

**MINUTES  
PAYETTE CITY COUNCIL  
Work Session & Regular Meeting  
September 19, 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, Nancy Dale, Kathy Dodson, Alan Massey and Craig Jensen.

**Members Absent:** Ray Wickersham

**Staff Present:** Mary Cordova; Randy Schwartz, WWTP Supervisor; Bobbie Black, Deputy City Clerk

**AGENDA ITEMS**

- A. Impact Fee Update Recommendation: Ann Westcott, Galena Consulting addressed the Council. Impact fees are fees that are paid by new development to support infrastructure. In 2009 fees were calculated for various departments at that time; then the economy took a turn. The Council only decided to adopt Fire and Police Impact fees. The fee calculations need to be updated every 5 years. They are only designed for what is impacted by growth. Those funds have to be used within 8 years of being collected. (See attached presentation) Jensen asked about the surrounding communities (Fruitland, Weiser, Ontario and New Plymouth), she compared with, Ms. Westcott stated she only compared cities that have Impact fees and those do not. Dodson asked if we currently have an impound lot. Ms. Westcott stated if you are not planning to have growth, don't collect impact fees. There are a lot of different ways to use the money as long as it is growth related. Mayor stated he thought the Impact Advisory Committee is in tune to what residents have already paid and the proposed impact fees were very reasonable. Jensen stated that new property owners pay taxes, so they already pay Impact fees through paying taxes. Nelson stated the new subdivisions that are being developed are bringing more work for Police and Fire, and that is growth related. Jensen believes since the moratorium was put in place to promote growth in the City. Mayor talked about franchise fees being added. Mayor stated that the question the Council will have to decide if they want growth to pay their share. Jensen said we have nuisance fees which include impact fees and have worked to have all those fees eliminated. Massey stated that impact fees covers base access to the services and property taxes pays for ongoing services. The new owner already has the services available when he builds the home and impact fees are to maintain services. Jensen feels the increased taxes that are going to be collected pay for what the impact fees would be. Ms. Westcott stated the funds already collected would be very hard to give back to developers; she stated she would advise to have a public hearing. It would at least be two months out before coming back to Council. If Council doesn't want to proceed with impact fees it would be nice to know tonight.
- B. Strategic Plan 2016: Ann Westcott, Galena Consulting, addressed the Council. Her presentation is on a draft Strategic Plan that the Council will need to adopt at some point. She stated if we want to communicate to the public then we should. This is a living document and it should be addressed frequently at council meetings. Mayor asked how we combine Strategic Plan and comprehensive plan, and Ms. Westcott stated the feedback from the survey gave direction to Council for the future. The Strategic Plan is a three to five-year document and would make the consultants on the Comprehensive Plan very happy, as it will help with the economic development chapter. Dale stated she would like to see quarterly reviews on Strategic Plan once

goal dates have been met. Ms. Westcott stated the one piece of advice she would give on communications is you don't have to get permission to do it. Massey asked about combining some of the focus areas as he doesn't know why you can't have one plan on two topics. Westcott explained it constantly needs to be amended and updated. Jensen asked about the communication team lead by Dale, this is to protect Dale and says something as to what the Council is doing. Ms. Westcott suggested to come up with a template for communicating with the public and ask when ready to bring forward to the citizens. Dale stated a way to simplify the taking of minutes at a meeting and having them available sooner. Ms. Westcott stated possibly doing bullet points on the website that is what citizens are really interested in. Your citizens will get more involved when everyone can see themselves in the story and can equally tell the story. Massey asked about having a meeting with a focus group and Ms. Westcott stated the survey turned out so well, she did not see a need for it. Jensen stated the citizens gave us the direction to move forward. Dale stated our website does show the results of the survey.

## **DEPARTMENT REPORTS**

None

## **FUTURE MEETING TOPICS**

Dodson stated she was at a meeting and was told the City is buying a building downtown. Jensen stated that Wickersham asked if there was a vote on impact fees he would like to be at the meeting.

## **ADJOURNMENT**

Mayor Williams adjourned the work session meeting at 6:47 PM.

### **7:00 PM – Regular Meeting**

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

Members Absent: Ray Wickersham was excused and arrived at 8:00PM.

Staff Present: Mary Cordova; Randy Schwartz, WWTP Supervisor; Erin Haley, Library Director; Doug Argo, City Engineer; Bert Osborn, City Attorney; and Bobbie Black, Deputy City Clerk.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Kathy Dodson.

## **CITIZENS COMMENTS**

Kathy Patrick, 1095 N. 6<sup>th</sup> Street addressed the Council. She has been approached from some young people to fix the skate park and had someone that will oversee. Mayor stated in past it has been him, if they have some idea of what they want repaired, get a list of materials needed and have an adult supervising. The Mayor asked that they get in touch with him directly. Patrick added that they received another check from Echelon Group on behalf of the City and it is greatly appreciated.

