

MINUTES
REGULAR MEETING OF THE KENDRICK CITY COUNCIL
JANUARY 19, 2016

At 6:02 PM Mayor Mark Lapinskas opened the regular meeting and led in the Pledge of Allegiance. Present were council members Matt Kathanimane, Jim Marston, and Sarah Miles, maintenance supervisor Steve Howerton, and city clerk Barb Wilson. Council member Jeremy Alexander was absent. Citizens present were council member elect Dale Lisher, council member elect Paul Rush, Fran Lisher, Lisa Kathanimane, Dean King, and Steve Brooks.

The minutes from the December 15, regular meeting were reviewed. Sarah made a motion and Jim seconding to approve the minutes. All were in favor.

Disbursements were reviewed. Sarah made a motion with Jim seconding to approve the disbursements. All were in favor.

The city clerk swore in the new council members Dale Lisher and Paul Rush. The oaths of office documents were signed and the mayor presented Dale and Paul with certificates of election.

Outgoing council member Jim Marston was thanked for his service on the council and he left the meeting as Dale and Paul took their seats on the council. (Jeremy Alexander was not present, but his term also ended.)

CORRESPONDENCE/ANNOUNCEMENTS:

The city clerk read a letter received about the Youth Ambassadors Volunteerism Meeting that took place on January 9 and invited the council members to participate in the program. She also read a letter from the KJ7 Community Development Association Board announcing their annual meeting on January 21, at 6:00 in the Juliaetta Community Center. The volunteers – Stars of Our Community awards ceremony will be at 6:30. The mayor mentioned that the Day at the Capitol was Thursday, January 28, in Boise in case any council members were interested in attending.

MAINTENANCE DEPARTMENT:

Steve handed out packets that outline what is required for water and sewer certifications. An operator-in-training shall practice only under the direct supervision of a licensed operator of a type, category, and classification higher than operator-in-training. An operator-in-training must possess a high school diploma or GED and pass the relevant Class I examination. No operator-in-training shall accept or perform the designated responsible charge duties at any system. The requirements for a Class I restricted water or wastewater license are to possess a high school diploma or GED, document 260 hours of acceptable relevant on-site operating experience during 12 consecutive months with the system and complete sixteen (16) hours of continuing education relevant to the license and pass the relevant Class I examination. Upon obtaining 1600 hours of supervised on-site operating experience for each license, the operator shall be eligible to apply for an unrestricted Class I license. There is no limit on the amount of time needed to obtain the necessary experience to qualify for the unrestricted license. A restricted license is limited to a specific system.

Steve is required to complete a classification worksheet for water and sewer every 5 years. The requirements have changed a lot since 2005. Mike Camin, the Engineering Manager with the Department of Environmental Quality, in Lewiston, sent Steve new information that could

potentially reclassify our city to require a Class II wastewater treatment operator's license, rather than the current Class I wastewater treatment operator's license. Steve stated that with the current sewer lagoon system that the city currently has, he does not feel it warrants more than a Class I treatment operator's license. After the lagoons upgrades are completed, he thinks it should remain a Class I system since the treatment will not be different.

Steve also handed out an article from the Idaho Rural Water Association that outlines the qualifications required for a single public works person.

Dale asked for a brief rundown on the sewer lagoon upgrade project. Steve said Mountain Waterworks is finishing the final design for collection (piping side). He would like to invite MWW to attend an upcoming city council meeting. He said we will need to start advertising for bids and the project needs to be started by early spring. The upgrade will be widening, deepening, and lining the lagoons. The chlorinating and dechlorinating systems will be digitally controlled. It will eliminate the need for a 3rd chlorination pond as the sewage will go through 80 – 90 feet of piping. An underdrain will be constructed under the lagoons to reduce groundwater hydraulic pressure on the lagoon liner. The pipe will take the pressure off. The pipe will extend through most of the property to the south.

Steve has burned 5 of the 9 burn piles. He has to have a smoke management plan permit on file, with DEQ, which has to be updated every three years. He is careful to watch for wind speed and direction before burning. There was no impact on the city from smoke.

