



PAYETTE CITY COUNCIL

WORK SESSION AGENDA

May 16, 2016

6:00 PM

HONORABLE MAYOR JEFFREY T. WILLIAMS PRESIDING

COUNCILORS

Lee Nelson,
Council President

Craig Jensen

Ray Wickersham

Alan Massey

Nancy Dale

Kathy Dodson

CALL TO ORDER

ROLL CALL ATTENDANCE

AGENDA ITEMS

- A. Proposed Ordinance Change – Liquor License Locations
- B. Sidewalk Café's

DEPARTMENT REPORTS

- a. Street Department
- b. Water Department
- c. WWTP Department
- d. Park Department
- e. Pool Department
- f. Shop Department

FUTURE MEETING TOPICS

ADJOURNMENT



PAYETTE CITY COUNCIL

REGULAR MEETING AGENDA

May 16, 2016

7:00PM

- I. CALL TO ORDER
- II. ROLL CALL ATTENDANCE
- III. PLEDGE OF ALLEGIANCE
- IV. CITIZEN COMMENTS

This time is reserved for the public to address their elected officials regarding concerns or comments they would like to provide to the City Council regarding subjects not on the agenda. At times, the City Council may seek comments/opinions regarding specific City matters during this allotted time. This is not the time to give formal testimony on a public hearing matter, or comment on a pending application or proposal.

- V. APPROVAL OF MINUTES
 - A. 05-02-2016 – Work Session & Regular Meeting..... 1
- VI. APPROVAL OF PAYABLES..... 7

VII. SPECIAL ORDERS

- A. Payette 2016 Apple Blossom Court

VIII. COMMUNICATIONS

IX. PLANNING & ZONING

X. AGENDA ITEMS

- A. Ordinance #1407 – An ordinance of the City of Payette, Idaho, amending the Payette municipal code section 2.78.02 A in Chapter 2.78 of Title 2 and section 15.37.010 in Chapter 15.37 of Title 15 by adding a non-voting Council liaison and appointing the City Administrator or a designee as advisor to both bodies; setting an effective date; allowing publication in summary form; establishing severability; establishing a repealer – 1st Reading..... 9
- B. Rose Advocates – 2015 Update..... 11
- C. Donation Request – Rose Advocates..... 12
- D. Contract for Strategic/Police & Fire Impact Fees - Galena Consulting..... 13
- E. Write-Off Utility Accounts..... 19

XI. BOARD & COMMISSION REPORTS

- A. Airport Commission – May 9th 22
- B. Library Commission – May 12th
- C. Historical Commission – May 16th

XII. MAYOR’S COMMENTS

XIII. CITIZEN’S COMMENTS

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

XIV. EXECUTIVE SESSION Pursuant to I.C. 74-206(1)(b), the City Council will recess into Executive Session 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 as provided in I.C. chapter 1, title 74.

XV. ADJOURNMENT

**MINUTES
PAYETTE CITY COUNCIL
Work Session, Public Hearing & Regular Meeting
May 2, 2016**

5:30 PM – Work Session

A work session of the Payette City Council was called to order at 5:30 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, Ray Wickersham, Nancy Dale, Alan Massey, Kathy Dodson and Craig Jensen.

Members Absent: None

Staff Present: Steve Castenada, Fire Chief; Mark Clark, Chief of Police; Jake Hust, Water Supervisor; and Bobbie Black – Deputy City Clerk; with Mary Cordova arriving at 6:45 PM

Citizens Present: Larry Dove

AGENDA ITEMS

- A. Source Water Protection Ordinance: Mayor stated at last work session he thought there was some urgency on this ordinance. He hoped the Council had time to look at it and study it. He asked if there are any questions and are we ready to have it in ordinance form. Hust stated the highlighted portions are where we are considering adding language. It is clarification on the oil and gas items. Mayor stated we have the potential of having contamination. Hust had the Council look at map in the packet. He talked about how long it takes to travel to our water system. Massey asked if ordinance was written by Jerry Mason or just the addendums. Dale stated at this time we don't have an existing ordinance. Asked where the suggested changes came from and Hust answered he doesn't know. Nelson would like to see what definitions are suggested. Wickersham thinks we should definitely use a Conditional Use Permit process. Massey thought Osborn should be in on this discussion. Mayor stated at the last month of legislative session, local use planning does not have the teeth that it used to. Do these rules still apply now? Nelson and Massey likes the idea of Conditional Use Permit also. Mayor stated Hust has the most knowledge and he stated the time of travel was the most important. Black stated if Council could give staff some direction we could present an ordinance to Council. Dale stated if we go through items we could give staff some direction. She was concerned when elected that we didn't have a source water ordinance in place. Massey would like to see some guidance for enforceability on compliance.
- B. Fire Department – March 2016 – Castenada stated call volume is starting to climb. Right now he is where he was at the end of June last year. They are not just medical, fire related calls also. They will be starting hydrant lubing and painting next week. Dale asked if we should explore the County for financial support for medical calls. Mayor stated we were notified of a proposed increase in our dispatch fees in the future. Nelson stated we are double paying. Castenada stated we do receive medical supplies only from the County. Dale doesn't want services reduced; just trying to see where we could get additional money. Castenada stated until there is a third ambulance things won't change. Mayor asked how do you respond outside the city limits. Castenada stated we go into the impact zone or they have to mutual aid for us to respond. They never leave the City unprotected. The medical license is for Payette City. Dove asked how often they are on transfers, it was stated a lot of transfers are done. Castenada stated 75% of their calls are during the day.

