneca and the improvements the Water Department is making for them.

C. Fire: Mr. Castenada gave a report on how operations are going in the Fire Department.

D. Sewer: Mr. Schwartz stated that the plant is currently working on maintenance and taking inventory on spare parts.

E. Street: Mr. Couch stated that he has the Christmas decorations books and plans to take to them next Public Works meeting. He is working on quotes for replacing lights on South Main Street.

MAYOR'S COMMENTS

Mayor Williams stated he Ms. Dodson and Ms. Dale attended a City Officials Day at the Capital. Ms. Dodson talked about laws that will and won't be passed in legislation this year. Ms. Dale stated that she learned so much about Urban Renewal.

CITIZEN'S COMMENTS

None

EXECUTIVE SESSION

- I. EXECUTIVE SESSION ~ Pursuant to I.C. 74-206(1)(b), the City Council will recess into Executive Session (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent

A motion was made by Massey and seconded Jensen adjourn into executive session pursuant I.C. 74-206 (1) (b) and (d), to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, and to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

After a unanimous voice vote by the Council, the motion CARRIED, and the Council recessed into executive session at 7:38PM.

The meeting reconvened into regular session per the Mayor for discussion at 8:40PM.

A motion was made by Massey seconded by Jensen to eliminate the job title of Municipal Coordinator/Clerk and we have a meeting to discuss the job description for the City Clerk/City Treasurer on February 5 at 4:00PM.

Nancy Dale had a question about Sterling Codifiers. The last resolutions on there are from 2014, 2014-14, and the last ordinance on our website from October of 2104 is. Cordova asked Dale if she was referencing the ordinances on our website. Dale replied yes, Cordova replied that we update it and was not aware it had not been updated. Dale stated now you know.

Missing codes. This all started because of the whole job descriptions. We are missing Clerk, Treasurer, Attorney, Director of Public Works, Police Chief, Fire Chief, City Engineer, Building Inspector, Fire Department and Police Department. All of those say that they were replaced by Ordinance 1245, in 2005, but when you go in there, it is not available. Mayor Williams stated that Bert brought this to his attention the other day. Alan Massey stated that he had also informed the Mayor, and had sent an email to Bobbie, and have not heard back. Bert Osborn stated that Bobbie is not here; she is on vacation. Massey stated there should be a copy of 1245 somewhere. It never said anything was repealed, it just referred back to that, and he wanted to see what it said. Cordova stated we do have it; it repealed those positions to not be appointed anymore.

Councilor Dale said the descriptive of 1245 that was tied to all those positions was 'allowing the Mayor to appoint with consent of Council such persons deemed necessary for efficient operation of the City office of director of Public Safety created. Cordova explained that was when they

appointed Les Cochran to be over both Fire and Police. That position was eventually eliminated. Councilor Dale asked if by municipal code, shouldn't we have those positions in there? Bert Osborn replied everything should be in there. Dale stated we need the job descriptions of all of those guys. Mayor Williams pointed out that we are supposed to be having discussion on the motion, and this does not pertain to the motion.

Mayor Williams asked for any other discussion. Cordova asked if this is something the Council would like me to be at. Massey replied it is an open session. She explained that she may not be able to attend as it is the first of the month, and utility bills are coming out, and there are two new employees in the admin office, and Bobbie will not be here. Mayor Williams stated that in executive session, they discussed, or were not going to ask... Alan Massey stated we weren't going to. Mayor Williams stated he would tell Mary about that later. Cordova stated so no, she does not need to be there. Councilor Dale said no, you do not need to be there. You can be if you like. Councilor Dale stated he thought the Council was going to ask Mary for input on that job description. Alan Massey replied we decided not to. Dale added it is just code.

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

Mayor Williams asked if there are any other issues to be brought up, Councilor Dale said she does, but she will stop, although she does have questions about the personnel manual. In addition, when she stated that when she said that she wanted to be part of the Christmas project for downtown decorations, and the Mayor said she was not entitled to speak, all she wanted to do was help. Mayor Williams stated Jamie is going to do the research. Councilor Dale stated she wants to help Jamie; she has a resource with 25% off. Mayor Williams asked Councilor Dale to let Jamie do his preliminary information, and she would have a chance just like everyone else. Councilor Dale noted that it is supposed to go to Public Works? Mayor Williams replied yes. Councilor Jensen stated that as a Council member, she could talk to the Department head if she wanted to. Councilor Wickersham agreed.

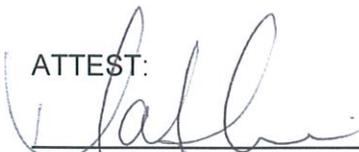
ADJOURNMENT

A motion was made by Massey and seconded by Dodson to adjourn the regular meeting at 8:46pm.

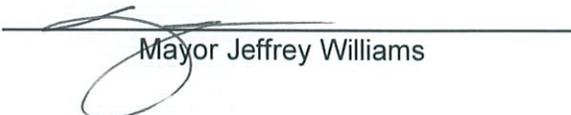
After a voice vote by the Council, the motion CARRIED.

Signed this 2/17 day of February, 2016.

ATTEST:



Matea Gabiola
Administrative Assistant



Mayor Jeffrey Williams

CITY OF PAYETTE
FEBRUARY 1, 2016

CITY PAYROLL	1/22/2016	\$	108,058.82
DCS TECHNOLOGIES	1/21/2016		799.98
HARDIN SANITATION	1/20/2016		36,540.84
ADVANCED CONTROL SYSTEMS	2/1/2016		1,151.00
BDS	2/1/2016		1,437.30
BIG SKY SPORTSWEAR	2/1/2016		144.24
DART'S	2/1/2016		1,445.21
DCS TECHNOLOGIES	2/1/2016		85.00
ENERGY MANAGEMENT	2/1/2016		1,328.16
FILTRATION TECHNOLOGY	2/1/2016		915.10
GALL'S	2/1/2016		358.16
HANIGAN CHEVROLET	2/1/2016		443.27
HENDON WELDING	2/1/2016		110.45
IDAHO DEPT. OF LABOR	2/1/2016		1,506.39
IDAHO POWER	2/1/2016		4,703.33
IDAHO SPORTING GOODS	2/1/2016		232.61
IDAHO STATE FIRE MARSHAL	2/1/2016		15.00
INDEPENDENT ENTERPRISE	2/1/2016		90.06
INTERSTATE ELECTRIC	2/1/2016		170.23
KENWORTH SALES	2/1/2016		2,566.38
MARC	2/1/2016		687.20
MPH INDUSTRIES	2/1/2016		2,230.00
NORCO	2/1/2016		91.90
ONTARIO BEARING	2/1/2016		100.70
ONTARIO FLOORS TO GO	2/1/2016		1,096.34
ONTARIO TOOL	2/1/2016		38.00
OREGON CORRECTIONS	2/1/2016		190.00
PUBLIC AGENCY TRAINING COUNCIL	2/1/2016		295.00
RIPPIN' STITCHES EMBROIDERY	2/1/2016		125.00
S&H	2/1/2016		56.06
SEA WESTERN	2/1/2016		100.00
SHERWIN-WILLIAMS	2/1/2016		165.37
SPEED O'MOTIVE	2/1/2016		57.00
STAPLES	2/1/2016		401.15
STATE INSURANCE FUND	2/1/2016		45,829.00
STREET DÉCOR	2/1/2016		1,085.00
UNITED PARCEL SERVICE	2/1/2016		26.05
WESTSIDE MARKET	2/1/2016		60.93
WHITE CLOUD COMMUNCATIONS	2/1/2016		1,751.26
		\$	216,487.49