Liz Amason, 420 N. 20<sup>th</sup> Street, stated that PCAN is having their first ever red carpet event at Briq House grill this Thursday from 4-6. There will be a ribbon cutting at 3:30 before event.

Samantha Breach, 643 S. 12<sup>th</sup> Street, addressed the Council about the ribbon cutting that had been mentioned before is sponsored by the Chamber. She stated the Chamber will be doing Trunk or Treat on October 31<sup>st</sup> at Bancroft Park at 4:30 PM. They are asking all businesses to join in festivities.

**APPROVAL OF MINUTES**

- A. 08-22-2016 – Special Meeting
- B. 09-01-2016 – Work Session
- C. 09-06-2016 – Work Session & Regular Council
- D. 09-08-2016 – Special Meeting

A motion was made by Dale and seconded by Dodson to approve the minutes of 08-22-2016 Special Meeting and 09-01-2016 Work Session, 09-06-2016 Work Session & Regular Council and 09-08-2016 Special Meeting as written.

Mayor stated on minutes of 8-22-16, on page 4, didn't make sense. Remove do.

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

**APPROVAL OF BILLS & PAYROLL**

A motion was made by Nelson and seconded by Massey to approve the City Bills & Payroll in the amount of \$296,163.23.

Jensen asked about Dale Weaver Inc. bill and what it was for. Black stated it was a vendor that provided tank mixers and SCADA accessories for the Water Department.

At the roll call:

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

Nays: None

The motion CARRIED.

**SPECIAL ORDERS**

- A. Mayor's Choice Scholarship – Stevens Henager: Angela Robinson, Stevens-Henager College addressed the Council and provided information about their college. She is here to present a scholarship of \$15,000 to Leslie Ortega. Ms. Ortega stated she has not been in school since 1995 and is very excited about returning to school and being awarded the scholarship. Mayor thanked Denise for time spent making calls and helping with interviews.
- B. LaMue Appreciation for Payette Airport Mural – Mayor Williams stated Gary and Susan LaMue updated and repainted the mural at the Payette airport. He presented them with a certificate of appreciation from our community. Massey stated Airport Commission was very appreciative of the new mural.

**COMMUNICATIONS**

- A. Echelon Group – Meals on Wheels
- B. Christian Feed – Open House – October 8<sup>th</sup>
- C. Retirement Party – Randy Schwartz – September 23rd

**PLANNING & ZONING**

None

**AGENDA ITEMS**

- A. Resolution #2016-14 Appreciation to Randy Schwartz: Mayor Williams read resolution #2016-14 to Randy Schwartz and thanked him for his dedicated service to the City of Payette:

**Resolution 2016-14**

**A RESOLUTION HONORING  
RANDOLPH D. SCHWARTZ  
ON HIS RETIREMENT AFTER 40 DEDICATED YEARS  
WITH THE CITY OF PAYETTE**

**WHEREAS**, Mr. RANDY SCHWARTZ was first hired with the Payette Wastewater Treatment Plant in a part-time position in March of 1974, promoted to full time in June, 1976, and worked his way up the ladder when he was promoted to Plant Supervisor in 1980; and,

**WHEREAS**, representing the City of Payette, Mr. Schwartz shared his vast knowledge and experience in the Wastewater profession through his membership in organizations such as the Southwest Idaho Operators Section (SWIOS) of the Pacific Northwest Clean Water Association (PNCWA) and the Water Environment Federation (WEF); and,

**WHEREAS**, as a SWIOS member for over 35 years, Mr. Schwartz had the prestigious honor of being the Idaho Operator of the Year in 2006, served as SWIOS President in 2008, and was Member of the Year in 2014. Mr. Schwartz is a member of the WEF Quarter Century Club, has received the PNCWA Silent Hero Award, and was inducted into the distinguished Select Society of Sanitary Sludge Shovelers (5S) in 2010; and,

**WHEREAS**, the Payette City Council wishes to acknowledge the dedication and pride with which Randy Schwartz represented his Department on behalf of the City, and let it be known that his extensive knowledge and sense of humor will be greatly missed; and,

**WHEREAS**, September 21, 2016, will mark the last day of Randy's career with the City of Payette, Idaho.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council hereby extend to Mr. Randy Schwartz on the occasion of his retirement from City service, the heartiest best wishes for his future, together with appreciation of the community for his 40 years of dedicated and faithful service to the citizens of Payette.

APPROVED and SIGNED this 19<sup>TH</sup> day of September, 2016.

