

**MINUTES  
PAYETTE CITY COUNCIL  
Regular Meeting  
May 4, 2015**

**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, Nancy Dale, Lee Nelson, Jeff Sands, Ray Wickersham and Craig Jensen  
Members Absent: Mark Heleker was excused.  
Staff Present: Mary Cordova, City Administrator; Doug Argo, City Engineer; Mark Clark; Police Chief; Steve Castenada, Fire Chief and Brenda Stowe, Administrative Services Clerk

**PLEDGE**

The Pledge of Allegiance was led by Craig Jensen

**CITIZENS COMMENTS**

None Heard.

**APPROVAL OF MINUTES**

A motion was made by Jensen and seconded by Wickersham to approve the Work Session, Public Hearing and Regular Meeting minutes of 04-20-15 with a correction to page 5 specifying who received the \$780.00 donation.

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

**APPROVAL OF BILLS & PAYROLL**

A motion was made by Nelson and seconded by Sands to approve the City Bills & Payroll in the amount of \$174,980.98 contingent upon Mark Heleker's approval.

At the roll call:

Ayes: Wickersham, Jensen, Dale, Nelson, Sands

Nays:

The motion CARRIED.

**SPECIAL ORDERS**

None

**COMMUNICATIONS**

Treasure Valley Transit – Mayor Williams received a letter from TVT stating that the Malheur Council on Aging and Community Services informing us that they were not renewing the contract with TVT for the Ontario fixed route effective July 1, 2015. Basically what that would mean to our residents is they will have to take a bus to Walmart and switch to a different bus to travel elsewhere in Ontario. Mayor Williams stated the Medicare dollars picked up a little higher in Ontario than here. He is hoping Idaho Medicare funding will pick up here. It was indicated that it would not affect our budget numbers. Councilor Sands is curious how it will work, if it will affect how our money is spent.

## **PLANNING & ZONING**

- A. Meeting Minutes – April 23, 2015  
No comments heard.

## **AGENDA ITEMS**

- A. Building Inspector – Steve Pierson – Mr. Pierson stated started working for Payette in December of 2014 and this was the first time since then he has addressed the Council. He knew at that time there was some concern about him not committing to a set schedule but he feels he is here as needed and believes he is providing good service. The other item he expressed reservation about was the fee schedule. It is lower than other areas. Idaho is at 75% of the national ICC for buildings, Payette's fees are at 42%. He would like to see the Council raise the fees to reflect at least something of the actual costs. Mayor Williams asked if Mr. Pierson has access to the past years building permits, he was wondering if building had increased. Mr. Pierson thought if memory served him right between building permits and sign permits the past year was around \$30,000.00, he will provide a more accurate report to the Council in the future. Mayor Williams informed Pierson the Council had purposely set the fees low to encourage building and construction in the City. Mr. Pierson understood that, but the fees are considerably lower than actual costs, and wanted the Council to be aware of that. Councilor Jensen asked Mr. Pierson if he was aware of the fees prior to taking the job and how they may affect his pay. Mr. Pierson did say that he did. Councilor Jensen reminded him that the winter months are probably slower than this time of year and summer months. Mr. Pierson said it may even out over the year. He took listing prices and took out 20% for the lot, that is how he came up with the \$84.00 per square foot average. The Mayor asked if the ICC percentage is a national average. Mr. Pierson said yes it is and 75% is Idaho's average. The mayor reminded the Council that 75% was what other communities around us charge and the Council body made a decision to charge less to encourage more business. Councilor Sands said he could understand why Mr. Pierson may want to revisit the fee schedule. Councilor Sands suggested they think more about this when doing the following year's budget. Mr. Pierson said they could revisit all of this in December, after he has been here for a year. Mayor Williams asked the Council if they had heard any complaints. Councilor Wickersham stated that all he has heard is good feedback.

