



PAYETTE CITY COUNCIL

WORK SESSION AGENDA

August 15, 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

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

August 15, 2016

7:00PM

I. CALL TO ORDER

II. ROLL CALL ATTENDANCE

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC HEARING FOR BUDGET

Notice is hereby given that the City of Payette will hold a public hearing for consideration of the proposed budget for the fiscal period October 1, 2016, to September 30, 2017 pursuant to the provisions of Section 50-1002, Idaho Code. The hearing to be held at Payette City Hall, 700 Center Avenue, Payette, Idaho, at 7:00 PM on August 15, 2016. At said hearing interested persons may appear and show cause, if any, why said budget should or should not be adopted. A copy of the proposed budget is available for inspection at City Hall weekdays between the hours of 8 AM and 5 PM on regular business days..... 1

V. 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 slot to give formal testimony on a public hearing matter, or comment on a pending application or proposal.

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<i>(Limited to 5 minutes per person, at the discretion of the Mayor)</i>	
XV. ADJOURNMENT	

City of Payette
Notice of Public Hearing
Proposed Budget for Fiscal Year 2017

Notice is hereby given that the City of Payette will hold a public hearing for consideration of the proposed budget for the fiscal period October 1, 2016, to September 30, 2017 pursuant to the provisions of Section 50-1002, Idaho Code. The hearing to be held at Payette City Hall, 700 Center Avenue, Payette, Idaho, at 7:00 PM on August 15, 2016. At said hearing interested persons may appear and show cause, if any, why said budget should or should not be adopted. A copy of the proposed budget is available for inspection at City Hall weekdays between the hours of 8 AM and 5 PM on regular business days.

<i>Projected Expenditures:</i>	FY 15 Actual Expenditures	FY 16 Budgeted Expenditures	FY 17 Projected Expenditures
Legislative & Executive	92,234	114,497	148,443
Economic Development	0	0	80,000
Administration	274,731	383,635	407,295
Police Dept.	1,250,158	1,301,895	1,184,524
Code Enforcement	55,237	65,630	69,816
Fire Dept.	483,962	528,743	608,167
Park Dept.	334,212	248,107	250,734
Street Fund	839,091	1,078,904	1,442,456
Library Fund	237,686	274,288	290,000
Liability Insurance Fund	90,450	87,611	87,611
Recreation Fund	224,602	308,239	356,636
Airport Fund	53,559	546,010	491,610
Capital Improvement Fund	1,207	70,200	95,250
Sanitation Fund	349,411	397,100	413,100
Water Operations and Rehab Fund	735,943	998,487	1,389,958
Sewer Operations and Rehab Fund	978,480	1,634,307	1,697,614
LID 98-1 Fund	6,062	13,441	13,441
Revolving Loan Fund	975	100,000	100,000
Insurance Fund	58,048	50,000	65,000
Debt Service Fund	61,699	61,699	61,699
Project Reserve	-40,000	110,000	160,000
Impact Fees	0	0	33,383
<i>Total All Expenditures</i>	6,087,747	8,372,793	9,446,737

<i>Anticipated Revenues:</i>	FY 15 Actual Revenues	FY 16 Budgeted Revenues	FY 17 Anticipated Revenues
<u>Property Tax Levy</u>			
General Fund	1,545,858	1,482,117	1,486,454
Street Fund	425,461	427,410	417,835
Library Fund	163,348	210,438	213,500
Tort Fund	72,501	68,511	67,811
Recreation Fund	52,487	50,032	40,730
Airport Fund	176	92,930	72,560
Capital Improvement Fund	10,035	-	10,000

Library Bond	50,821	49,199	49,199
<i>Total Property Tax Levy</i>	2,320,687	2,380,637	2,358,089
<i>Revenue From Other Sources</i>			
General Fund	723,375	1,160,390	1,262,525
Street Fund	464,017	651,494	1,024,621
Library Fund	46,046	63,850	76,500
Tort Fund	20,008	19,100	19,800
Recreation Fund	196,510	258,206	315,906
Airport Fund	40,729	453,080	419,050
Capital Improvement Fund	363	70,200	85,250
Sanitation Fund	377,923	397,100	413,100
Water Operations	985,244	998,487	1,389,958
Sewer Operations	1,427,046	1,634,307	1,697,614
LID 98-1 Fund	42,834	13,441	13,441
Revolving Loan Fund	3,484	100,000	100,000
Insurance Fund	110,101	50,000	65,000
Project Reserve	0	110,000	160,000
Impact Fees	15,687	0	33,383
Debt Services – Library Bond	12,609	12,500	12,500
<i>Total Other Sources</i>	4,465,976	5,992,156	7,088,648
<i>Total All Revenues</i>	6,786,663	8,372,793	9,446,737

Publication dates in the Independent Enterprise for the notice of public hearing are August 3, and August 10, 2016.

Dated this 1st Day of August, 2016

City of Payette

City Treasurer

**MINUTES
PAYETTE CITY COUNCIL
Work Session
July 29, 2016**

4:00 PM – Work Session

A work session of the Payette City Council was called to order at 4:07 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, Nancy Dale, Kathy Dodson, Craig Jensen and Alan Massey

Members Absent: Lee Nelson

Staff Present: Mark Clark, Chief of Police; Erin Haley, Library Director; Mary Cordova, City Clerk and Bobbie Black; Deputy City Clerk