B. Agenda Request – Amie Blunck – Americorp Vista: Amie Blunck, 915 Laery Way, Weiser, and Liz Amason, 420 N. 20<sup>th</sup> Street, addressed the Council and stated they went in search of a new person for Americorp Vista and Ms. Blunck came on board. Ms. Blunck stated one of her goals is to get food stamps accepted at the local food market. She handed the Council a brochure on Payette Valley food connection.

C. ORDINANCE 1413 - AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTIONS 5.10.020, 5.10.030 AND 5.10.040 IN CHAPTER 5.10 OF TITLE 5 TO ALLOW FOR OUTDOOR CONSUMPTION OF ALCOHOLIC BEVERAGES WHEN CONSUMED AT A SIDEWALK CAFÉ OR OUTDOOR DINING AREA; AMENDING SECTION 5.12.010 IN CHAPTER 5.12 OF TITLE 5, BY ADDING NEW SUBSECTIONS PROVIDING FOR SIDEWALK CAFES AND OUTDOOR DINING AREAS; CREATING A NEW SECTION 5.12.020 PROVIDING FOR SIDEWALK CAFES AND OUTDOOR DINING AREAS; SETTING OUT A STATEMENT OF FINDINGS; PROVIDING FOR AN APPLICATION AND PERMIT PROCESS; REQUIRED INFORMATION IN THE APPLICATION; PROVIDING FOR REVOCATION OF A PERMIT; LIMITING THE USE TO

THE PARAMETERS SET IN THE APPLICATION; RENUMBERING SECTIONS 5.12.020 AND 5.12.030; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER; ESTABLISHING A PENALTY – 2<sup>nd</sup> Reading

A motion was made by Nelson and seconded by Jensen to Introduce Ordinance 1413 by title only.

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

Mr. Osborn read Ordinance #1413 by title only.

Dodson stated there are a few things she would like to see changed. She stated it should not matter to us what the color of tables and furniture is. Under 5.12.030 it says the City Clerk is the health authority and what kind of fee will be required for a sidewalk café. Cordova stated that is an existing fee for restaurants. Dodson stated they would also have to have a new footprint from Idaho State Police. Kathy Patrick asked why should they have a fee, that is the Fire Departments job. Mayor stated the Chief might have a different view on this. If pass the health inspection, why should they pay another fee. Osborn stated this is a Council meeting, not a public hearing. Cordova stated any fees would come on a fee resolution and would not require a public hearing if they decreased. Dodson would like to have a resolution to not have a fee. Massey stated this is one on the strategic plan and could be brought up. Jensen agrees with Dodson on item eleven. Cordova stated the reason it is in ordinance, since it is city sidewalks, the Council needs to make sure that it something durable and it is a design guideline to protect the public. Massey agrees with Dodson that it should be removed. Dodson stated she would like to change the health authority statement, that it is not the City Clerk decision.

A motion was made by Dale and seconded by Jensen to move Ordinance #1413 to 3<sup>rd</sup> reading and change 5.12.030 that City Clerk is to verify that all permits have been obtained and eliminate #10 and #11.

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

- D. ORDINANCE 1411 - AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 17.34.020 IN CHAPTER 17.34 OF TITLE 17, BY ADDING PERMITTED USE; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER – 2<sup>nd</sup> Reading

A motion was made by Nelson and seconded by Jensen to introduce Ordinance 1411 by title only.

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

Osborn read Ordinance #1411 by title only.

A motion was made by Massey and seconded by Jensen to suspend the rules and pass Ordinance #1411 on 2<sup>nd</sup> reading.

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

A motion was made by Nelson and seconded by Jensen that Ordinance #141 do pass.

At the roll call:

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

Nays: None

The motion CARRIED.

- E. ORDINANCE 1414 - AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 12.16.020 INCREASING THE NUMBER OF PERSONS FROM 50 TO 199 BEFORE A RESERVATION IS REQUIRED; ALLOWING FOR RESERVATIONS IN CITY PARKS; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER; PROVIDING A PENALTY. - 2<sup>nd</sup> Reading

A motion was made by Nelson and seconded Dodson to introduce ordinance 1414 by title only.

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

Osborn read Ordinance #1414 by title only.

A motion was made by Jensen and seconded by Dodson to suspend the rules and pass Ordinance #1414 on 2<sup>nd</sup> reading

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

A motion was made by Jensen and seconded by Massey that Ordinance #1414 do pass.

At the roll call:

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

Nays: None

The motion CARRIED.

- F. Sidewalk Cafe Guidelines – Kathy Patrick thinks some of this is very restrictive and doesn't believe all guidelines should apply. Jensen asked about the fencing around area that would serve alcohol. Black explained why the fence perimeters were put into the guidelines. Kathy Patrick and Chamber of Commerce volunteered to work with downtown businesses on suggestions. Cordova stated that also goes along with design standards for your downtown corridor. This item was moved to next agenda.