- B. Façade application – Scott Masingill –

Mayor Williams asked for a member of Admin & Finance Committee to let the Council know how they felt about the request. Councilor Sands replied that the committee's general feelings were the applicant needed to fill out the application completely in order to apply for the grant. Of the three separate applications, only one was filled out properly. The Committee felt if the grant proposal was designed to gather specific information, and if the application is not complete the applicant may be denied. It was returned to the applicant with a request to bring in those other items required in the application. Councilor Nelson said on the Masingill property they recommended the application be approved, provided the additional information was given to

Council. The information was not provided. The City is willing to grant up to \$5,000.00 to improve the façade of their building, Councilor Nelson was really disappointed in the response they got. Ms. Cordova sent an email requesting additional information. The email she received in return lacked the information needed. Councilor Dale asked if the process was for the property owner to do the work and then bring in the receipts to be refunded by the grant. The answer was yes. Councilor Nelson would like to know what they are approving up front. Councilor Dale reminded them the funds are not given until the work is done. Councilor Dale asked if we had an actual bid for the removal of the metal façade. Mayor Williams was not sure, he questioned what they may find after the metal is removed, no one knows what is underneath there, or what it might cost to repair. Councilor Dale doesn't know what the council is expecting when the property owner doesn't know what they will find. Mayor Williams wondered what the \$10,000.00 will cover. Councilor Jensen believes we have the grant application set up this way so we can decide if we will match funds. Councilor Sands stated if we had typed this information in for grants that the city had applied for we would not have gotten the grant. He supports the project. He just doesn't support an incomplete application. Ms. Cordova stated to get the project going we could do this in two phases. The first phase as the removal, then Mr. Masingill could reapply for the improvements, after he sees what needs to be done. Councilor Nelson felt we should grant money without the proper paperwork. Councilor Dale stated we may have to walk this client through differently. We are trying to change the culture with our business owners and yes they need to be accountable, but the Portia Clubs application is exceptional and not many people will know how to do that. Councilor Dale is comfortable with a motion if we did as Admin & Finance suggested as long as they supplied the additional information. Ms. Cordova suggested a phase one and phase two. Councilor Nelson would have felt differently if the grant application would have been submitted in that manner. Councilor Jensen would like to see something in the middle, detailed but a simple process. Councilor Sands does not support this. Mayor Williams asked if this subject was to be tabled, approved? Councilor Wickersham would like more detail. Councilor Nelson stated there was a clause that allowed one to take financial responsibility over another's property. He feels that Mr. Masingill may need to take command to get the Nunes and Masingill project done. Mayor Williams thought that what was missing from the Nunes application was a paragraph stating that Scott Masingill would be taking financial responsibility for the project. Councilor Dale feels that may simplify it, she wondered if they were hoping for \$10,000.00 in grant monies rather than \$5,000.00.

A motion was made by Wickersham and seconded by Jensen to table the Masingill façade application and send back to the properties owners until we have more detailed information and a firm bid on the cost of removing the metal.

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

The motion CARRIED.

#### C. Façade application – Louis Nunes

A motion was made by Sands and seconded by Dale to deny the Nunes Façade application until the required information is submitted to the satisfaction of staff.

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

- D. Façade application – Portia Club – Mrs. Cleo Thompson stated the Portia Club Façade Grant Application was completed by Ms. Kerry Taylor; she completed it in five hours.

A motion was made by Jensen and seconded by Sands to approve the Portia Club Façade application not to exceed \$3,288.00.

At the roll call:

Ayes: Nelson, Dale, Wickersham, Sands, Jensen

Nays:

The motion CARRIED.

- E. Reader Board Request –Kari Purdy – Payette Head Start – Ms. Kari Purdy stated the Head Start is accepting applications for the 2015 - 2016 school years. They would like to request putting a message on the City reader board. They are currently low on applications. By this time they usually have 110 and this year they only have 75. Mayor Williams asked if the Head Start had a deadline. With Apple Blossom around the corner we may need to postpone putting the Head Start message up on the board until after May 20<sup>th</sup>. Councilor Jensen asked how long they may wish to have the message posted. Ms. Purdy replied as long as possible, at least a couple of weeks. The Mayor asked if Head Start would please submit the documentation they wished to be displayed to staff.

A motion was made by Jensen and seconded by Wickersham to approve the Reader Board Request made by Kari Purdy on behalf of the Payette Head Start after May 20, 2015.

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

- F. Proposed Downtown Parking Requirements – Mayor Williams stated because there is a change to our zoning ordinance staff is looking for a consensus of the Council that this is the direction we want to go. Councilor Jensen asked if they now have to come in to get a variance. The answer was yes. Councilor Sands wasn't sure he wanted to do that for the residential in C-Commercial. Mayor stated that as he recalled there often is not off street parking for business downtown, but he is sure our new ordinance will address these things. Ms. Cordova replied they could address it that was a good idea.

