

**MINUTES**  
**PAYETTE CITY COUNCIL**  
**Work Session, Public Hearing & Regular Meeting**  
**April 18, 2016**

**6:00 PM – Work Session**

A work session of the Payette City Council was called to order at 6:00 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, Ray Wickersham, Nancy Dale, Alan Massey, Kathy Dodson and Craig Jensen.

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; Bert Osborn; City Attorney; Erin Haley, Library Director, and Denise Rueschhoff, Office Assistant

**AGENDA ITEMS**

A. Street, Water & WWTP Departments -- Massey and Couch have worked on routes for the bike lanes. Massey discussed the proposed route that would be from the Greenbelt to 7<sup>th</sup> Avenue North, all of the way up to Iowa Avenue, making a right turn and then continuing on to Wayne Drive. After crossing Highway 52, the route would follow 6<sup>th</sup> Ave South to Main Street. It is a big loop that goes around the town via the schools. One of the things we needed to do was to include a bicycle lane on these streets. Some of the streets would allow for the lane based upon the width, but some streets present a problem due to the width and on-street parking. There are pros and cons of the route and concept. This is not in the budget at present, but we can plan for the future. Public input is needed to see if there is interest. It was almost to a proposal situation when committees were disbanded. Couch said that there are spots that it will work and some that will not, based upon the measurements and allowing for on street parking. Clark said that the plan is very good but his main concern is the parking issue. Some additional concerns he had include the intersection of 7<sup>th</sup> Avenue North and Hwy 95 due to the sidewalk and traffic pattern. Another big concern of Clark's is along Business Hwy 95 and 6<sup>th</sup> Avenue South, there is not currently a crosswalk, so how will this be designated with lights, striping, etc.? Jensen asked also about 7<sup>th</sup> Avenue North and North 5<sup>th</sup> Street by Westside School because these areas have a lot of on-street parking. Mayor Williams is pleased that most of the Council are now more aware of the project than they have been. Nelson asked about current bike traffic on these routes. Couch said he has seen some use of bikes. Wickersham stated that it is a nice route. This project will continue to be worked on and, once it becomes closer to being implemented, it will take some education on the part of the public

Hust outlined the Source Water Protection Ordinance and oil and gas drilling. Cordova stated that specifics are to protect the drinking water sources. Highlighted areas of the presented materials were what Hust was looking to the committee for their input. The Council and the departments will have the input. The original template was drafted by Jerry Mason. Mayor Williams stated that he needs a work session, unless there is an urgency, because of the complexity of this question. Jensen asked if having Mr. Osborn involved would help to avoid conflicts. Cordova stated that the highlighted areas would be questions for the Council to pursue if this was "in their backyard." Mayor Williams felt this is similar to an insurance policy. He feels that we should rely on staff to put together information for future Council work

sessions and action. Massey asked if P & Z should be involved with these questions. Cordova said that it would depend on what the Council wants to do to move forward. Do you want to have this in your City ordinances? Probably the answer is yes. Mayor Williams said this deserves a lot more time and homework.

Hust discussed the backflow ordinance. It has been in place since the 1980's. It will start to be enforced but he wants to work into it slowly and work with the citizens and get this program into effect without causing major heartache and problems. This is a DEQ mandate to send out these letters regarding addresses or areas of problems to protect the drinking water of the citizens. Wickersham asked how we know who should have the prevention in place. Backflow systems are installed so that any problems inside the building stay in the building and do not allow chemicals to flow back into the city water systems, thus contaminating the public water source. Dale asked if there were any recent occurrences. Hust said no, but problems would occur with cross contamination. Wickersham asked about the irrigation systems. Problems only occur if the irrigation is hooked directly in with the city system at an address. Dale asked if a list is available for affected addresses. Hust said it is being worked on. Some area companies are very good at sending the yearly certification and some are not. A lot of businesses actually do not need to do this procedure. Massey asked if this only applies to businesses or homeowners that do not have separate systems. Hust affirmed that this is the case.

Couch stated that 112 truckloads and 116 tons of spring debris were picked up. Future wording will need to address exactly what and how much can be put at the curb. We need to educate the public more on the criteria for picking up the yard debris. There were some residents that actually put out full trees that had been taken out. Dale asked if there was something that he needed the Council to do. Couch stated that he is working with Cordova to make more precise directions for placing yard debris in the street for cleanup. This year, daily updating of the website was done to let everyone know in what area they were working.

Schwartz discussed the rail painting project that the WWTP has started.