- G. Award Comprehensive Plan Update -

Jensen asked how much of the Strategic Plan could be used for the Comprehensive Plan. It was stated they are two different documents. Massey stated Ms. Westcott noted the Strategic Plan could be a part of the Comprehensive Plan.

A motion was made by Dale and seconded by Dodson to award Comprehensive Plan Update to Planning & Facility Management, not to exceed \$75,000.

At the roll call:  
Ayes: Dodson, Jensen, Nelson, Massey and Dale.  
Nays: None

The motion CARRIED.

#### H. Strategic Plan 2016:

A motion was made by Massey and seconded by Dodson to adopt the Strategic Plan as presented and to reflect that this is a working document.

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

Massey stated he has been talking to various business owners and asking how to make the process easier and everyone has been very excited about the City doing something. Mayor stated he has contacted SEREDA about a person for Economic Development. The City of Ontario hired a person that did both P & Z and Economic Development, maybe one of our existing staff people would like to take on some of those tasks. He has started the conversation. The Mayor has contacted someone that will conduct customer service training for all City employees. Mayor stated the City has hired a full-time Pool Manager, Katie Bullen. Dale asked if the Mayor would like them to reach out to her, Mayor stated he will talk to her. Dale asked with Council permission to see a way to do minutes differently.

#### I. Impact Fee Update Recommendation:

Jensen stated do we have to make a motion to change our fees. Mayor stated we need to go to a public hearing. Nelson stated he would like to see it go to Planning & Zoning for their input. Cordova stated moratorium is in place till December 2016 and that is totally separate. The Council needs to approve the updated plan or get rid of by law. We have already budgeted for items to be purchased in next years' budget.

A motion was made by Dodson and seconded by Nelson to have Planning & Zoning hold a public hearing for Impact fee update recommendation.

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

#### J. Award Vac Truck - Project –

Schwartz informed the Council that this has been budgeted for two years and his department has one, but it is old. He stated Ms. Cordova saved \$15,000 by reviewing quotes and finding an error.

A motion was made by Jensen and seconded by Nelson to award the Vac Truck to Metroquip not to exceed \$398,858.

At the roll call:

Ayes: Dale, Jensen, Dodson, Nelson, Wickersham and Massey.  
Nays: None

The motion CARRIED.

#### K. Resolution #2016-13 – Surplus Property Library

A motion was made by Dale and seconded by Wickersham to approve Resolution #2016-13 to surplus microfiche machine at Library and be donated to the Payette Historical Museum.

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

L. Library Terms:

Mayor stated there was some discussion a while back on library terms. He stated current City Code says by appointment date. Osborn stated State code follows the same code as City Code. Mayor stated we will continue the way we are doing it. Osborn stated the only way to change dates is for them to resign and have them reappointed.

**BOARD & COMMISSION REPORTS**

- A. Building & Business Permit – August 2016
- B. Library Commission – September 8<sup>th</sup>
- C. Airport Commission – September 12<sup>th</sup>

**MAYOR'S COMMENT**

Reminded everyone about Randy Schwartz retirement party this Friday night.

He stated we hired a full-time Pool Manager.

He met with department heads and they are all okay with a 2% wage increase and then wait to see what the wage and compensation study shows.

Next meeting is October 4<sup>th</sup> on a Tuesday.

**CITIZEN'S COMMENTS**

Erin Haley, Library Director gave the Council an update on the Library.

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

A motion was made by Dale and seconded by Dodson to adjourn to executive session Pursuant to I.C. 74-206(1)(f), the City Council will recess into Executive Session 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. provided in I.C. chapter 1, title 74.

At the roll call:

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

Nays: None

The motion CARRIED, and the Council recessed into Executive Session at 8:33 PM.

A motion was made by Massey and seconded by Jensen to reconvene into the regular meeting.

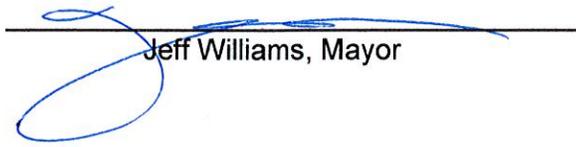
After a unanimous voice vote, the Council reconvened into regular session at 8:41 PM

**ADJOURNMENT**

A motion was made by Jensen and seconded Massey to adjourn the regular meeting at 8:42 PM

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

Signed this 10/14 day of, 2016.

  
\_\_\_\_\_  
Jeff Williams, Mayor

ATTEST:

  
\_\_\_\_\_  
Bobbie Black  
Deputy City Clerk