A motion was made by Dale and seconded by Nelson to accept the P & Z recommendations to make changes to the Downtown Commercial Zone Parking.

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

- G. Agenda Request – Westside Market – Mobile Food Vender- Ms. Julie Lopez made a request to sell food and drinks during the soccer games at Gateway Park from a tent on Sundays. Councilor Nelson inquired about trash issues and noted that had been a problem in the past. Ms. Lopez stated the biggest issue had been soda lids and they felt they could eliminate that by removing the lids before handing the sodas out. Other trash would be gathered and placed in the trash cans.

A motion was made by Wickersham and seconded by Jensen to approve the Mobile Food Vendor License for Westside Market to sell at Gateway Park on Sundays good for 90 days.

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

- H. Airport Minimum Standards – Mr. Dave Koeppen stood before the Council on behalf of the Airport Committee. He stated the committee has made modifications so that they may do things legally that we have been doing all along. Councilor Jensen asked if they were attempting to put side bars on what has been going on. Councilor Nelson asked if the highlighted areas indicated that part time instructors do not need to follow these standards. Mr. Koeppen stated this just brings it down to a smaller scale. Mayor Williams asked where the recommendation came from. Where did the “sometimes” come from. Mr. Koeppen stated that Bert Osborn approved the legal. Councilor Jensen wanted to know if this was specific to instructors giving lessons at the airport. Is it because they do not want to go through licensing? Mr. Koeppen stated he would be liable for himself and his plane. Councilor Sands asked if he wished to learn to fly, are there business entities nearby? Mr. Koeppen stated the nearest is in Nampa. Councilor Sands asked if Mr. Koeppen charged a fee for teaching, would he as a student have to sign anything releasing the City from liability. Mr. Koeppen said no, it would be considered airport functions. Councilor Wickersham felt this modification was to encourage aviation at a local level. Mayor Williams wished that Mr. Osborn was in attendance for clarification. Ms. Cordova stated that Mr. Osborn did see it. She also wished to thank Mr. Koeppen for his outstanding amount of volunteer work at the airport.

A motion was made by Dale and seconded by Wickersham to accept the highlighted modifications to the Airport Minimum Standards.

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

- I. Agenda Request – Liz Amason – Economic Development Fund – Ms. Liz Amason and Mr. Alan Massey made a presentation and power point to the Council regarding the Economic Development Fund. They have been working with various groups and civic organizations to improve downtown and economic viability. They have made contact with many business owners as well as downtown property owners to encourage excitement about downtown. RD I, HTC, Four Rivers and Jerry Miller has come up with some grants to help with funding. However there is a tight deadline and they are asking the City for matching funds of \$10,000.00 to make it happen. In the presentation they are looking at an action plan that the City can use for economic analysis development, marketing strategies, it provides a vision and design concept in conjunction with an architect, helping property owners with development and improvements, as well as funding resources. It is still in the developmental stages and is making a lot of

progress in moving forward. There will be a meeting Wednesday, May 5<sup>th</sup> at the Library with HTC. Phase one is designed to implement an outreach plan. A discovery phase that a steering committee makes contact with the business owners, review actives and gather background data to find areas to work with. In Phase two, the committee reaches out to see what the priorities are. The group already is reviewing the suggestion forms from property owners to get more input. They are working with focus groups and trying to get citizens involved through town hall meetings. The group is doing a downtown assessment, property physical conditions, focusing on strengths and reviewing challenges; they hope to make all of Payette economically viable. In Phase three, the committee hopes to prioritize the recommendations and plan for action. Start with three to five key initiatives; identify low hanging fruit to pull business in. We already have many things here in Payette to make Payette a destination City. They have two grants they are working with. The RDI grant, known as the USDA Rural Development Grant is for \$23,000.00 with the City matching \$10,000.00. The second grant is a GEM grant for \$15,000.00 for a total of \$48,000.00. Noelle Colby–Rotell from the RDI added that the more commitment from the City the more likely we are to receive the grant. They are asking for a letter of commitment from the city to sate the city is willing to match the funds up to \$10,000.00. The group is working with Apple Blossom to show what downtown is about, they are also working with the historical committee by putting up a map showing the many things Payette has to offer. They are planning on doing the same for Cruise Night. The Group would like for the city to apply for the GEM grant, it does have to be submitted by a municipality. Ms. Amason stated that business owners have been giving consistent feedback. Everyone is positive about the project. They are trying to improve the appearance of downtown by doing as little as putting vignettes in the empty windows. Mayor Williams stated they would have to plan for this in next year's budget; they would have to add an item line in September. Councilor Wickersham worries a little on the professional development. We could be paying a lot of money to find out something we already know. Councilor Jensen asked if what they were requesting was for the City to supply a letter of commitment for the \$10,000.00 matching funds and apply for the \$15,000.00 GEM grant. Ms. Amason and Mr. Massey said yes.