Jensen asked if we could talk about why dispatch fees are going up and Mayor stated we do not have all information to discuss.

- C. Police Department – March 2016 - – Clark stated they have had about 538 calls for service. Ordinance Officer is busy right now and getting properties cleaned up. They just went through the hiring process and offered two candidates positions if they pass all requirements. One will have to attend academy. He had a lot of good candidates this time. His department is getting ready for Apple Blossom. Anticipates work load to go up some. Clark gave kudos to Castenada and his crew for their quick response to calls. Nelson asked they have seen an increase in activity with Oregon's marijuana laws. Clark stated he believes so, they have seen an increase on drug related calls. Massey asked if they are local people or out of town are getting arrested and Clark stated local people. He talked about his department being part of the Tri-City task force and found out there was a lot of time being spent for the grant. He told the board at the last meeting he was no longer going to be a part of it. Time wasn't being spent in our City. Jensen asked about testing he does regarding new officers. Clark stated that is what he has implemented for his department. He asked the Council to see how many other cities have law suits that don't require the extra testing. Dale asked if there is anything that needs to be addressed on how ordinances are written that is time consuming for your department, you will let us know. Clark stated there are some things that could be addressed in the future.
- D. Administration
1. Treasurer's Report – March 2016 - Mayor stated it is the Council's job to look and analyze. Jensen asked why the water department line item for engineering is over budget and Hust answered it is for engineering for designs. The Council would like to see a report with percentages. Jensen ask about the information tech line item in sewer department and line item in park department for unemployment, why no dollar amount listed.
 2. Discussion on ordinance change for Council Liaison on Airport & Historical Commission – Mayor stated that our current ordinance does not have a liaison on the Airport & Historical Commission. He asked the Council what their pleasure is. The direction of Council is to change our current ordinance to have liaison on Airport & Historical Commission.
 3. Councilor Dodson proposal to change liquor ordinance – Dodson stated there are three different places in our zoning and why are we singling out drinking establishments. Clark stated he would be concerned in one area, on the investigation, he knows ISP does an investigation and his department can give you more information about the applicant. ISP will not transfer information to the local department and he would be able to provide more information. Dodson stated the City's previous ordinance stated felons, prostitutions, city council members were not allowed to have liquor licenses. She stated if ISP has already done the work for us why are we doing it also. Massey asked what kind of liability would the City be in for not allowing it and would we get sued for discrimination. Clark stated you would just be relying on an ISP report and you wouldn't get the knowledge from the department. Kathy Patrick stated the report ISP does is very thorough. If someone is coming from out of town you wouldn't know anyway and feels the City gouges bar owners now. Cordova stated we have already stopped having them do a background check through ISP, but does recommend that we don't make a change. There are different fees that are allowed by law that we can collect. Jensen stated let's be more efficient, but be more citizen friendly. This is exactly what we should be doing. Wickersham would like to see what we really do charge. Massey stated we have stopped doing background through ISP, but Chief still does his investigation. Dale asked what gave us the authority to charge before and not charge

now? The code gives us the authority to do an investigation. The resolution allows us to charge if we choose to do one.

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; Steve Castenada, Fire Chief; Mark Clark, Chief of Police; Jake Hust, Water Supervisor; Bert Osborn; City Attorney; and Bobbie Black – Deputy City Clerk

PLEDGE

The Pledge of Allegiance was led by Mike Holcomb.

PUBLIC HEARING

Mayor stated this has been continued, the applicant's paperwork was not submitted on time.

- A. Continuation of a re-zone by Frank & Kimmie Serrano for property located at 307 N. 9th 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.

CITIZENS COMMENTS

Kathy Patrick, 1095 N. 6th Street, has a request for City. She stated May 21st is Armed Force Days and would like to see flags out. Normally it is during Apple Blossom and this year it is not. Mayor stated staff is already scheduled to do that.

Mike Holcomb, 860 Hughes Drive addressed the Council. He is here on behalf of Scotch Pines. He wanted to let the Council know that they are getting ready to do a beautification project on the corner of Scotch Pines and Airport Road. They would like to put a four-foot retainer wall in the middle and a three foot wall on each side. They will also put a metal silhouette of a golfer and an airplane on each side. Mayor stated the City might be able to waive sign fees.

APPROVAL OF MINUTES

A. 04-18-2016 – Work Session & Regular Meeting

B. 04-26-2016 – Special Meeting

A motion was made by Dale and seconded by Dodson to approve the minutes of 04-18-2016 Work Session and Regular Meeting as written and 4-26-2016 Special Meeting as written.

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

APPROVAL OF BILLS & PAYROLL

A motion was made by Massey and seconded by Nelson to approve the City Bills & Payroll in the amount of \$173,465.99.

Dale asked about payroll expenses being lower and it was stated April had three pay dates which made the third one smaller.

At the roll call:

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

Nays: None

The motion CARRIED.

SPECIAL ORDERS

A. National Small Business Week, May 1-7, 2016 Proclamation

COMMUNICATIONS

None

PLANNING & ZONING

None

AGENDA ITEMS

A. Resolution 2016-08 – Surplus Property

A motion was made by Dale and seconded by Wickersham to approve Resolution #2016-08 for Library Surplus Property and distribution of the surplus property.