AGENDA ITEMS

1. Budget FY 2017: Mayor asked Cordova to give an overview of changes that might have been made since last meeting. Cordova stated you do not have a balanced budget in front of you. There is a 5% raise increase, but it does not have an Economic Development person in yet, and she is asking for direction. It does have health insurance, the same as last year, about a 10% increase. Mayor asked about exploring not having the HRA account. Cordova stated that did not pencil out for any savings. Jensen stated he had done some research, but left it at home. The Council asked about reports and tentative budget that goes in the paper. There were some differences from the numbers. Cordova stated those numbers will have to change due to budget not being balanced. Dale asked about expenditures under salaries under Admin, Cordova stated she had Economic Development in and took it out. Dodson asked if that should be moved to legislative for that purpose. It was stated if it is a contract position, it would go to Admin #300 line. Cordova asked if Council wanted it to be a contract. Dodson stated we can use the \$40,000, plus line item of \$20,000 and take Mayor's line item of \$13,000. Cordova stated that this is not a Legislative function and should fall under Administration. Dodson stated according to law we set the budget. Cordova stated we could create an account/line for that purpose. Massey stated since the budget has to be approved prior to strategic plan being completed, thought it was going to be under Legislative. Dale asked if all the economic development would be pulled into that item. Cordova stated you need to designate what funds will be spent on. The whole purpose is that it is a transparent document for your citizens. Dodson stated the Mayor doesn't have his listed. Dale asked if we couldn't use the \$10,000 if something came up as a contract, Cordova stated yes. Cordova asked Council what they would like to do. If create a new account, it could just be called economic development. Cordova would put objects under that new account. Massey stated notes from the strategic plan meeting had goals the council wanted to. Dodson about using in-house personnel for economic development, would they be able to split some of their salaries in that account. We were discussing some of the duties that staff does and free up time. Wickersham asked what levy rate is right now and was stated .1015 with bond .1038. Cordova stated it is not balanced. Jensen stated he is not raising levy rate and we will have to find things to cut. Jensen discussed what tax payers pay. Dale asked what the 5% raise cost, and what is the difference between 3% and 5%, it was stated around \$40,000. Massey asked if lowered to 2%, it should be \$60,000, was stated no, benefits would change. Dodson asked why CPI rate is not the raise increase, for our area it is .04%. Dale stated last year when asked if employees would rather have raise or insurance, they wanted insurance. Jensen stated with lower tax value and higher expenses 5% is definitely out of the question. Dale stated it should not be across the board. Wickersham stated we should give to lower paid employees and nothing to higher paid.

Dale asked about line #350 for P & Z members and discussed promotions and donations. Dale stated she has a hard time supporting Snake River Transit. She stated that they hadn't reached out for federal funds when they spoke to Council. She does not see good management, and doesn't see that they are pursuing funding from other sources. We should look into the Senior Citizen van to transport. Mayor stated our job tonight is to approve the tentative budget. We need to get direction to make changes to the preliminary. Jensen is looking at a \$100,000 cut is what we need to lowering levy cut, and another \$100,000 if we want levy to go down 5%. Mayor stated we provide services and do we want to cut any of those services. Jensen was surprised that a 5% raise was presented. Dodson asked what is the penalty if we don't pass tentative budget. Jensen asked what is more important to have high budget or have a fairly accurate one. The Council voted to hold a public hearing back in April and that sets when your tentative budget has to be adopted. Wickersham stated we can whittle it down, but we can't add to it. Jensen asked what do we want to add. Massey stated we need to add an economic development category, and give staff direction on what salary increase would be. Massey stated 5% is ridiculous and we might have to look at health insurance options. Dodson was hoping if new values were higher, we could we get a larger fuel tank at airport. We might as well add it and then can take off. Mayor asked if our goal is to have levy rate the same or raise levy rate. Wickersham preference would be to stay the same or lower a little bit. Massey stated that we need to maintain as many services as we can. We do have to come up with some money for the strategic plan, maybe start higher and then cut if we have to. Jensen stated we might have to not complete the whole road project or do we have to wait until next year. Dale stated old survey was to take care of parks and pool. We need to have that money stashed somewhere, how do we do this? Wickersham would like to see money put towards pool to be fixed. Discussed the street sweeper and paint striper. Massey asked about dog park of \$10,000. Dale stated she talked to Valley Family and was told there are no rentals in Payette and no dog parks in our City. Discussed dredging pond for \$10,000, and we were asked to help with funding. Wickersham asked if that is just a patch or a fix. Jensen asked about the transfers of unencumbered funds, not new tax dollars. Dale asked if we can't use capital improvement funds for roof repairs at Library. Mayor stated if used it has to be restocked. The Library roof was put on by Williamson Roofing, who has gone out of business. It was stated yes, we can take out of there, but have to address proper maintenance of roof. Haley stated she estimated \$5,000 to \$10,000 every year and she is getting ate up with expenses. Mayor asked about jump in books, from \$15,000 to \$35,000, and Haley stated last year was hard to track due to new purchasing policy. They can't meet the needs of people attending the Library. Dale asked what they need, and Cook stated counter is round \$1,000, and is concerned about the cost of an employee sitting there counting. In 2008 it had a budget of \$40,000, not meeting the needs and has been cut. Mayor asked Haley where it can be cut, the Board has to make that decision. Cook stated if cut, then they are only helping 80% of patrons. Info tech would be priority. Replacing actual computers that can handle Microsoft. Replace the existing computers, plus add 10 more computers. Mayor asked about number of people that are coming in. The rural dues aren't going up; they have gone down. Haley stated they are not attractive to them. There is an equal balance between city and rural patrons. Dale asked about grants, and Haley replied she takes them on herself, has four sitting on her desk. Wickersham stated there are grants out there for computers. Mayor asked Council for direction, Dale said leave info tech and cut book funds. Cook stated they need all. Massey stated keep full \$15,000 in info tech and cut books. Wickersham stated again they should be applying for grants. Cordova stated the Council decides the amount of money they get and the Board decides what line items they are going to use it for. Cook stated they are just flying blind. Cordova stated the fund is not balanced and also stated she didn't have any expenses to go from. She stated there is not \$25,000 in unencumbered funds to be used. There are too many expenditures for what they have in revenue. They are really close to their property tax levy rate. Mayor stated if we give them more property tax, we have to take from someone else. Cordova stated we have an ordinance that says we

