

New Plymouth City Council
15 June 2009
7:00 pm
New Plymouth City Council Chambers (Library)

The regular meeting of the New Plymouth City Council was held at the New Plymouth City Hall on Monday, 15 June 2009 at approximately 7:15 p.m.

Guests included Bob Mackenzie, Payette County Assessor, Jo Bolen of Gibbons, Scott & Dean, Ann Esplin and Andy Gehrke of Holladay Engineering. Jan Mackenzie, wife of Bob Mackenzie was also present. Staff members present were Beau Ziemer, Public Works Director and Leon K. Jensen, City Clerk, and Beth Ann Christensen, Deputy City Clerk.

The meeting was called to order by Mayor Joe Cook. Role call was taken with Councilwoman Mayer, Councilmen Cline, York and Esplin in attendance.

Councilman Esplin moved to approve the agenda. Councilwoman Mayer seconded the motion and the voting was unanimous in favor.

Councilman Esplin stated that he would like remove item h. from the consent agenda, the water bill shut off list. **Councilman Esplin moved to approve the consent agenda as amended. Councilman York seconded the motion and the voting was unanimous in favor.**

Old Business:

There was no old business presented.

New Business:

- a. Bob Mackenzie, Payette County Assessor explained the levy process for the county and the affect of the levy process upon the City of New Plymouth. He also discussed the various fees that the city could expect that would generate revenue for the city. He discussed the collection process and code areas as well. He stated that the city should plan their expenses in the budget and tax accordingly.
- b. Jo Bolen – Auditor, Gibbons, Scott & Dean, presented information to the council regarding the completion of the 2007-2008 city budget. She stated that the audit should be completed by the middle of July of this year and that the city was found to be in proper financial condition for the fiscal year being audited. She also stated that all was in order at the time the past city clerk left the city for other employment. The council discussed the need of the city to go out for bid when considering a firm to audit the next year.
- c. Holladay Engineering – Contractors Final Application for Bitterroot Construction # 10 for \$73,839.41 **Councilman Esplin moved to approve the contractor's application for payment of Final Application for Bitterroot Construction # 10, seconded by Councilwoman Mayer with the voting unanimous in favor**
- d. Holladay Engineering – Certificate of Substantial Completion for the Sewer Contract. Three items needed improvement, Schedule A, a sink hole on South Plymouth, Schedule B, asphalt repair and the final was asphalt repair over a water trench. **Councilman York moved to approve the Certificate of Substantial Completion for the Sewer Contract with schedules for improvements, seconded by Councilman Esplin with the voting unanimous in favor.**
- e. Software needs for the city – Staff reported information on Caselle, a software program for accounting, ledger, payroll and budgeting process which may be sufficient for the city needs. Cost of such a program is estimated to be about \$22,744.00. It was determined that we should contact other vendors and obtain at least three bids. **Councilman Esplin moved to approve getting bids on Caselle and anything competitive, seconded by seconded by Councilwoman Mayer with the voting unanimous in favor.**

Ordinances & Resolutions

- a. Records Destruction process – Discussion ensued regarding the records destruction process. **Councilman Esplin moved to approve beginning the records destruction process, seconded by Councilwoman Mayer with the voting unanimous in favor.**
- b. Official Newspaper resolution – Discussion ensued and the council suggested that I look for a resolution or other document that already exists. Staff was instructed to search for an existing document stating the official newspaper of the city.
- c. Insurance bids for 2010-2011- Staff reported the contact with our existing insurance carrier looking for updated bids on insurance. Raising the amount of the budget to cover a possible increase was discussed. Dental, vision and health should be looked at.
- d. Request for bids for audit – The city Council requested that staff contact at least three different auditors/firms and obtain a bid for completing the audit for the budget for 2009-2010 and report back to the council.

City Council meeting on the 6th of July 2009

Meeting called to order at 7 pm by Mayor Joe Cook

Roll call was taken with Councilwoman Mayer and Councilmen Cline, York and Esplin all present.

Guests included Andy Gehrke of Holladay Engineering and Pat Engle of Sage Community Resources. Staff present were Beth Ann Christensen, Deputy Clerk and City Clerk Leon K. Jensen. A motion was made by Councilman Esplin and seconded by Councilwoman Mayer to approve the Agenda. The voting was unanimous in favor.

A motion was made by Councilman Esplin and seconded by Councilwoman Mayer to approve the Consent Agenda. The voting was unanimous in favor.

Regular Agenda

Old Business

Silvia Zitek of 1419 N 6th St in Payette, Idaho stated that Janetter Purviance obtained a conditional use permit for a residential care facility in April of 1992. Discussion was held about the lot being one lot at the time and then later the land was surveyed dividing the lot. Mrs Zitek thought that the conditional use permit was for the who property. The zoning is correct for two residences but she has three and the zoning is not correct for that. There is one building that is on the lot but does not show up on a map. It was determined that a variance may be appropriate for an apartment complex. It was determined that the property owner needed to come into the city and meet with staff to decide the best possible action to take so that Mrs. Zitek could use the property as an apartment complex, multifamily use property.