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

B. Agenda Request – Payette Community Alliance Network – Yard Sale

Liz Amason – 490 N. 20th Street addressed the Council. She is asking for yard sales to be longer than the three consecutive days as in code during Apple Blossom Festival. Dale asked if she sees an issue if we don't allow for more than three days and she is concerned for neighbors. Ms. Amason stated they won't get any more yard sales than the three allowed, this one gives them a longer time span. She only has a few registered, just thought it was an opportunity to bring more people into town. Massey doesn't see a problem with specifying the extra time during the Apple Blossom and one-time only and revisit afterwards. Nelson stated he has a friend that says after first day most items are gone.

A motion was made by Massey and seconded by Wickersham to approve the Payette Communitywide Yard Sale Event during Apple Blossom Festival – May 9th thru Sunday May 15 with stipulation that it is a one-time event and revisited afterwards.

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

C. Pool Signs Discussion

Black informed the Council of the prices for pool sign and directional signs.

A motion was made by Jensen and seconded by Nelson to purchase two sets of directional pool signs, placement to be at discretion of Street Department.

At the roll call:

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

Nays: None

The motion CARRIED.

D. Copier Lease Agreements – Admin & Police

Black stated we have been having problems with our current copier and getting a new one has several benefits which include cost saving, paper capacity and coping speed.

A motion was made by Massey and seconded by Nelson to approve the copier lease agreements for Admin & Police with City Attorney approval.

At the roll call:

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

Nays: None

The motion CARRIED.

BOARD & COMMISSION REPORTS

A. Forestry Commission – April 21st

MAYOR'S COMMENT

Payccy Auction was great that the Chamber put on last Saturday. He reminded everyone that Apple Blossom Festival is next week.

CITIZEN'S COMMENTS

Shannon Lewis Blakley apologized for his phone ringing several times during the meeting.

EXECUTIVE SESSION - Pursuant to I.C. 74-206(1)(b), the City Council will recess into Executive Session 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 as provided in I.C. chapter 1, title 74.

A motion was made by Nelson and seconded by Jensen to recess into Executive Session 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 as provided in I.C. Chapter 1, Title 74.

At the roll call:

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

Nays: None

The motion CARRIED.

The regular meeting reconvened at 8:36

ADJOURNMENT

A motion was made by Dodson and seconded by Jensen to adjourn the regular meeting at 8:37 PM

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

Signed this _____ day of, 2016.

Jeff Williams, Mayor

ATTEST:

Bobbie Black
Deputy City Clerk

CITY OF PAYETTE
MAY 16, 2016

| | | |
|---|-----------|---------------|
| CITY PAYROLL - Admin | 5/13/2016 | \$ 113,002.65 |
| ADVANCED CONTROL SYSTEMS - WWTP | 5/16/2016 | 67.75 |
| ALBERTSON'S - Admin & Park | 5/16/2016 | 39.10 |
| ALL VALLEY FIRE INSPECTION | 5/16/2016 | 655.00 |
| AMERICAN CHILLER SERVICE - Fire | 5/16/2016 | 375.00 |
| AMERICAN STAFFING - Park | 5/16/2016 | 3096.48 |
| ANALYTICAL LABORATORIES - Water & WWTP | 5/16/2016 | 1354.39 |
| ANDREWS SEED - Park | 5/16/2016 | 421.97 |
| BDS - Water & WWTP | 5/16/2016 | 1681.15 |
| BOUND TREE MEDICAL - Fire | 5/16/2016 | 261.99 |
| CABLE ONE - Admin, Police, Pool & Library | 5/9/2016 | 300.90 |
| CENTURYLINK - All Dept. | 5/16/2016 | 1175.99 |
| CENTURYLINK - Library | 5/16/2016 | 164.94 |
| CITY CLEANERS - Police | 5/16/2016 | 97.02 |
| CITY OF PAYETTE - Library | 5/9/2016 | 86.21 |
| CITY OF PAYETTE - Water | 5/16/2016 | 417.63 |
| CLAY PEAK LANDFILL - WWTP | 5/16/2016 | 482.96 |
| CLEARWATER CONCRETE - Street | 5/16/2016 | 183.02 |
| COLUMBIA BANK - All Dept. | 5/16/2016 | 3990.42 |
| COLUMBIA BANK - Library | 5/16/2016 | 1330.10 |
| COMPLETE OFFICE - Water, WWTP, Admin & Police | 5/16/2016 | 163.25 |
| COURTNEY, JERRY & MARI - Street | 5/16/2016 | 4000.00 |
| D&B SUPPLY- Park & Street | 5/16/2016 | 263.36 |
| DCS TECHNOLOGIES - All Dept. | 5/16/2016 | 1049.73 |
| DIG LINE - Street, Water & WWTP | 5/16/2016 | 66.90 |
| FISHER SCIENTIFIC - WWTP | 5/16/2016 | 521.26 |
| FLEET SERVICES - All Dept. | 5/16/2016 | 4291.34 |
| GALLS - Police & Fire | 5/16/2016 | 388.33 |
| HARDIN SANITATION - All Dept. | 5/9/2016 | 824.43 |
| HEART SMART TECHNOLOGY - Police | 5/16/2016 | 152.00 |
| IDAHO BUILDING INSPECTION - Admin | 5/16/2016 | 4331.76 |
| IDAHO FOREST PRODUCTS COMMISSION - Park | 5/16/2016 | 20.00 |
| IDAHO POWER - All Dept. | 5/9/2016 | 15604.62 |
| IDAHO TRACTOR - Street | 5/16/2016 | 22.80 |
| IDAHO TRANSPORTATION DEPT. - Fire | 5/16/2016 | 46.00 |
| INDEPENDENT ENTERPRISE - Admin | 5/16/2016 | 261.06 |
| INDUSTRIAL WORLD - Water | 5/16/2016 | 350.00 |
| INTERMOUNTAIN GAS - All Dept. | 5/9/2016 | 3137.00 |
| KAMAN - WWTP | 5/16/2016 | 100.17 |
| KINETICO QUALITY WATER - Water | 5/16/2016 | 510.00 |
| L.N. CURTIS - Fire | 5/16/2016 | 151.49 |
| LUND INDUSTRIES - Police | 5/16/2016 | 60.48 |
| METROQUIP - Street | 5/16/2016 | 1001.76 |
| NAPA AUTO PARTS - All Dept. | 5/16/2016 | 1087.60 |
| NATIONAL HOSE TESTING - Fire | 5/16/2016 | 2853.00 |
| NORCO - Fire | 5/16/2016 | 103.20 |
| NORTH VERDE AUTO SALVAGE - Street | 5/16/2016 | 350.00 |