have a reserve for major repairs, emergencies and maintenance. We should be allocating funds to this line item every year. This fund is solely funded by property taxes and this fund is not being funded. If we are going to spend the money, we have to fund it. Wickersham stated we need to start funding this, we need to cut something else out. Jensen stated he likes the idea of having it all under building. Council discussed putting \$25,000 in capital improvement from tax money. Jensen stated it should all be combined. Dale asked about the chunk of money to Library and how do they use it. Cordova stated once they lock it down then their line items are fixed. All employee salaries, except the library director, we set those. Jensen would like to start working on budget in April. Mayor stated in April is when we got info to our department heads. Dale stated maybe if it looks like we will be short the next year, then tell department heads so they can stop spending. Cordova would love to go off of estimates, most cities use the notification in June from the County. Jensen stated at least using those figures we would have some guidelines. Dale asked if we implemented some sort of contingency, and would be rewarded, would you be interested. Clark stated yes, but he runs his budget very tight. Kurt Folke had stated to Dale that he liked that idea. Dale stated it could motivate a department head. Dodson stated our department heads do a very good job of saving money. Jensen considers tentative budget as a wish list. Jensen asked about airport expenses for the runway extension. Wickersham stated we had to have some cash match. Wickersham stated we should put some money in for a bigger fuel tank. Trying to get the runway done and it will take some money. Massey would like to make sure that we have \$40,000 for economic development into budget, \$50,000 for professional services and \$20,000 for strategic goals. Mayor asked about health insurance options, Cordova stated yes there are numerous options. Jensen stated take Council off insurance. Massey asked how do we educate employees what their total benefit package is. Dale asked if leaving the city do they know what their benefit value is. Massey stated it is important for the employee to know what the value of the benefits are. Discussed maybe doing a staggered wage. Massey would rather see the new employees get more than employees that have been here awhile. Clark does explain to his employees the raise versus health insurance. It is a competitive market with other police departments and the incentives we have has helped him retain officers. The guys on the lower end, they can go to Ontario and make the same. Massey asked about training for the police depart. Dale asked about line #714, and it was stated that is the HUD house. Massey asked about dispatch fees and where are we on that. Cordova stated it has not gone through their Administration Board. Mayor stated that in the Sheriff's mind he has done everything he needs to do. They might try to collect more than we have budgeted. Cordova stated this is an issue we need to address with our legislators. Mayor stated that he said it should be a County expense and not passed on to the cities. Council asked about sending letters. Dale stated in Vale the water department helped at the pool. Council talked about BMX park and Greenway. Dale asked if can do something more general within the parks. Maybe take \$2,500 from Greenway move to capital, then move \$1,500 from BMX to strategic plan. We need to make plans for new shop building. Cordova stated on the Center/Iowa project, utilities have not been moved and needs to be carried over. The River Street project covers from 3rd Ave North to 7th Ave North. Dale asked about storm drain increase and was stated it is due to getting vac truck from WWTP. Discussed why street sweeper salary had increased. Black stated we only received one application for that position and had to go through American Staffing to get filled. On Library, there are salary increases, the board submitted \$137,100. Phillipa Smith stated that was due to the new law for exempt salary, there is approximately \$6,000 increase to Haley's wages. Dale stated that there are other options, she can earn comp time, and receive overtime. Ms. Smith stated she averages three hours a week in overtime, and Haley doesn't log all her time on her time card. Dale asked if the board would consider that position as an hourly. Cordova explained how it works for our non-exempt supervisors in other departments. Ms. Smith stated it might be a possibility. Massey stated we are going to have to cut at some point to balance. Dale asked about state share revenue, and it was stated you would have to take from other departments.

Haley has serious concerns about the building and the future of Library. Dale asked about how state share revenue is allocated. Cordova stated that all the departments have old buildings and that is why it is so important to fund your capital fund. Massey wanted as much of a cushion as possible, \$290,000 but realizing that the real number is less than that. Dale asked about contracting the pool manager position. If have an economic development person, they could help market the pool. Massey asked about the lower guard salary. Cordova stated some of that is shifting guard duty to Assistant Manager. Dale stated in the last three years we haven't had much marketing. Dodson asked about line #300. We have a badly deteriorated building. We need someone to give us an assessment regarding the condition of the pool. Cordova stated we might need to put more in professional services. Dodson would like to see a larger fuel tank at the airport. Council discussed water PRV line item, it is in both funds in case we have a developer that might need assistance with development. Jensen asked about rate increase for water/sewer. Council discussed the rehab funds. Asked if there is a time of year that we would do a water/sewer increase. It was stated we did a raise in April. Jensen asked about vac truck for WWTP and was stated it comes from their reserves. Mayor stated he is gone next Friday and the whole next week.

ADJOURNMENT

A motion was made Jensen and seconded by Dodson to adjourn the regular meeting at 8:55 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

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

5:30 PM – Work Session

A work session of the Payette City Council was called to order at 5:39 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, Kathy Dodson, Alan Massey and Craig Jensen, Ray Wickersham (arriving at 6:20 pm)

Members Absent: None

Staff Present: Mark Clark, Chief of Police; Steve Castenada, Fire Chief; Jamie Couch, Street Supervisor; Ed Franek, Shop Supervisor; Bobbie Black, Deputy City Clerk, and Mary Cordova; City Clerk