- B. Parks & Pool Departments – Jim Franklin discussed the pool age and refurbishment and/or building a new facility. He has gotten some information regarding a new solar system. That was just in the beginning stages of info gathering when the committees were dissolved. Fales said that the current system is working quite well. But more efficiency could be gained by replacing eleven leaking panels, the total cost of replacement of ten-year-old system would be around \$4,500.00. Jensen asked if that would save on the gas usage that heats the pool? Fales said that yes, it would certainly because of the advanced technology available now that incases the panels in glass. He would actually like to repair what we have now. Mayor Williams ask about the cost differential of the repair vs. new and the added benefits. Kurt Key also discussed a new system that would provide heat all year round. It is a little more expensive, but there are grants available that would help with the cost. He also asked why the hot water is not used for heating? Mayor Williams asked if the community members that have served on the committee would still be willing to be involved in the work of the future. Mayor Williams asked for them to come back at the second Council meeting of the month for the purposes of this work. Jensen asked Fales if there is budget money. Fales does not know. Cordova would have to research the budget.

- C. Explanation of bill detail in Council packet -- Mayor Williams stated that the details for the bills presented in the Council packets has been talked about. The detail of having the department categorization already exists. To have additional details, Mayor Williams would request that you have your specific question(s) in mind and present them to staff ahead of time, so that the question(s) can be answered at the Council meeting.

Mayor Williams asked the fellow Council members if this format of work sessions works for them. Consensus was that the time frame works. Massey suggested that additional time and sessions could be open if needed. Jensen suggested that citizens could have questions and input as needed, as well, at the second meeting of the month.

Mayor Williams adjourned the work session meeting 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, Lee Nelson, Ray Wickersham, Nancy Dale, Alan Massey, Kathy Dodson and Craig Jensen.

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; Bert Osborn; City Attorney; Erin Haley, Library Director; Denise Rueschhoff, Office Assistant.

#### **ADDED AGENDA ITEM**

A motion was made by Massey and seconded by Dodson to add an Agenda item under Communications, referencing an email sent by Barb Wilson to current City Council members, regarding the City Website and its content.

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

#### **PLEDGE**

The Pledge of Allegiance was led by Mary Cordova.

#### **PUBLIC HEARING**

Osborn conducted the public hearings:

- A. An application for a variance to the side yard setback for Don & Liz Belvoir for property located at 1207 7<sup>th</sup> Ave North, Block 23 less tax 1 and E 75' & RW. The property is zoned B-residential. The applicants, Don and Elizabeth Belvoir, of 1207 7<sup>th</sup> Avenue North, were sworn in by Rueschhoff. Mr. and Mrs. Belvoir are asking for a variance to the setback of the property line so that they can expand their house. Mr. Belvoir addressed the Council, "We want to add on a master bedroom. To be very honest with you, my wife needs this to

happen for many reasons. I would really like it to happen. I would someday like to retire and I am a huge Seattle Mariner fan and also a huge Boise State Bronco fan and because a lot of their games are played late at night, and my wife can't stay up so late and she would like to go to bed without me having to interrupt her, this is something we would really like. So we are asking for permission to have a four-foot setback, or variance. We have permission from our neighbor, who is next to us. We have that in writing, you probably have that." Mayor Williams asked the Council members if they had any questions for the Belvoir's. Dodson asked if the original setback is four-feet and they are just following the line. Mr. Belvoir stated that is the case and they are actually going to follow the existing structure on the other side, if that makes sense. Planning & Zoning recommended the variance. No other questions or comments were heard.

This public hearing closed

- B. Continuation of a re-zone by Frank & Kimmie Serrano for property located at 307 N. 9<sup>th</sup> Street, from commercial to C-1 Commercial Downtown. Chase Addition, Block 2, Lots 1 thru 5, Payette County Records. Mayor Williams stated that these applicants do not have all of their information gathered and it needs to go to Planning & Zoning first.

This public hearing is continued to May 2, 2016.

Mr. Osborn closed public hearing at 7:12 PM

### **CITIZENS COMMENTS**

None

### **APPROVAL OF MINUTES**

- A. 04-04-2016 –Regular Meeting

A motion was made by Dale and seconded by Jensen to approve the minutes of 04-04-2016 Work Session and Regular Meeting as written.

Dodson asked for a correction to be made to the minutes. On page 69 of the Council packet, the word loose should actually be lose. She also asked about additional discussion after the motion pertaining to Ordinance #1406. She was told by Rueschhoff that the recording would have to be consulted. Mayor Williams reminded the Council members that the minutes were not meant to be a word-for-word record, but rather a summary of what takes place.