CITY OF PAYETTE

MAY 16, 2016

| | | |
|---|-----------|---------|
| ONTARIO BEARING - Street | 5/16/2016 | 50.19 |
| ONTARIO BUILDING - Street | 5/16/2016 | 64.20 |
| OSBORN, BERT L. - Admin | 5/16/2016 | 2700.00 |
| OVERHEAD DOOR COMPANY - Water | 5/16/2016 | 85.00 |
| PAETEC - All Dept. | 5/16/2016 | 15.91 |
| PAYETTE PRINTING - Police | 5/16/2016 | 82.20 |
| PETTY CASH - Admin | 5/16/2016 | 80.00 |
| PIPECO - Park | 5/16/2016 | 129.41 |
| PUBLIC AGENCY TRAINING - Fire & Police | 5/16/2016 | 885.00 |
| R.C. WORST - WWTP | 5/16/2016 | 160.00 |
| RESPOND FIRST AID SYSTEMS - Street | 5/16/2016 | 151.08 |
| RHINEHART JANITORIAL, LARRY & KATHY - Admin | 5/16/2016 | 800.00 |
| RHINEHART JANITORIAL, LARRY & KATHY - Library | 5/16/2016 | 825.00 |
| ROBBINS REFRIGERATION - WWTP | 5/16/2016 | 475.00 |
| ROBERTSON SUPPLY - Water | 5/16/2016 | 85.17 |
| RODDA PAINT - WWTP | 5/16/2016 | 161.28 |
| SAV-ON BLDG - Park & WWTP | 5/16/2016 | 86.49 |
| SHERWIN-WILLIAMS - Street | 5/16/2016 | 169.50 |
| STAPLES - Admin | 5/16/2016 | 167.16 |
| STATE OF IDAHO - IBOL - WWTP | 5/16/2016 | 61.00 |
| STREET DÉCOR - Street | 5/16/2016 | 6039.00 |
| T.O. ENGINEERS - Airport | 5/16/2016 | 3150.00 |
| TRANSPORTATION SYSTEMS - WWTP | 5/16/2016 | 56.64 |
| UNITED PARCEL SERVICE - Police | 5/16/2016 | 8.88 |
| VERIZON- All Dept. | 5/16/2016 | 617.22 |
| WESTERN WINDSHIELD - Fire | 5/16/2016 | 272.25 |
| WHITE CLOUD COMMUNCATIONS - Police | 5/16/2016 | 5504.88 |
| WIENHOFF DRUG TESTING - Street & WWTP | 5/16/2016 | 110.00 |
| WILSON TIRE FACTORY - Street & Fire | 5/16/2016 | 1489.52 |

\$ 195,378.19

ORDINANCE 1407

AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 2.78.02 A IN CHAPTER 2.78 OF TITLE 2 AND SECTION 15.37.010 IN CHAPTER 15.37 OF TITLE 15 BY ADDING A NON-VOTING COUNCIL LIAISON AND APPOINTING THE CITY ADMINISTRATOR OR A DESIGNEE AS ADVISOR TO BOTH BODIES; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF PAYETTE, IDAHO:

Section 1. Section 2.78.020 A of Title 2, Chapter 2.78 of the Payette Municipal Code is hereby amended to read as follows:

2.78.020: COMPOSITION; QUALIFICATIONS; TERM OF OFFICE:

A. Composition: The airport commission shall consist of five (5) members and one alternate member to be appointed by the mayor and confirmed by the council. At least one of the five (5) members shall be experienced in aviation, holding some level of pilot's license or some other aeronautical rating. In the absence of a regular member during a regular meeting, the alternate member shall assume the seat of the absent regular member for the duration of that meeting. The alternate member assuming the regular member's seat shall have all the powers, including, but not limited to, voting powers, of the regular members. Vacancies of regular members during the term shall be filled by the alternate member for the unexpired portion of the regular member's term. Vacancies of the alternate member during the term shall be appointed by the mayor and confirmed by the council for the unexpired portion of the alternate member's term. A city council member may be appointed to serve as a nonvoting council liaison. The city administrator or a designee shall serve as an advisor to the commission.

Section 2. Section 15.37.010 of Title 15, Chapter 15.37 of the Payette Municipal Code is hereby amended to read as follows:

15.37.010: CREATED; ESTABLISHED:

There is hereby created and established a historic preservation commission which shall consist of seven (7) members who shall be appointed by the mayor with the advice and consent of the council. Members of the commission shall be appointed with due regard to the proper representation of such fields as history, architecture, urban planning, archeology and law. Initially two (2) members shall be appointed for a term of one year, two (2) members shall be appointed for a term of two (2) years and three (3) members shall be appointed for a term of three (3) years. Thereafter all appointments shall be made for a term of three (3) years, the members of said commission being eligible for reappointment. If a vacancy occurs, the mayor with the consent of the council shall appoint a member to fill the unexpired term. The members of the commission shall serve without pay but shall be reimbursed by the city for preapproved necessary expenses incurred in connection with their duties. The members of the commission shall serve at the pleasure of the mayor and council and may be removed for any reason. A city council member may be appointed to serve as a non-voting council liaison. The city administrator or a designee shall serve as an advisor to the commission.