AGENDA ITEMS

1. Councilor Dodson – Downtown Signs: Dodson stated that Caldwell and Nampa have directional signs pointing to downtown. She has been talking to the Chamber about doing these signs, downtown merchants are concerned about. Mayor stated yes, we need ITD approval; Dodson stated she has approval. Dodson was doing it on behalf of the Chamber. She did the leg work and is asking for permission. Nelson asked how big the signs are. Mayor stated Couch would have a say in size of signs for posted speed limit. Mayor stated that the Chamber would like some input. Dodson stated the style is approved by ITD already. We can get with Couch to get prices. Couch stated it will be a couple months before he would be able to do them. Dodson already has a price from the school district. The Chamber wanted a sign that listed individual merchants and that is off site advertising. The Chamber might have funds to put towards these signs.
2. Utility Assistance Program: Dodson stated that WICAP had asked if we can do a utility assistance program through our water bills. Black explained the procedure through WICAP. Council agreed to proceed with program.
3. Councilor Jensen – Special Events Permit Process: Jensen wanted to address the special events permit process. The last two years the Senior Citizens have gone elsewhere for their fundraiser, due to headaches of reserving our park. We have an eight-page form that had to be filled out, Ontario told them that if they were non-profit there is no fee involved. Jensen stated we need to simplify our process for non-profit and organizations to use our parks. Mayor stated he wondered if the Parks and Police need to know that an event is going to happen. Ontario and Weiser both put up signs saying the park is reserved in certain areas. Dale stated when this was visited last fall and when involves City staff that is when a fee is reasonable. Nelson asked who is going to clean up if they don't. Jensen stated we can take a picture before and collect deposit. Mayor stated Snake River Corrections come to Payette for their annual picnic. If we waive the fee every time, why do we have fees. Jensen stated we need to look at fees and be more friendly for our citizens and non-profit groups. Massey asked about the insurance clause, and do we need to keep that in. If have alcohol, then we should require a permit. Cordova stated that we are covered under the State's recreational law. Only when we issue a special events permit that certain parameters need to be met. Jensen thinks there are things that should be charged when taking the parks away from our citizens. Both Clark and Couch would like to know if it is a big event. Jensen will work with staff to bring suggestions to be made.
4. FY 17 Budget: Mayor stated the expenditure/revenue budget sheets reflect what we talked about for five hours on Friday. Library balances are for the purpose of this. At this regular

meeting we will adopt the tentative budget and on August 15th we will have the public hearing. After the public hearing is when we need a work session. Cordova went over highlights of expenditures. A new economic development fund was created. Under parks, we took \$2,500 out of Greenway and put towards dredging the pond. In Streets, on line #760 the Iowa Project was rolled over. In Library we added a new line #432. Wickersham thought the budget for the Library was \$270,000. Revenues are at \$290,000 and the \$213,500 is the maximum levy rate they can have from taxes. Cordova will not know until she meets with the Board the exact numbers. They need to talk about their revenues/expenses with her. Capital Improvement has to be spent out of capital improvement. In Recreation, the life guard salaries are probably low. For the Airport, we added a new fuel tank for \$25,000. Cordova stated with this property tax levy is \$2,358,089, levy rate at .1101, this has 3% pay increase, taking full 3%, and new construction. Massey stated he wanted to know what the benefits package is. Dale asked if we can shuffle around in the same fund, was stated yes. How locked in are with to the proposed budget. Cordova stated like impact fees can't be used for something else. Mayor stated you have to allocate where the time is spent before taking out of Water and Sewer funds. That is something we are going to do for the whole City, just not the Administration. Dale is concerned about the lack of flexibility. Wickersham stated that the numbers are high and we can chip away at the numbers. Dale doesn't feel comfortable with approving the proposed budget and wants to move it out to the next week. Cordova stated you are not able to do that because we had to send notification to County Clerk when we were going to have our public hearing.

DEPARTMENT REPORTS

- a. Fire Department – June 2016: Castenada stated we do have an arsonist. There will be a press release sometime this week. The Pool camera was very helpful. He asked the Council to come August 13th, to the Miracle Field game.
- b. Police Department – June 2016: Clark stated they had 670 calls of service in June. July has been very busy. They had another pursuit on a motorcycle, that ended up crashing. They have had several sex abuse cases that are consuming a lot of their time. Both officers have been accepted to POST academy. His department is running short handed, one is in guards in Romania, one on medical leave and two new guys. They are working the arson case with the Fire Department.
- c. Administration
 1. Treasurers Report – June 2016 – no comments heard

FUTURE MEETING TOPICS

None

ADJOURNMENT

Mayor Williams adjourned the work session meeting at 7:06 PM.

7:00 PM – Regular Meeting

A regular meeting of the Payette City Council was called to order 7:06 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, Kathy Dodson, Alan Massey and Craig Jensen.

Members Absent: None

Staff Present: Mark Clark, Chief of Police; Steve Castenada, Fire Chief; Jamie Couch, Street Supervisor; Ed Franek, Shop Supervisor; Doug Argo, City Engineer; Bert

PLEDGE

The Pledge of Allegiance was led by Kathy Patrick

CITIZENS COMMENTS

Kathy Patrick, representing the Payette Senior Citizens addressed the Council. She invited the Council to help launch the new bus on Friday, August 12th from 4-6.

The other item is the breakfast on the third Sunday of each month with the first one on August 21st and she encouraged everyone to attend.

Jensen wanted to thank Chief Castenada on having his firefighters come out and help with the Miracle Field buddy program.

APPROVAL OF MINUTES

A. 07-18-2016 – Work Session & Regular Meeting

A motion was made by Dale and seconded by Dodson to approve the minutes of 07-18-2016 Work Session and Regular Meeting as written.

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

APPROVAL OF BILLS & PAYROLL

A motion was made by Nelson and seconded by Jensen to approve the City Bills & Payroll in the amount of \$240,881.98

At the roll call:

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

Nays: None

The motion CARRIED.

SPECIAL ORDERS

None

COMMUNICATIONS

None

PLANNING & ZONING

None

AGENDA ITEMS

A. Approve FY 17 Tentative Budget

A motion was made by Massey and seconded by Nelson to approve the proposed tentative budget for fiscal year 2017 for \$9,446,737.

Massey encouraged public to attend public hearing on August 15th.

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

The motion CARRIED.