Discussion was held concerning an irrigation company for the city. Turning the Farmers irrigation company and the irrigation system to the City for their implementation discussed including requiring all residents of the city to be part of the system, billing and maintenance was discussed. It was determined that Mayor Joe Cook, Councilman York and the city attorney should meet and discuss the ramifications of such an action. Councilwoman Mayer moved that Mayor Cook, Beau Ziemer and Rick York meet with the city attorney Bert Osborn regarding the possibility of the city taking such action. The motion was seconded by Councilman Esplin and the voting was three in favor with Councilman York abstaining from voting.

Staff reported that three requests for information from vendors for new software for the city have been made. The software would be for accounting, billing and budgeting. One company has not responded. Caselle and Black Mountain have responded. At the present time staff is strongly considering recommending the purchase of the software from Blackmountain. Staff has spoken with the cities of Payette and Emmett and both are extremely pleased with the software provided by Blackmountain. Staff

was directed to contact a city using Blackmountain, visit them and see the software in operation. Staff was directed to bring a report back to the council on the 20th with a recommendation to purchase.

Staff reported that we have now collected and reviewed all stored documents and have prepared lists of the documents recommended for destruction for review by the council. We have checked on the costs of shredding and reported on those costs, ranging from at least 10 cents per pound to 17 cents per pound. We will now put those in the form of a resolution and have the city attorney review them. If all is in order we will then present that information to the council at the next council meeting.

New Business

Pat Engle of Sage Community Resources represented Sage at a Hearing on the Status of Funds for the Community Block Grant that the city now has. The Block Grant funding funded engineering and the backup power. The USDA money and local monies paid for the actual construction. We are close to completion of the project. There are funds left to expend in the amount of \$18,841.00 in administrative and close out activities. The funding is HUD money. Besides the report there was no discussion from the public in favor or in opposition.

Andy Gehrke of Holladay Engineering offered his Engineering Status Report.

Andy Gehrke of Holladay Engineering - Bodiford Construction Payment Application # 6 was presented. Councilman Esplin moved to approve the request for payment, seconded by Councilwoman Mayer. The voting was unanimous in favor.

Andy Gehrke of Holladay Engineering - Bodiford Construction Change Order # 3 was presented. Councilman Esplin moved to approve the request for payment, seconded by Councilwoman Mayer. The voting was unanimous in favor.

Andy Gehrke of Holladay Engineering - United Pipe Final Payment Application # 3 Councilman Esplin moved to approve the request for payment, seconded by Councilwoman Mayer. The voting was unanimous in favor.

Staff presented information regarding parking and unloading problems at Ray Brogans store next of City Hall. A patron, Joann Snyder, called about 3:30 pm on Tuesday the 30th of June and expressed concerns about the safety of the area for little children, parking and unloading, etc. The patron thinks that signs should be placed restricting parking, unloading and so forth. The council listened and determined that signs would not be necessary in this case and that the business owner was doing all that he could do in this case. Councilman Esplin moved that the city did not need to make any changes in the ordinances for the city at this time. The motion was seconded by Councilman York with the voting unanimous in favor.

Staff presented further information regarding a patron, Bill Tuning, who came to the office wanting the city to enforce the ordinances regarding parking in the city, especially truck parking and the parking of semi trailers along the streets and the damage they are doing to the city streets. The ordinance is listed as Ord 285 3-17-2003. Mr. Tuning wanted signs on every street. The council stated that there are signs already posted at the city entrances and that was sufficient. People who have complaints need to contact the Payette Sheriff's department and register a complaint when these types of activities are observed. Other enforcement issues were discussed. The Mayor is going to meet with the Sheriff and encourage him to have his deputies more involved with the enforcement of city ordinances.

Library appointments were discussed. Whitney Moses was suggested to serve in the Library, effective on the 6th of July. Lucky Pennington was suggested to serve in the Library, effective on the 1st of October. Councilman Esplin moved to accept the Library appointments as suggested. The motion was seconded by Councilman York and the voting was unanimous in favor.

Ordinances and Resolutions

The Mennonite Annexation papers have not been reviewed by the city attorney and are not

Open Forum - No discussions were held.

Mayor and Council Comments - Councilwoman Mayer mentioned the open forum training for councils and open meeting laws. Agendas are to be posted with enough time, (48 business hours) in advance of the meeting so that the public has time to be aware of any potential changes.

The clean up of the city is taking place this coming Friday and Saturday, the following week end.

Adjournement

Councilman Esplin moved to adjourn the meeting, seconded by Councilman Mayer and voting was unanimous in favor.

Open Forum

No comments were presented.

Mayor and Council Comments

Councilwoman Mayer stated that Horseshoe Daze was this coming weekend. The Baptist Church was having their celebration as well. The placement of the flags for the 4th of July was discussed. The beauty of the sidewalks and lighting was also mentioned. Everyone seems pleased with how beautiful it all looks.

Adjournment

Councilman Esplin moved to adjourn the meeting. The motion was seconded by Councilman Cline with the voting unanimous in favor.

Meeting Adjourned

Joe Cook, Mayor

Leon K. Jensen, Clerk / Treasurer