Section 3. This Ordinance may be published in summary form allowed by Idaho Code.

Section 4. This Ordinance shall be in full force and effect immediately upon passage and publication as required by the laws of the State of Idaho.

Section 5. Any ordinances or resolutions which are in conflict with this Ordinance are hereby repealed, but only insofar as the conflict exists.

Section 6. If any portion of this Ordinance should be found to be unconstitutional or unenforceable for any reason, the remainder of the Ordinance shall be applied to effectuate the purposes of this Ordinance.

PASSED and APPROVED by the Mayor and City Council of the City of Payette, Idaho this _____ day of _____, 2016.

CITY OF PAYETTE, IDAHO

BY _____
Jeffrey T. Williams, Mayor

ATTEST:

City Clerk



City of Payette
Agenda Request Form

OFFICE USE ONLY

RECEIVED

Date Received _____

MAY - 6 2016

Received by _____

CITY OF PAYETTE

Date faxed _____

Faxed by _____

RE: ROSE Advocates, LLC

First Name Dolores Last Name Larsen

Current Address 1520 1st Ave South

Home Number 208-414-1231 Cell Number 208-741-1690

Date of City Council meeting May 16, 2016 @ 7:00 pm.

Describe what you would like to address the Council on

ROSE Advocates updates on the year 2015.
Request for a ROSE Advocates Swim Pass for
residence (and children) at the Maple Tree House shelter.

RECEIVED

MAY - 6 2016

CITY OF PAYETTE

DATE 05/06/2016

SIGNATURE Dolores Larsen



City of Payette

Donation Request Form

Note: Requests must be received two (2) weeks prior to your event. We cannot fill requests without proper advance notification. One donation will be given per calendar year. A submitted request does not guarantee a donation.

Please initial that you have read the above statement AS

- Annual Request
- One Time Request

OFFICE USE ONLY

Date Received 5-9-16

Received by BBlair

Call made by/time _____

Donation Awarded Y/N CC Date _____

Amount of Donation \$60.00

Amount left in line item 2454.00

Organization Information

Name of Organization/Club ROSE Advocates, Inc. (Maple Tree House Shelter)

Organization's Address P.O. Box 887 (P.O. Box 887) 83672

City Payette State Idaho Phone 208-714-1231

Organization E-mail outreach@ruralnetwork.net

Please Attach Proof of Tax Exempt Status

Contact Person Information

Contact Name Dolores Larsen

Contact E-mail outreach@ruralnetwork.net

Contact Cell Number 208-741-1290 Work/Home Number 208-214-1231

Are you a Payette resident Y N (Maple Tree House Shelter)

Event Information

Event Name Requesting 20 ^{1 day passes} swim passes for children @ the Maple Tree House Shelter.

Event Date and Time June, July, Aug. 2016

Projected Attendance 6 children once each week. Cost per Person (if applicable) _____

Item to Be Used For (Door Prize, Silent Auction, Live Auction, Etc.) _____

Are you requesting a pool pass Y N If not, list your request _____

Event Description Swim once a week for the months of June, July and Aug. for up to 6 children.



CONTRACT
CITY OF PAYETTE, IDAHO
STRATEGIC PLANNING

The City of Payette has retained the services of Galena Consulting to facilitate a strategic planning process for Payette that clearly identifies the City's mission, goals, and objectives; aligns with the City's annual budget planning processes; and sets forth specific action steps for the realization of the City's goals and objectives.

Scope of Work

Galena Consulting welcomes the opportunity to support the City of Payette as it articulates its vision for the future of the City. This vision will build on protecting the qualities dear to the community, while determining ways to capitalize on its economic development potential in order to remain fiscally healthy and sustainable. Priorities will be set around establishing service levels that respond to citizen expectations, while balancing policies around future growth and development. The proposed scope of work is as follows:

- Project Planning - Consultants will meet with point of contact for the City of Payette, and the selected Comprehensive Plan consultants to coordinate project deliverables and timelines. *Coordination with staff and other consultants will be ongoing throughout the project.*
- Information Gathering - Consultants will interview city staff to assess the status of 2009 Strategic Plan and gather additional information about the City's current condition to enhance the planning process. Specific attention will be spent evaluating current facilities and services, and future service delivery needs.
- Public Involvement – The consulting team will engage the community in the strategic planning process through a survey of community members to determine their concerns and priorities for the City of Payette. Surveys would be conducted in an electronic format, collecting data anonymously. This survey tool could be repeated at a later date as a benchmark to determine the progress being made within the Strategic Action Plan.
- Assessment of current issues and priorities for the City - This work will involve interviews by the consultants with the Mayor, Council Members and Department Heads, as well as other staff identified by the City.
- Strategic Planning Work Session – Consultants will facilitate an 8-hour prioritization and action planning work session for Council and Department Heads, informed by the information gathering and public involvement phases of the project. This work session can occur over 2 days if preferred.