- B. Agenda Request – Jared Bake – Fishing Dock at Greenway: No one was here to address the Council. This was tabled to next agenda.
- C. Agenda Request – Payette County Museum: Ann Curtis and Patty Theurer addressed the Council. Ms. Theurer is President of Museum Board and Curtis is representing Payette County Museum. They stated that the hope of the Council was that the money allocated be used to promote the museum. The flood uncovered a huge infestation of termites. Shoreline Pest donated \$1,000 towards the bill and they are here asking to use money that is set aside for this disaster. They have been doing some promotional events and the members are donating their time and money for these events. Dale asked who the building belongs to, Curtis stated it belongs to the Museum. Board The County gave \$8,000 to them that is regulated by the State. They were doing good until the flood.

A motion was made by Wickersham and seconded by Dodson to approve \$1,900 for disaster relief to the Payette County Museum.

At the roll call:

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

Nays: None

The motion CARRIED.

- D. Agenda Request – Stevens Henager College: Ross Huffman, 2024 West Crossfit, Nampa, addressed the Council. He is speaking to the Council regarding two Mayor scholarships for any two individuals in our community. He stated 53% are choosing to do something after High School. They offer hands on for relevant classes in 36 months. Massey asked if they are offering a scholarship, he stated yes. One is \$25,000 off of a Bachelor Degree and one is \$15,000 off of Associate Degree over the course of attending school. He stated we can market on our face book page, in local newspaper or on website. He is willing to help with marketing wherever needed. Dodson asked him if he wants to put a satellite campus in downtown Payette. Dale stated while updating our strategic plan, education was one of the top three ideas.
- E. Ordinance #1402- AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING PAYETTE MUNICIPAL CODE CHAPTER 6.08 OF TITLE 6, DOGS, BY AMENDING SECTION 6.08.010, DEFINITIONS, ADDING NEW AND AMENDING EXISTING DEFINITIONS; AMENDING AND RENUMBERING SECTION 6.08.020 LICENSE REQUIREMENTS AND LICENSE FEES; AMENDING SECTION 6.08.030 LICENSE TAGS; AMENDING SECTION 6.08.050, POLICE AUTHORITY, SUB-SECTION A, FRESH PURSUIT; AMENDING SECTION 6.08.060, OFFENSES AND NUISANCE CONDITIONS; AMENDING SECTION 6.08.070, VICIOUS DOGS, SUB-SECTIONS F AND AMENDING SUBSECTION N BY REPEALING SUBSECTIONS N 3, 4, 6, 7, 8 AND RENUMBERING SUBSECTION UNDER N; AMENDING SECTION 6.08.072, IMPOUNDING VICIOUS DOGS AND RENUMBERING TO A NEW SECTION 6.08.101, IMPOUNDING PROHIBITED BREED DOGS; ADDING A NEW SECTION 6.08.100, PROHIBITED BREEDS WHICH SECTION PROHIBITS THE KEEPING OF PROHIBITED BREEDS, BUT ALLOWS AN EXEMPTION FOR SERVICE DOGS, SETS LICENSING, CONFINEMENT, TEMPORARY ENTRY REQUIREMENTS, INSURANCE AND OFF PREMISES LEASH REQUIREMENTS FOR PROHIBITED BREED DOGS; AMENDING SECTION 6.08.108, DISPOSITION OF UNCLAIMED DOGS; SETTING AN EFFECTIVE DATE;

ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY;
ESTABLISHING A REPEALER; ESTABLISHING A PENALTY – 2nd Reading

Massey made a motion and it was seconded by Nelson to read Ordinance #1402 by title only.

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

Bert Osborn read Ordinance #1402 by title.

Wickersham asked if this protects us from being sued. Osborn stated no. Mayor stated we were told that we needed to make some modifications to our code. Osborn stated this makes it less likely to be sued. We are calling them prohibited, not vicious, until it bites someone then it becomes vicious. Osborn said you need to give credit to Cordova for this ordinance. Wickersham would rather see it go it third reading.

A motion was made by Nelson and seconded by Jensen to suspend the rules and pass Ordinance #1402 on its 2nd reading.

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

A motion was made by Nelson that Ordinance #1402 do pass. The motion was seconded by Dodson.

At the roll call:

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

Nays: None

BOARD & COMMISSION REPORTS

None

MAYOR'S COMMENT

Mayor stated we talked about another work session after the public hearing on August 15th, 2016.

CITIZEN'S COMMENTS

None

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. & I.C 74-206 (1)(f), to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

A motion was made by Massey and seconded by Jensen to adjourn to 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. & I.C 74-206 (1)(f), to communicate

with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

At the roll call:

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

Nays: None

The motion CARRIED.

ADJOURNMENT

A motion was made by Jensen and seconded by Wickersham to adjourn the regular meeting at 8:10 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