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

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

A motion was made by Nelson and seconded by Dodson to approve the City Bills & Payroll in the amount of \$306,146.97.

Massey asked about new vehicles included. Clark responded that there were 2 Police vehicles. Hust responded that the Water Department had one budgeted vehicle and it was approved. Jensen asked about Payette County Sheriff payment. Clark stated that is for dispatch services. Cordova stated this is a semi-annual payment.

At the roll call:

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

Nays: None

The motion CARRIED.

### **SPECIAL ORDERS**

None

### **COMMUNICATIONS**

- A. Denny Croner – Vendor Fees
- B. New Added Item -- Barb Wilson Email

### **PLANNING & ZONING**

None

### **AGENDA ITEMS**

- A. Variance Request -- Don & Liz Belvoir

A motion was made by Wickersham and seconded by Dale to approve the Variance Request by Don & Liz Belvoir for a side yard variance from the required eight foot to four feet at the location of 1207 7<sup>th</sup> Avenue North.

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

- B. Agenda Request – Juanita Ryneanson, Friends of the Payette Pool – Ms. Ryneanson addressed the Council. She would like to propose to the City Council that families be given a four-month pass for the price of a three-month pass. The kids need some place to go and there is no better place than the pool. The current cost of the three-month pass is \$200.00 and a family is considered 5 people and additional people are \$30.00. The week of Apple Blossom they will be having a table to make more people aware of the pool and get them signed up, thus gaining more Friends of the Pool. They would also like to have directional signage at Kiwanis Park and/or near the High School showing the directions to the pool. Dale asked if the pool didn't qualify for a brown recreational sign. Cordova stated that a blue directional sign for placement on Hwy 95 was previously ordered, but ITD denied its usage. Ms. Ryneanson asked if they could have one on the High School corner and Kiwanis Park corner. Mayor Williams thought that could be an accommodation, as long as it is not on Highway property. No decision could be made at this meeting regarding the price of the pool passes. Jensen asked if there were any discounts available now. She stated that there are none in place, only for seniors. She feels this would provide a good avenue of advertising. This would be experimental to see if it is well received. Dale clarified the location of sign near the corner in Kiwanis Park. Staff could come back at next meeting with cost of signage. Ms. Ryneanson said that Friends of the Pool could potentially share the cost. Jensen asked for the time frame of discount. Ms. Ryneanson said that it would be summer time to get more people involved in using the facility. Dale questioned the signage placement in Kiwanis Park and whether the previous sign could in fact be used. Cordova stated that the size of the sign presented a problem and was therefore, denied by ITD. She

further explained, that if the sign were too big to be on Hwy 95, it undoubtedly, would not meet guidelines for placement on Business Hwy 95. A sign plotter was approved in the budget last year and this maybe something we could utilize once we get it onboard.

- C. Special Events Permit -- Request for sidewalk Café by Meechan's – Mayor Williams stated that this is the reason that packets were out late. Mayor Williams stated that discussion had taken place about delegating Special Event Permits to staff so that the permits would not be held up. This particular permit is slightly different. Staff wanted Council's input because if one restaurant/bar or merchant wanted to have stuff on the sidewalk, then every restaurant/bar may want to do the same. Staff is looking to us for what is acceptable. Dale asked if Meechan's intent is for this to be ongoing. Mayor Williams' understanding is that this is a temporary situation during the time frame of Meechan's remodeling project. If something more permanent is indicated, then changes to the ordinances would be warranted. Remodeling would be 2-4 weeks. Wickersham said that as one of the neighboring buildings, he would have no objection to this event. Dodson asked if there should be a barricade or enclosure if they are going to serve drinks outside. Mayor Williams indicated that his understanding was these tables would be used for coffee only. Cordova related that the business will actually close during the remodel and they have these tables for their normal morning coffee patrons. An ordinance and zoning changes would need to dictate future addressing of alcohol. Wickersham asked if parameters could be placed on this permit, such as no alcohol or a specific time frame. Cordova agreed that stipulations could be placed on the issuance of the Special Events Permit. Nelson said that he would be more comfortable giving no alcohol permitted, but the open ended time frame of until the end of the remodel. Mayor Williams said that an ordinance needs to be worked on for future to address all businesses of this nature.