- Development of Strategic Action Plan – Based on the goals and objectives set forth in the planning sessions, the consultants will develop a Strategic Action Plan document that sets forth priorities, specific action steps, responsible departments, timelines, performance measurements, and budgetary impacts. Specific attention will be focused in the plan on methods for monitoring progress and performance to ensure achievement of the city’s strategic objectives. The Plan will be evaluated within the context of the developing Comprehensive Plan to ensure proper alignment.
- Review and Adoption of Strategic Action Plan – The consultants will facilitate the review and adoption of the strategic plan by the Mayor and City Council Members.

Galena Consulting is prepared to begin to facilitate the update of Payette’s strategic plan in June 2016. The actual timeline of the proposed scope of work will depend on coordination with the City’s Comprehensive Planning process and the availability of elected officials and staff.

The price for completing the identified scope of work is \$7,500 not including add-ons, optional tasks or change orders. It is an all-inclusive price that encompasses professional time and all expenses. Additions to the requested scope of work can be added by the City at any time. The hourly rate for such work would be \$150 per hour.

If the City would like to add a community open house to the public involvement task above, this additional task can be added to the contracted price for \$2,000.

Agreement for Engagement of Services

Galena Consulting has been retained by the City of Payette to perform the work outlined in the above scope. The not to exceed price for these consulting services is \$7,500. Work will be billed on a progress basis.

City of Payette

Galena Consulting, Inc.

Date

Date



CONTRACT
CITY OF PAYETTE, IDAHO
POLICE AND FIRE IMPACT FEE UPDATE

The City of Payette has retained the services of Galena Consulting to update Police and Fire impact fees in compliance with State Statute.

APPROACH TO PROJECT

The impact fee study methodology we have successfully employed throughout the State of Idaho is fully consistent with the relevant Idaho State Statutes. This approach includes:

- Forecast of residential and commercial growth;
- Analysis of current infrastructure service standards and capital needs, and assessment of the source of demand for future capital improvements;
- Analysis of cash flow stemming from impact fees and other infrastructure financing sources (i.e., land donations, bonded indebtedness, special districts, General Fund contributions);
- Preparation of a fiscally-constrained Capital Improvements Plan (CIP) and identification of the growth-related portion of City infrastructure plans;
- Calculation of full cost-recovery impact fees by land use type;
- Implementation recommendations including impact fee credits, potential exemptions, how fee revenues should be accounted for, and how the fees should be updated over time;
- Support to elected officials in considering the adoption or update of impact fees; and;
- Assistance to City legal staff in preparing or updating enabling legislation.

Our proposed work plan to update the City's Police and Fire impact fees and 10-year fiscally constrained capital improvement plan includes:

Task I. Project initiation

Task I-1. Initial meeting with City staff to formalize schedule, clarify and define needs and approach and submit data requests.

Task II. Detailed analysis of current conditions, current financing systems, infrastructure requirements and new system options. Update of the City's 10-year fiscally constrained capital improvement plan.

Task II-1. Collect and review available data on current service levels for use in providing an introduction to service delivery issues and for developing infrastructure expansion cost estimates and service delivery standards.

Task II-2. Review and evaluate the City's long-term infrastructure requirements recognizing the four sources of infrastructure demand: repair/replacement of existing facilities, betterment of service standards, institution of new services, and expansion of facilities for new development. Where master plan-based capital needs are not fully identified, work with appropriate City staff to identify and estimate costs for these improvements.

Task II-3 Review and evaluate current long-term capital financing systems. This will include an analysis of the cost of development versus revenue generation within the City as it relates to capital projects. We will collaborate with City budget staff to determine the degree to which each revenue source can be anticipated to be available to fund portions of the CIP, and fiscally constrain the CIP to meet these expectations.

Task III. Analysis of current and future land use

Task III-1. Collect data on current land use patterns in Payette, including the acreage and square footage of different types of uses and the numbers and types of housing units.

Task III-2. Evaluate any existing projections or development trends, including population projections that indicate current direction of development in terms of physical locale and types of land use development.

Task III-3. Based on the above information, generate calculations documenting current development in Payette, and forecast of future development over the next 10 years.

Task IV. Calculation of preliminary development impact fees

Task IV-1. Calculate preliminary fees. This will include the following steps:

- Quantify capital costs (data from Task II)
- Quantify unit costs (data from Tasks II and III to derive \$/unit or \$/sq.ft.)
- Determine land to development conversion ratios
- Define benefit areas if appropriate
- Calculate revenue credits (bonded indebtedness) if appropriate
- Develop a preliminary fee schedule

Task IV-2. Develop a plan for implementation and administration of proposed fees including “credit” procedures.

Task IV-3. Meet with identified stakeholders, including any development advisory committees.

Task IV-4. Submit a draft report to staff for review.

Task IV-5. Conduct a briefing with City Council to review the draft report.

Task IV-6. Hold any required public hearings on preliminary capital improvement plans and impact fee schedule.

Task V. Impact fee system final design and documentation

Task V-1. Develop final impact fee report including fee implementation and administration recommendations.

Task V-2. Assist the City in assessing the implications and evaluation of changing the level of the City’s current impact fee, if applicable.

Task V-3. Submit final report to staff for review.

Task V-4. Provide any necessary assistance to legal staff in updating enabling legislation.

Task V-5. Prepare cash flow analysis based on final fee schedule and Payette growth projections.

Task V-6. Present final report to City Council, and address any further Council concerns or questions.

Task V-7. Hold required public hearings.

FEES

The price for completing the identified scope of work is \$12,000, not including add-ons, optional tasks or change orders. It is an all-inclusive price that encompasses professional time and all expenses. Additions to the requested scope of work can be added by the City at any time. The hourly rate for such work would be \$150 per hour.