DRAFT

CITY OF PAYETTE
AUGUST 15, 2016

CITY PAYROLL - Admin	8/5/2016	\$	115,811.57
ACTION COURIERS - Water	8/15/2016		37.08
ADVANCED CONTROL SYSTEMS - Water & WWTP	8/15/2016		803.45
ALL CREATURES ANIMAL HOSPITAL - Police	8/15/2016		81.00
ALLIED BUSINESS SOLUTIONS - Library	08/03/16		440.75
AMERICAN STAFFING - Park & Street	8/15/2016		6,036.75
ANALYTICAL LABORATORIES - Water & WWTP	8/15/2016		465.32
ANDREWS SEED - Park	8/15/2016		83.26
BDS - Water & WWTP	8/15/2016		1,749.90
BLACK, BOBBIE - Admin	8/15/2016		64.80
BURKE ELECTRIC - Pool, Police & Water	8/15/2016		557.50
CABLE ONE - Admin, Library, Pool & Police	8/15/2016		300.90
CENTURYLINK - All Dept.	8/15/2016		1,141.89
CITY CLEANERS - Police	8/15/2016		138.32
CITY OF PAYETTE - Library	08/03/16		78.68
CITY SERVICE VALCON - Airport	8/15/2016		6,227.30
CLAY PEAK LANDFILL - WWTP	8/15/2016		312.68
COLUMBIA BANK - All Dept.	8/15/2016		5,446.95
COMPLETE OFFICE - All Dept.	8/15/2016		1,513.09
D&B SUPPLY - Street	8/15/2016		357.87
DCS TECHNOLOGIES - Fire	8/15/2016		947.48
DIG LINE - Street, Water & WWTP	8/15/2016		79.78
FEDEX - WWTP	8/15/2016		75.09
FLEET SERVICES - All Dept.	8/15/2016		5,726.85
FRANKLIN BUILDING SUPPLY - Park	8/15/2016		99.84
GALLS - Police	8/15/2016		519.07
GOPHER EXTERMINATION - Airport	8/15/2016		88.50
HACH CHEMICAL - WWTP	8/15/2016		962.99
HARDIN SANITATION - All Dept.	08/03/16		511.28
HARDIN SANITATION - Park	8/15/2016		372.76
HENDON WELDING - WWTP	8/15/2016		170.00
IDAHO ASPHALT - Street	8/15/2016		25,243.70
IDAHO POWER - All Dept.	08/03/16		25,499.14
IDAHO RURAL WATER ASSOCIATION - Water	8/15/2016		825.00
INDEPENDENT ENTERPRISE - Admin & Street	8/15/2016		249.66
INDUSTRIAL WORLD - Police & WWTP	8/15/2016		168.00
INTERMOUNTAIN GAS - All Dept.	8/15/2016		1,679.20
JOHNNY B TRANSPORT - Street	8/15/2016		3,000.52
L.N. CURTIS - Fire	8/15/2016		225.00
LONG, ANTHONY - Fire	8/15/2016		20.00
MCCREA HEATING - Park	8/15/2016		37.75
METROQUIP - Street	8/15/2016		1,026.54
NAPA AUTO PARTS - All Dept.	8/15/2016		1,048.50
ONTARIO FLOORS TO GO - Pool	8/15/2016		399.00
ONTARIO TOOL - Park	8/15/2016		2,706.50
OSBORN, BERT L. - Admin	8/15/2016		2,950.00
OXARC - WWTP	8/15/2016		2,908.66

MINUTES
PAYETTE PLANNING & ZONING
Regular Meeting
July 28, 2016

6:00 PM – Regular Meeting

- I. ROLL CALL: Jim Franklin, Jody Henderson, Peggy Childers and Nial Bradshaw
Members Absent: Chairman Randy Choate, Gary Youngberg, Ron Wallace.
Staff Present: Mary Cordova & Matea Gabiola

- II. APPROVAL OF MINUTES
A. 06-23-2016 Special Meeting

A motion was made by Henderson and seconded by Bradshaw to approve the minutes of 06-23-2016 Regular Meeting as written.

After unanimous voice vote, motion CARRIED

- III. COMMUNITCATIONS
None

- IV. PUBLIC HEARING

- A. An application by Farmers Mutual Telephone Company for a Conditional Use Permit to construct a 100-foot communication tower on the existing lot for the property located at 1171 1st Ave North AKA 1130 3rd Ave North, SEC 34-9-5 REV TAX 6, BLK 6 IN SWNW COURTHOUSE. The property is zoned A- Residential.

Dan Greig, 139 SW 3rd St, Fruitland, ID, addressed the Commission. Mr. Greig is the General Manager for Farmers Mutual Telephone Company, and they are wanting to construct a 100-foot communication tower on the existing lot behind the County Courthouse. Famers Mutual already has a building on this lot that services the Payette County Courthouse, and adding this pole would broaden the service lines that they able to provide. Mr. Greig stated that his company keeps getting requests to provide higher speed internet for Wi-Fi. The tower that is in Fruitland doesn't reach the Payette area very well and having this pole would up the internet speed. It also would give Farmers Mutual the ability to offer internet services to the Payette Schools. Mr. Franklin asked Mr. Grieg if the area is already fenced in. Mr. Greig stated no, but the tower will be fenced in. Mr. Franklin asked what type of fence will be used. Mr. Greig stated chain-link fencing. Mr.

Franklin asked if Mr. Greig knew if any utility right-of-way's that could be affected with the tower there. Mr. Grieg stated on the south end of the lot there is a conduit system that CenturyLink owns, but other than that none should be effected. Mr. Franklin asked if Mr. Grieg had any concerns about the tower impeding the site triangle. Mr. Greig stated no, due to this tower being built in the back corner of the lot. Mr. Bradshaw asked if there was going to be any flashing lights on top of this tower. Mr. Greig stated no, anything over 200 feet by federal regulations has to have flashers, but this tower will only be 100 feet.

- B. An application by Ron Owen for a Conditional Use Permit to have temporary storage containers/ units for up to no more than 180 days for the property located at 15 North 9th Street, GORRIE ADD TAX 2, BLK 1. The property is zoned C1- Commercial Downtown.

Ron Owen, 2141 Uehlin Drive, Payette, ID, addressed the Commission. Mr. Owen purchased the property at 15 North 9th Street and is making a man cave for his own personal use. Mr. Owens stated during his clean-up and construction phase he has two storage units to store his property, they are going to be temporary not permanent. Mr. Franklin asked Mr. Owen if the site triangle would be impeded with these containers. Mr. Owen stated no they are set far back out of site. Mr. Franklin asked Mr. Owen is he would have any problem with the conditions of his permit being that utility services and a site triangle can't be impeded. Mr. Owens stated that was fine.

- C. Liquor Locations – Amending the Payette Municipal Code section 17.32.030 in Chapter 17.32 of Title 17, 17.34.030 in Chapter 17.34 of Title 17, and 17.36.060 in Chapter 17.36 of Title 17 by allowing licensee to operate upon existing licensed premises without obtaining a conditional use permit.

No one was in attendance to speak on this item.

- D. Non- Conforming Lots – Amending Payette Municipal Code section 17.56 to allow certain exceptions to rebuilding on non-conforming lots.

No one was in attendance to speak on this item.

- E. Sidewalk Cafes- Amending the Payette Municipal Code section 17.34.020 in Chapter 17.34 of Title 17, by adding permitted use.