A motion was made by Wickersham and seconded by Jensen to approve the Special Events Permit for Meechan's sidewalk tables, with the approval of affected City Department Heads, with no alcohol service for a period of 60 days or as the staff and department heads decide.

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

D. Resolution #2016-07 – Purchasing Policy

A motion was made by Nelson and seconded by Dale to approve Resolution #2016-07 Purchasing Policy as presented.

Mayor Williams stated that the previous Admin and Finance committee had no problems or changes needed with this proposed policy. However, when it went to the Library Commission, there were a couple of small items of question. He didn't know if they made any difference. Dale stated that they really did not make any difference. She stated that the policy of purchasing up to \$2,500.00 was discussed at the Library meeting. Dale further stated that any and all changes that were indicated in the Library meeting were made by Cordova in this policy.

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

E. Strategic Plan / Comprehensive Plan Candidate Selection

A motion was made by Jensen and seconded by  
Dodson to table the Strategic/Comprehensive Plan  
Candidate Selection until after an Executive  
Session can be held.

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

**DEPARTMENTAL REPORT**

- A. Airport Commission – April 11<sup>th</sup> -- Dodson stated that a quote was received of \$1,000.00 to remove the left-over remains of the two old hanger pads that were there. She stated that Mr. Koeppen agreed to knock those down, if the city would bring a truck to haul away the chunks of concrete debris because there is not \$1,000.00 in the budget. Jensen asked about the runway extension. Osborn stated that we are waiting on the state. Cordova related that although progress appears to be stagnate, it is not. There is behind-the-scenes work taking place.
- B. Library Commission – April 14<sup>th</sup> -- Haley discussed spring break at the library. She has been very busy this month and she does try to let her Board know where she goes representing the Library. She is very pleased with how the spring break week ran with the additional programs and attendance. There is a new themed fundraiser program based off of donations. The fundraiser is titled "Feed the Dinosaurs" and asks patrons of the Library to donate extra pocket-change to a dinosaur out front. Haley is promoting turning the "dinosaur" computers in something new and shiny. She highlighted the upcoming programs and numbers of patrons, etc., and that we are reaching many people from outside our City. Haley asked about the material that she sent over, regarding the surplus inventory. Mayor Williams asked her to provide her plan and then it can be acted upon.
- C. Historical Commission – April 18<sup>th</sup>
- D. Building Permits/Business License – March 2016
- E. Parks – Fales reminded everyone that Arbor Day is April 29, 2016 and they will be planting trees in Kiwanis Park that day.

**MAYOR'S COMMENT**

Mayor Williams state that a request went out on the website asking for pictures of the City and surrounding area. Many have already been submitted to the office.

Impact fees are a separate approval issue and can be discussed after the upcoming Executive Session.

Tentative date is needed for the budget. Monday, August 1, 2016 is set at this time.

Executive Work Session is set for Monday, April 25, 2016 at 4 P.M.

Next Work Session for Source Water Protection Study is set for regular council meeting May 2, 2016 at 5 PM.

**CITIZEN'S COMMENTS**

Kathy Patrick from the Payette Senior Citizen's Center, 137 North Main Street, wanted to let everyone know that the Meals on Wheels program was able to order their new van. They received a very generous donation from the family of Doug Green, allowing for this purchase including the registration fees. It will be delivered in six to eight weeks. Ms. Patrick thanked everyone in the community for their efforts in this benefit to the Meal on Wheels Program. Dale asked when the fundraising started for this project. Ms. Patrick stated that it began in February. The Council congratulated her for the work on behalf of this project.

Wickersham addressed the Council regarding The Boy's and Girl's Club. They are making forward motion towards formalizing many details for the Club.

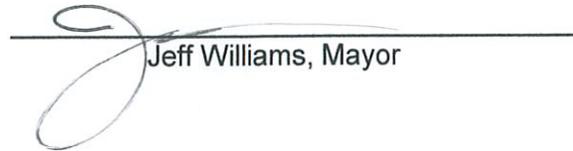
Jensen addressed the Council on the Miracle Game played during Harmon Killebrew Days. He stated that local coverage included all three major local television stations. Also the day included speakers representing Hall of Fame donors of \$10,000.00, or more. These people buddied up with some of the kids. There was a great turn out, a great game and lots of great press for Payette.

**ADJOURNMENT**

A motion was made by Jensen and seconded by Dodson to adjourn the regular meeting at 7:57 PM

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

Signed this 30<sup>th</sup> May day of, 2016.

  
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Jeff Williams, Mayor

ATTEST:



Denise Rueschhoff  
Office Assistant