

**MINUTES  
PAYETTE CITY COUNCIL  
Work Session & Regular Meeting  
December 3, 2012**

**6:15 PM – Work Session**

**ROLL CALL**

**Members Present:** Mayor Jeff Williams, Mark Heleker, Jeff Sands, Craig Jensen, Georgia Hanigan and Ivan Mussell

**Members Absent:** Lee Nelson

**Staff Present:** Mary Cordova, City Coordinator; Jennifer Kelley, Deputy City Treasurer/HR, Randy Schwartz, WWTP Superintendent, Mark Clark, Chief of Police; Doug Argo, City Engineer, Jamie Couch, Street Superintendent, Steve Castenada, Fire Chief and Bobbie Black, Deputy City Clerk.

- A. **New Street Loader:** Jamie Couch, Street Superintendent showed the new loader that they recently purchased to the council.
- B. **ICRMP Policy Review:** Jennifer Kelley, Deputy City Treasurer/HR, explained classes that employees and elected officials need to take to be able to receive discount from ICRMP. Councilor Heleker stated he took his today and took about 30 minutes to complete. Jennifer stated she would like to have them completed by December 14<sup>th</sup>.
- C. **Discussion on penalties for building permits not obtained:** Planning and Zoning Commission didn't feel it was necessary to impose a penalty for not obtaining a building permit. Councilor Heleker felt a penalty needed to be in place, it might help deter people to just start building before checking what permits they might need. Councilor Hanigan stated that a grace period for people that don't know or understand the rules might be beneficial. A lot is done under the radar. Having an education process might be good. Councilor Jensen stated that once built and they have to tear down, it doesn't look good. The last one the contractor told the homeowner that he had a permit, when in doubt check. Councilor Mussell stated that contractors know better, sometimes the homeowners don't know the process, they have to go through. To let everyone know the process, we should put in the paper and educate the public. Councilor Sands asked who is out policing. Chief Clark stated that our ordinance officer watches a little and it is a misdemeanor. Sands stated he knows of buildings being built now against fences. Suggested changing Ms. Silva's job description and give a raise. People are taken advantage of the codes. They should receive a ticket that counts. Chief Clark stated that Ms. Silva works with the building inspector now, but she doesn't have the training and they have never had someone specific that deals with those issues. Typically it has been the building inspector over the years. We depend heavily on the building inspector to tell us what the violations are, and then we give them the opportunity to get a permit before citing them. Councilor Sands stated if we need training to know what to look for we could look into that. Mayor Williams stated that an increased fee if they have to go through the CUP or variance process might be assessed. Mr. Argo stated that fees are based on the value of the project. Mary Cordova stated that we have new building permits that are bright yellow and very visible. Councilor Mussell stated that maybe charging commercial double and homeowners 1 ½ times the permit for the penalty. Mayor Williams asked if staff had checked to see what other cities do and if we impose the penalty a public hearing would need to be held. Councilor Heleker asked if we are letting them off because we caught earlier.

The work session ended at 6:59 PM

**7:00 PM – Regular Meeting**

A regular meeting of the Payette City Council was called to order at 7:03 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

**ROLL CALL**

Members Present: Mayor Jeff Williams, Mark Heleker, Ivan Mussell, Jeff Sands, Craig Jensen and Georgia Hanigan

Members Absent: Lee Nelson

Staff Present: Mary Cordova, City Coordinator; Bert Osborn, City Attorney, Jennifer Kelley, Deputy City Treasurer/HR, Randy Schwartz, WWTP Superintendent, Mark Clark, Chief of Police; Doug Argo, City Engineer, Jamie Couch, Street Superintendent, Steve Castenada, Fire Chief and Bobbie Black, Deputy City Clerk.

**PLEDGE**

Councilor Jensen led the pledge of allegiance.

**CITIZENS COMMENTS**

None heard

**APPROVAL OF MINUTES**

A motion was made by Heleker and seconded by Mussell to approve the regular meeting minutes of 11-19-12 as corrected.

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

**APPROVAL OF BILLS & PAYROLL**

A motion was made by Jensen and seconded by Heleker to approve the City Bills & Payroll in the amount of \$144,236.06

At the roll call:

Ayes: Heleker, Mussell, Hanigan, Sands, and Jensen

Nays:

The motion CARRIED.

**SPECIAL ORDERS**

None

**COMMUNICATIONS**

- A. Payette Fire Department Chili Feed & Open House
- B. Holiday Happenings in Downtown Payette
- C. SREDA 2012 Successes
- D. Public Records & Open Meetings Workshop

**PLANNING & ZONING**

None

**OLD BUSINESS**

- A. ROSE Advocates – HUD Home: Was planning on being here tonight, but had a couple cases and couldn't make it. This will be on the next agenda.

**NEW BUSINESS**

- A. Airport Commission Appointment – Jan Zatlouka:

D. Pay Application #5 – WF Construction – Stoplight 95/52

A motion was made by Mussell and seconded by Heleker to approve the pay application #5 for WF Construction for \$16,002.00.