No one was in attendance to speak on this item.

Public Hearing closed at 6:13 pm.

V. AGENDA ITEMS

- A. An application by Farmers Mutual Telephone Company for a Conditional Use Permit to construct a 100-foot communication tower on the existing lot for the property located at 1171 1st Ave North AKA 1130 3rd Ave North.

A motion was made by Bradshaw and seconded by Henderson to approve the Conditional Use Permit for Farmers Mutual Telephone Company to construct a 100 – foot communication tower at the property located at 1171 1st Ave North AKA 1130 3rd Ave North with the following conditions:

1. Doesn't impede the site triangle.
2. Meets fencing requirements
3. Utility services access maintained & not impeded.
4. Comply with Local, State & Federal regulations.
5. Revisited upon complaint.

After unanimous voice vote, motion CARRIED

- B. An application by Ron Owen for a Conditional Use Permit to have temporary storage containers/ units for up to no more than 180 days for the property located at 15 North 9th Street.

Ms. Cordova suggested extend the 180 days of use to 1 year, due to that fact that the 180 days expires in December. Mr. Franklin stated that he sees no problem in this due to the fact that no one was in attendance to testify against it.

A motion was made by Henderson and seconded by Childers to approve the Conditional Use Permit for Ron Owen to have temporary storage unit/ containers for the property located at 15 North 9th Street with the following conditions:

1. Permit not to exceed 1 year as of this meeting date.
2. Containers remain out of the site triangle
3. Containers area remain clean and free of debris
4. Utility service access not impeded and maintained
5. Will be revisited upon complaint

After unanimous voice vote, motion CARRIED

- C. Liquor Locations – Amending the Payette Municipal Code section 17.32.030 in Chapter 17.32 of Title 17, 17.34.030 in Chapter 17.34 of Title 17, and 17.36.060 in Chapter 17.36 of Title 17 by allowing licensee to operate upon existing licensed premises without obtaining a Conditional Use Permit.

The Planning & Zoning Commission recommended their suggested changes to the City code as drafted in the ordinance.

A motion was made by Bradshaw to send a favorable recommendation to City Council to modify Ordinance 1410 to add the language as written in draft. The motion was seconded by Henderson.

After unanimous voice vote, motion CARRIED

- D. Non- Conforming Lots – Amending Payette Municipal Code section 17.56 to allow certain exceptions to rebuilding on non-conforming lots.

Ms. Cordova stated the intent of eliminating a non-conforming use is to eventually become a conforming use; this is State statute, but unfortunately lenders on home loans don't like that. In the event of a lender requesting a rebuild letter the City cannot provide one, due to current zoning standards. This would eliminate that issue and make it easier for home buyers. Ms. Cordova stated by the City adding this language and the if home meets the listed three requirements, they would be allowed to rebuild on the same footprint within a year. The three requirements are what type of development is surrounding this property and does the property owner have approval from the majority of the surrounding property owners, and if the abutting property owners approve there needs to be documentation. Ms. Childers asked what was meant by the majority, is it all of abutting property owners or 2/3 majority. Ms. Cordova stated it needs to be simply majority, example would be if there are four property owners the applicant would need to have documentation and approval by at least three. Mr. Bradshaw likes this idea and believes that the City shouldn't hinder any type of home buying.

A motion was made by Henderson to send a favorable recommendation to City Council modify Ordinance 1412, to add the language as written in draft. The motion was seconded by Childers.

After unanimous voice vote, motion CARRIED

E. Sidewalk Cafes- Amending the Payette Municipal Code section 17.34.020 in Chapter 17.34 of Title 17, by adding permitted use.

Mr. Franklin asked Ms. Cordova if anyone has asked to do a sidewalk café before. Ms. Cordova said yes, with a Special Events permit, but not on a permanent basis. This would only allow this type of use in C-1 Commercial District, to potentially draw in more business. The only thing that the Planning & Zoning Commission is changing tonight is making this type of use a permitted use.

A motion was made by Henderson to send a favorable recommendation to City Council to modify Ordinance 1411 to add this as a permitted use in PMC 05.12.015. The motion was seconded by Bradshaw.

After unanimous voice vote, motion CARRIED

F. Source Water Protection Ordinance- Mr. Franklin wanted to recap that this ordinance is to protect our City wells, and this is very important for our community. Ms. Cordova stated that this ordinance is a model that the Association of Idaho Cities put out and to use as a template to build upon for each individual City and its needs. Ms. Henderson stated that she likes the idea of a surety bond, in case of any damage that is made to the City wells, there is liability on the business owner. The Planning and Zoning Commission went through the highlighted areas in the draft ordinance. Ms. Cordova stated that the highlight areas in each tier could be prohibited uses under this ordinance. Mr. Franklin stated that the water in Payette is both high and deep, so he would like to see injection wells prohibited all together in any tier. The Commission discussed petroleum wells, and whether or not to allow them in any tier. Mr. Bradshaw stated that he would hate to deter any development coming into Payette, but possibly putting perimeters on that type of use would help protect the wells and also have another business in this area. Ms. Henderson stated one perimeter could be a footage requirement, meaning this type of use can't be within a certain amount of footage of a City well head. Ms. Childers stated that she believes drilling sites shouldn't be permitted in any tier. So she suggested to add number 11 & 12 in section A to section B as well. Ms. Cordova stated if any of these businesses wanted to develop in those tiers and that is a prohibited use, they could have the ability to appeal before the Planning & Zoning Commission as well as the Council. Ms. Henderson stated then in Section C #5 it states if a permit is denied then an appeal to administration would be conducted. It would need to be changed to Planning & Zoning Commission. Ms. Childers stated that phrase would need to be changed in all sections. Ms. Cordova wanted to remind the Commission that some of the outer tiers are located in the County and they would have jurisdiction, but this would give the City a tool

to have a say in it. Mr. Bradshaw appreciates the City for being proactive in wanting to protect its citizens and its water supply. He believes that the oil and gas industry may be on the rise in this area, so having this in place is a good idea.