Please note that the above costs can be included in the fee calculations so that the City can be repaid for the entire cost of the study over time by new development.

| DESCRIPTION | EST. HOURS | COST PER HOUR | TOTAL |
|--|------------|---------------|-----------------|
| Initial research and preparation of draft report | 50 | \$150 | \$7,500 |
| Presentation of draft report to staff, advisory committee and City Council | 10 | \$150 | \$1,500 |
| Revision of draft report based on input from City Council | 10 | \$150 | \$1,500 |
| Presentation of final report to staff and City Council/Public Hearings | 10 | \$150 | \$1,500 |
| TOTAL | 80 | \$150 | \$12,000 |

Agreement for Engagement of Services

Galena Consulting has been retained by the City of Payette to perform the work outlined in the above scope. The not to exceed price for these consulting services is \$12,000. Work will be billed on a progress basis.

City of Payette

Galena Consulting, Inc.

Date

Date



CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Honorable Mayor & Members of the Payette City Council
From: Matea Gabiola *UG*
Date: 5/11/2016
Re: Write-Off Accounts

BACKGROUND & JUSTIFICATION:

The attached list are accounts that need to be written off from our utility billing account and sent to collections. Collection notices were sent out April 2, 2016, and had to be paid by May 2, 2016 at 5pm, to avoid being sent to collections. Attached are the accounts that are 90 days past due.

RECCOMENDATION: Recommend that the City Council approves the write off list to be sent to collections.

Accounts:

| Address | Account | Amount |
|-----------------------|---------|--------|
| 555 7th Ave No APT A | 0145-14 | 38.76 |
| 555 7th Ave No APT B | 0146-08 | 26.44 |
| 800 No 5th Street | 0153-04 | 250.66 |
| 543 No 4th Street | 0187-08 | 49.61 |
| 542 North 5th Street | 0207-02 | 129.57 |
| 630 No 5th Street | 0212-03 | 69.78 |
| 335 4th Ave No | 0270-17 | 48.96 |
| 434 No 7th Street | 0289-03 | 82.74 |
| 650 No 8th Street | 0321-03 | 147.51 |
| 650 No 8th Street | 0321-04 | 36.67 |
| 821 7th Ave No | 0327-04 | 592.07 |
| 367 3rd Ave No | 0336-01 | 231.67 |
| 737 7th Ave No | 0337-04 | 6.64 |
| 705 No 7th Street | 0340-03 | 129.78 |
| 726 No 7th Street | 0341-01 | 157.73 |
| 734 No 7th Street | 0342-04 | 53.70 |
| 824 8th Ave No | 0348-00 | 346.04 |
| 827 8th Ave No | 0365-07 | 47.67 |
| 811 8th Ave No | 0367-23 | 69.00 |
| 836 No 7th Street | 0376-00 | 256.29 |
| 920 No 4th Street | 0432-06 | 49.17 |
| 727 No 2nd Street | 0460-08 | 23.30 |
| 1037 3rd Ave No | 0497-03 | 37.24 |
| 1037 3rd Ave No | 0497-04 | 23.55 |
| 929 4th Ave No | 0528-09 | 157.86 |
| 25 12th Ave No | 0623-03 | 23.30 |
| 32 E Commerical | 0626-13 | 196.32 |
| 114 7th Ave No | 0641-07 | 74.73 |
| 615 No 2nd Street | 0650-13 | 84.89 |
| 122 8th Ave No | 0682-08 | 67.29 |
| 165 8th Ave No | 0689-06 | 221.88 |
| 419 10th Ave North | 0705-03 | 211.85 |
| 331 1/2 River Street | 0723-06 | 178.22 |
| 331 1/2 River Street | 0723-07 | 80.14 |
| 1233 No 6th Street | 0780-00 | 217.68 |
| 1233 No 6th Street | 0780-02 | 136.00 |
| 1335 No 6th Street | 0786-03 | 23.30 |
| 248 14th Ave No | 0794-11 | 22.41 |
| 329 14th Avenue North | 0815-00 | 637.58 |
| 256 14th Ave No | 0793-00 | 637.58 |
| 219 15th Ave No | 0832-03 | 14.19 |
| 344 17th Ave No | 0851-07 | 125.90 |
| 1429 No 6th Street | 0866-15 | 170.83 |
| 29 10th Ave No | 0928-04 | 118.20 |
| 703 3rd Ave So | 1019-07 | 72.42 |
| 224 So Main Street | 1036-02 | 23.30 |
| 224 SO Main Street | 1036-03 | 56.60 |
| 840 No 6th Street | 1086-12 | 36.02 |
| 834 No 6th Street | 1087-11 | 89.10 |