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

**DEPARTMENTAL REPORTS**

- A. Historical Commission – November 26<sup>th</sup>: Councilor Heleker stated that the Commission is working on the Downtown walking tour. They have distributed books throughout the community for input.
- B. Parks & Recreation Committee – November 28<sup>th</sup>: Councilor Hanigan stated that Joann Smith from Soil & Water spoke at their meeting. She knows a source of funds for stabilization of banks along the river, but this year they will focus on the canal district. It can be a future possibility. She stated they discussed maybe establishing a refundable fee for park usage. That way if the park is damaged or the parks department has excessive clean up there is money to cover that. The boat ramp grant is in the process of being submitted. The pool boiler parts are back ordered and looking at December 17<sup>th</sup> to reopen.

**MAYOR'S COMMENTS**

Mayor stated he was asked to attend the VFW Christmas event at Eagles Hall. Last meeting Mr. Masingill discussed billing policies and Councilor Heleker and he discussed with staff and it was stated that staff handled the situation appropriately and a letter was delivered to Mr. Masingill. The Fire Department chili feed is this Friday, and they are accepting gifts/food for our area to be delivered for Christmas. Mayor will be gone starting Wednesday and will be back in town December 14<sup>th</sup>. There will be a hometown competitiveness meeting at Vale City Hall. Council Heleker stated that representation from the school district will be attending. On December 12<sup>th</sup> the Idaho Attorney General will be presenting a workshop on public records & open meeting at the Portia Club. There is an AIC meeting this Friday, and if anyone would like to attend let the Mayor know.

**CITIZEN'S COMMENTS**

Cordova showed new signs for stop signs for Center Avenue and Main Street at the North & South intersection. There has been a big problem with people not stopping. We would be the 1st ones to have signs like this. We did not specifically budget, but have money in budget. They are 48" signs and not solar powered. Clark has been watching and citation. There was recently had an injury accident at that intersection. The company claims that the new signs will reduce 50% of non-stoppers. The cost is approximately \$3800 for both.

**ADJOURNMENT**

A motion was made by Heleker and seconded by Mussell to adjourn the regular meeting at 7:37 PM.

The motion CARRIED.

Signed this 17th day of December, 2012.

  
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Jeff Williams, Mayor

ATTEST:

  
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Mary Cordova, City Clerk

CITY OF PAYETTE  
DECEMBER 3, 2012

CITY PAYROLL	11/28/2012	ET	\$ 80,213.81
HARDIN SANITATION	11/20/2012	7447	26,625.72
ADVANCED CONTROL SYSTEMS	12/5/2012	7448	269.00
AMERICAN STAFFING	12/5/2012	7449	819.36
D&B SUPPLY	12/5/2012	7450	495.84
DART'S TRUE VALUE	12/5/2012	7451	818.52
DCS TECHNOLOGIES	12/5/2012	7452	209.25
FISHER SCIENTIFIC	12/5/2012	7453	704.57
FOLKE CPA'S	12/5/2012	7454	4,680.00
FOREMOST PROMOTIONS	12/5/2012	7455	470.86
GALL'S	12/5/2012	7456	280.55
GENTRY FORD	12/5/2012	7457	93.83
GJZ ARCHITECTURE	12/5/2012	7458	8,500.00
HANIGAN CHEVROLET	12/5/2012	7459	806.91
HARDIN SANITATION	12/5/2012	7460	812.36
HOLLADAY ENGINEERING	12/5/2012	7461	6,886.39
ICMJ	12/5/2012	7462	72.85
IDAHO POWER	12/5/2012	7463	4,457.97
INTELLICHOICE	12/5/2012	7464	1,500.00
INTERSTATE ALL BATTERY	12/5/2012	7465	75.84
KING'S OF PAYETTE	12/5/2012	7466	27.03
ONTARIO TOOL	12/5/2012	7467	1,144.92
PAETEC	12/5/2012	7468	25.20
PAYETTE COUNTY DRIVER'S LICENSE	12/5/2012	7469	25.00
DEPT PAYETTE PRINTING	12/5/2012	7470	33.61
PIPECO	12/5/2012	7471	11.78
PITNEY BOWES	12/5/2012	7472	221.06
PUBLIC AGENCY TRAINING COUNCIL	12/5/2012	7473	275.00
PUMP TECH	12/5/2012	7474	2,505.30
QUILL CORPORATION	12/5/2012	7475	207.68
S&H TERMINAL	12/5/2012	7476	100.23
SNAP ON TOOLS	12/5/2012	7477	248.78
STATE OF IDAHO - IBOL	12/5/2012	7478	70.00
TOOMBS JANITORIAL	12/5/2012	7479	145.38
TOSHIBA	12/5/2012	7480	316.70
UNITED PARCEL SERVICE	12/5/2012	7481	9.76
WIENHOFF DRUG TESTING	11/28/12	7482	75.00
			\$ 144,236.06