A recommendation was made by Childers to the City Council to consider the Source Water Protection Ordinance with the changes discussed. It was seconded by Bradshaw.

A. PUBLIC COMMENT
None

B. ADJOURNMENT

A motion was made by Henderson and seconded by Bradshaw to adjourn the meeting at 6:54 PM.

After unanimous voice vote, motion CARRIED.

Matea Gabiola
Recording Secretary



CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Payette City Council
From: Bobbie Black, Deputy City Clerk 
Date: 8/2/2016
Re: Historical Commission

BACKGROUND & JUSTIFICATION: Ann Curtis, Linda Williams, Don Belvoir, and Lee Nelson's appointments on the Historical Commission have expired. They wish to continue their appointment on the Commission.

FISCAL IMPACT: None

RECOMMENDATION: Recommend that City Council approves the re-appointment from the Mayor of Ann Curtis, Linda Williams, Don Belvoir, and Lee Nelson's term to expire on 7-31-2019.



CITY OF PAYETTE

ADMINISTRATIVE POLICY

SUBJECT:	Payette Utility Assistance Program	EFFECTIVE DATE:	
APPROVED by CITY COUNCIL:		REVISION DATE:	Not Applicable

PURPOSE:

To establish guidelines and policy regarding Payette utility customers in need of emergency help to pay their water and sewer portion of their utility bill. The customer would still be responsible for any garbage, cart, late fee or turn on fee. This program will not assist with this portion of the customer’s utility bill. The program provides an opportunity for our citizens to make a voluntary donation to help defray utility costs for those customers. The City of Payette and the Western Idaho Community Action Partnership (WICAP) work together to administer the program.

Who does it help?

Those who have a long-term or emergency medical condition where termination of utility services would worsen the condition or threaten loss of life. Those who have experienced an unexpected loss of financial support due to medical conditions or circumstances beyond their control. Those who need the assistance to get through an emergency situation. The request for help needs to be at least 10 days before the bill is due.

POLICY:

Add any amount to your monthly utility bill payment. Any amount, large or small, will be accepted. Contributions will only be accepted if the “amount due” on your billing statement is paid in full.

Assistance is limited to one payment per customer per year. Recipients will be evaluated based on need through WICAP. The total number assisted will be limited by the amount of funds available through contributions. Application for funds may be made by contacting WICAP at 208-642-4436

The City reserves the right to revoke and/or suspend this program at any time.



City of Payette

Agenda Request Form

OFFICE USE ONLY

RECEIVED

Date Received JUL 18 2016

Received by CITY OF PAYETTE *DK*

Date faxed _____

Faxed by _____

First Name Jared Last Name Bake

Current Address 12964 Hwy 95

Home Number 642-3202 Cell Number 710-4908

Date of City Council meeting Aug 1, 2016

Describe what you would like to address the Council on

~~Disabled~~ ^{Repair} Disabled fishing dock at Green Belt.

DATE July 18, 2016

SIGNATURE Jared Bake

*8-2-16 - talked to Jared
& will be at 8-15-16*



CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Honorable Mayor & Members of the Payette City Council
From: Bobbie Black, Deputy City Clerk *(Signature)*
Date: 8/10/2016
Re: Building Permits & Business License

	<u>BUILDING PERMITS</u>		<u>BUSINESS LICENSE</u>	
	2015	2016	2015	2016
January	5	1	5	3
February	5	2	4	1
March	1	10	6	3
April	7	9	1	2
May	2	7	0	5
June	0	2	3	1
July	5	9	3	7
August	10		3	
September	6		0	
October	6		4	
November	6		2	
December	3		2	
TOTAL	56	40	33	22

MINUTES OF A REGULAR SCHEDULED CITY OF PAYETTE AIRPORT COMMISSION MEETING HELD AUGUST 8, 2016, AT 4:15 P.M. IN THE AIRPORT MEETING ROOM, PAYETTE, IDAHO.

THE MEETING WAS CALLED TO ORDER BY COMMISSIONER OSBORN AT 4:23 PM.

MEMBERS PRESENT: Bert Osborn, Jan Zatloukal and Gene Wilkie, with Frazer Peterson arriving at 4:28
ABSENT Dave Koeppen, and Gary Cox

Also in attendance was Councilor Massey, Mary Cordova and Bobbie Black

APPROVAL OF MINUTES:

Wilkie moved and Zatloukal seconded a motion to approve the minutes of July 18, 2016 as written. Motion carried.

COMMUNICATIONS:

None

AGENDA ITEMS:

1. Fuel at Airport: It was stated that we received av-gas last week. The card reader has been giving us some problems and Koeppen has a call into QT. Cordova stated that as of now there is a larger fuel tank in the preliminary budget. The public hearing will be August 15th and encouraged everyone to attend.
2. Trees at Golf Course: Osborn stated nothing has been done yet.
3. Runway Extension Update: Discussed the meeting with the County Commissioners and was stated they are happy to help, but can't move the dirt, they do not have the time or manpower. There is 36,000 cubic yards to be moved, the County leases their equipment and they might go over the hours in the contract. Cordova handed the Commission the cost estimates for the runway extension. Option 1 is to extend the runway as it has always been and Option 2 is to extend the runway and have an unpaved taxiway. Cordova stated we do not have enough to do the full project with the paved taxiway. She stated the Engineer is finishing the advertisement notice to be put in the paper. We will probably will not get done this year and it will cross into the new year.
4. Water: Discussed that there are still issues with the golf course's well at their house near the airport.

GENERAL DISCUSSION:

Osborn wanted to say kudos to Cordova on all the work she has done for the runway extension project. Zatloukal talked about the weeds around the airport. It was stated that the Street Department has sprayed and is aware of the problem.

CITIZENS COMMENTS:

NEXT AGENDA:

Next meeting September 12th, 2016

Meeting adjourned 4:48 PM.

Recording Secretary

Bobbie Black