- J. City Motto Recommendation – Mayor Williams asked Councilors Jensen and Dale if we are ready to take the next step. Councilor Jensen was a bit disappointed in the response from Facebook and the newspaper. We only had thirteen people respond. So far, in the lead is “Payette, it just feels like home.” Councilor Jensen wanted to thank April from the Independent Enterprise for her efforts in this. Mayor Williams feels it could provide a theme for our downtown revitalization project. Ms. Amason feels the voting should be extended as many people are unaware of the contest, she herself was unaware. She would like to see the voting extended for at least another month. The Council felt that may be too long as this has been going on for quite a while. The Council decided to table the decision until the next Council meeting on May 18, 2015.
- K. Agenda Request – Susan Josephson – Dogs –Ms. Josephson pleaded with the Council to allow her to have more than the three dogs as required by the City ordinance. She currently has five dogs. Two were her husbands and the other three are hers. None of the animals are registered. In addition, her daughter has been staying with her to assist her after some medical issues, her daughter has three dogs. On an unrelated issue the Police department became aware of the eight animals at the residence and Ms. Josephson was cited. Ms. Josephson stated they did attempt to license her daughter's dogs, but the City would not do it. Chief Clark stated the City can only license three dogs to the property. Mayor Williams asked if we were to follow the ordinance, she does not dispute she has too many dogs. Chief Clark stated we cannot allow her to license eight dogs. Ms. Josephson said the citation said she must license her dogs and City Hall will not allow her to. Miss Ashley Carr stood up to say she felt if the animals are well taken care of why it matters how many

they have. Councilor Sands stated it is the City Code, three dogs per residence. Mayor Williams stated Ms. Josephson will have to present her case to the judge.

- L. Resolution #2015-05 –Surplus Property & Records Destruction – Councilor Nelson asked if the museum may want the accounting ledgers. Councilor Sands asked if we really wanted to discard the Smith Food King material. If the Smith Food King is not the floor plans, it may be destroyed.

A motion was made by Nelson and seconded by Dale to approve Resolution 2015-05 Surplus Property & Records Destruction.

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

- M. Proposed changes to Railroad boxcars / motor vehicle cargo containers - Mayor Williams stated on pages 70 and 71 are the proposed changes to the Ordinance. He inquired if this would then go back to P& Z for a public hearing upon Council's recommendation, sent back to Council for another Public hearing, then the three readings. Ms. Cordova said yes. Councilor Nelson felt it was left up in the air. This seems like a compromise. Councilor Dale was questioning the Commercial five years, and the Industrial ten years, what are the differences. She also questioned the proximity to residential in C-Commercial. Councilor Wickersham stated he doesn't feel we can't eliminate residential. He doesn't feel we can say they can't have one with a CUP.

A motion was made by Nelson and seconded by Jensen to recommend the proposed changes to the Railroad boxcars/motor vehicle cargo containers ordinance to P& Z.

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

## **DEPARTMENTAL REPORTS**

- A. Admin & Finance Committee – April 30, Council previously discussed façade grant applications.

## **MAYORS COMMENTS**

None heard.

## **CITIZEN'S COMMENTS**

(Limited to 5 minutes per person, at the discretion of the Mayor)

**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.

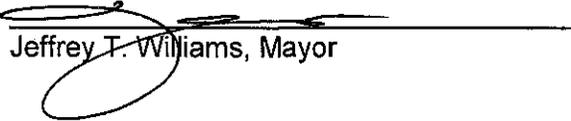
Mr. Osborn is out ill; the Council will address this matter at a later date.

**ADJOURNMENT**

A motion was made by Jensen and seconded by Dale to adjourn the regular meeting at 9:10 pm.

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

Signed this 19<sup>th</sup> day of May, 2015.

  
Jeffrey T. Williams, Mayor

ATTEST:

  
Brenda Stowe, Admin Clerk