| | | |
|----------------------|---------|--------|
| 541 So 12th Street | 1152-05 | 111.61 |
| 432 So 16th Street | 1185-05 | 290.11 |
| 312 So 11th Street | 1276-02 | 13.58 |
| 312 So 11th Street | 1276-03 | 103.92 |
| 497 So 16th Street | 1350-16 | 298.28 |
| 1130 Mt View Drive | 1413-00 | 584.61 |
| 1602 2nd Ave South | 1449-10 | 29.64 |
| 1425 2nd Ave So | 1463-00 | 142.70 |
| 1425 2nd Ave So | 1463-01 | 333.16 |
| 1020 6th Ave So | 1527-00 | 378.41 |
| 1313 2nd Ave South | 1545-11 | 48.94 |
| 605 No 11th St | 1607-09 | 157.41 |
| 333 Perry Drive | 1748-00 | 198.42 |
| 333 Perry Drive | 1748-02 | 10.54 |
| 2012 4th Ave No | 1753-02 | 260.18 |
| 1911 3rd Ave So | 1802-03 | 165.33 |
| 964 8th Ave No | 1897-04 | 55.51 |
| 816 Railroad Lane | 1903-00 | 346.04 |
| 998 North 9th Street | 1913-00 | 142.70 |
| 998 North 9th Street | 1913-01 | 187.87 |
| 728 11th Ave No | 1958-04 | 30.10 |
| 737 11th Ave No | 1954-03 | 123.66 |
| 703 11th Ave No | 1955-01 | 42.60 |
| 935 No 8th Street | 1963-00 | 346.04 |
| 170 Farber Drive | 2006-05 | 488.55 |
| 470 Manser Drive | 2053-00 | 346.04 |
| 260 So Iowa Ave | 2058-07 | 69.08 |
| 2262 Terrace Drive | 2076-03 | 30.69 |
| 540 So Iowa Ave | 2082-03 | 214.15 |
| 2560 NE 15th Ave | 2228-03 | 24.05 |
| 2535 NE 15th Ave | 2308-04 | 8.66 |
| 1144 6th Ave No | 2326-06 | 21.41 |
| 1164 6th Ave No | 2328-08 | 20.38 |
| 1211 1st Ave So | 2418-02 | 23.30 |
| 16 So 11th Street | 2433-08 | 56.31 |
| 1330 Center Ave | 2448-07 | 11.88 |
| 10 So 16th Street | 2461-07 | 168.94 |
| 1125 Center Ave | 2478-04 | 562.86 |
| 1919 1st Ave So | 2527-09 | 233.45 |
| 2077 1st Ave So | 2602-10 | 40.01 |
| 136 No 20th Strett | 2660-02 | 83.18 |
| 2011 Decker Drive | 2716-00 | 794.96 |
| 1840 2nd Ave No | 2722-02 | 334.48 |
| 1840 2nd Ave No | 2722-01 | 85.83 |
| 2719 Center Ave | 2829-00 | 171.02 |
| 2719 Center Ave | 2829-01 | 18.62 |
| 901 River Street | 2852-00 | 237.52 |
| 901 River Street | 2852-01 | 141.72 |
| 100 No Iowa | 2875-00 | 637.58 |
| 1780 7th Ave No | 2956-00 | 145.95 |
| 118 So 15th Street | 2376-06 | 68.62 |

**MINUTES OF A REGULAR SCHEDULED CITY OF PAYETTE AIRPORT COMMISSION MEETING
HELD MAY 9, 2016, AT 4:15 P.M. IN THE AIRPORT MEETING ROOM, PAYETTE, IDAHO.**

THE MEETING WAS CALLED TO ORDER BY COMMISSIONER OSBORN AT 4:15 PM.

MEMBERS PRESENT: Dave Koeppen, Frazer Peterson, Gene Wilkie and Bert Osborn, with Jan Zatloukal arriving at 4:25 pm

ABSENT: Gary Cox,

Also in attendance was Mayor Williams and Bobbie Black

APPROVAL OF MINUTES:

Osborn moved and Koeppen seconded a motion to approve the minutes of April 11, 2016 as written. Motion carried.

COMMUNICATIONS:

- A. Scotch Pines Proposal: The Commission was provided information on plans of what the golf course will be doing on the corner of Scotch Pines Road and Airport Road in the future.

AGENDA ITEMS:

1. Fuel at Airport: The Commission was given updated reports on fuel for April. Koeppen reported we have 1202 gallons of av-gas and 747 of mo-gas. Koeppen stated sales have been slow.
2. Runway Extension Update: Black informed the Commission that the specifications and bid documents will be done by the end of May and go out for bid in June. We also were informed that Mr. Statham has come up with some used runway lights that the State will donate to the Payette airport.
3. Golf Carts at Airport: Peterson stated he has not made contact with the golf course yet. Peterson and Osborn will meet with Mike Holcomb to coordinate this item.
4. Trees at Golf Course: Mayor Williams stated he hasn't heard any concerns from this Commission regarding trees at the airport. Peterson stated there is one pine tree on the approach that could be hazardous if a plane comes in low at night. Koeppen stated there are approximately 15 in the master plan that can be addressed. Mayor Williams stated the golf course contacted him regarding a couple of trees. He showed the Commission a map of their location. One is by the putting green and the other is by the pond. Discussed going out one day and identify what trees are a priority. Osborn and Peterson will take pictures to identify hazardous trees.

GENERAL DISCUSSION:

Black informed the Commission that a new flag will be placed at the airport tomorrow. She also stated that a notam was called in for tomorrow due to the street department painting the runway and taxiway. Mayor Williams stated Denny Croner from VFW is asking to possibly use the airport for their breakfasts.

Osborn made a motion to add an agenda item regarding VFW usage of airport to the agenda. The motion was seconded by Koeppen. Motion carried.

Osborn made a motion to recommend to City Council to enter into an agreement with the VFW for usage of airport lounge. The motion was seconded by Wilkie and passed by unanimous voice approval.

Peterson asked if the City had been approached regarding rental of the City hangar. It was stated not as of today.

Zatloukal wanted to thank Koeppen for removal of the concrete pad.

CITIZENS COMMENTS:

None

NEXT AGENDA:

Next meeting June 13, 2016

Meeting adjourned 4:50 PM.
Recording Secretary
Bobbie Black

DRAFT