TREASURERS REPORT:

Barb reviewed the cash flow and answered questions on the budget to actual reports. As of December 31, we have \$444,297.97 in all combined accounts. The revenue checks that were received in December were \$6111 from Community Block Grants, \$9257.44 from Property Taxes, \$936.23 from Highway to City, \$391.25 from Building Permits, \$89 from State Insurance Fund Refund Dividend, and \$2225 from RV Park Rent. Barb issued a credit of \$420 to the Kendrick High School after the city lowered the unit rate from 18 to 13 going back to October 2015, when the rates were increased. The Quarterly 941 and Unemployment reports have been filed. Dale asked about the lower amount received from the Avista Utility franchise fees. Barb said the taxable monthly revenue has been declining since 2011. She has asked Paul Kimmel many times as to why the number has declined so much. Avista has not been able to explain the decrease.

UNFINISHED BUSINESS:

Sarah reviewed the ordinances between Latah County and the Kendrick Area of Impact and she talked to Michelle Fuson with Latah County Planning Department and she explained that this ordinance does not adopt any new codes. The attorney for the City of Deary reviewed the ordinance and asked them to add that the cities have 15 days to respond. The city can make recommendations, but the county makes the final decision. No other cities had any issues with the ordinance. The only change is the City of Kendrick cannot add a subdivision without having a rural fire district established.

Under suspension of rules, Mark read the first paragraph of Ordinance 752 which is the Kendrick Area of City Impact Agreement with Latah County. Sarah made a motion with Paul seconding to adopt the ordinance. A rollcall vote was taken. Dale - Yes, Matt - Yes, Sarah - Yes, Paul - Yes Motion passed.

Under suspension of rules, Mark read the first paragraph of Ordinance 754 which is the Kendrick Area of City Impact Map. Sarah made a motion with Dale seconding to adopt the ordinance. A rollcall vote was taken. Paul - Yes, Sarah - Yes, Matt - Yes, Dale - Yes Motion passed. Mark signed both ordinances and summaries for publication.

The council discussed the salary range for the public works position. The council set a minimum starting wage of \$15 for a person without any water or sewer certifications and an upper range of \$20 for a person with both water and sewer certifications. The wage will be set depending on experience and certifications. A higher wage could be possible if a person has certifications and applicable experience and will be negotiated at the time of hiring. Dale asked Steve what the top priority would be in training the new hire. He said the water system and learning where the 64 shut-off valves are located around town.

NEW BUSINESS:

Dale Lisher was nominated to be council president. Matt made a motion with Sarah seconding to appoint Dale as the council president. A rollcall vote was taken as requested by the mayor. Paul - Yes, Sarah - Yes, Matt - Yes, Dale - Yes Motion passed.

Sarah made a motion with Dale seconding to approve Resolution 16-257 which adjusts the unit rate for the Kendrick High School from 18 to 13 units for sewer connections. All were in favor.

The council discussed the annual trail support, which is due in February, and decided to continue with the \$1000 monetary contribution and \$1000 in-kind wages by the public works person.

The council set a workshop date of February 15, at 6:00 PM at City Hall to review Ordinance 683 (tree ord.). (It was later realized that this was a holiday so the workshop was moved to Feb. 10.)

The council decided that they did not want to set a date for interviewing candidates for the public works position as they would like to continue to accept applications for several more weeks. If it is determined that we have a sufficient number of qualified applicants, a date will be set. Otherwise the applications will be reviewed at the February 16, council meeting.

The amount of vacation time given to employees was reviewed. The council is considering amending the amount of vacation given. This will be discussed at the next council meeting.

Dale asked to have the following items added to the next council meeting agenda: review personnel policy, the pool report, and to review the open meeting laws for entering executive session.

At 7:50 PM Sarah made a motion with Matt seconding to adjourn the meeting. All were in favor.

Mark Lapinskas, Mayor

ATTEST:

Barb Wilson, Clerk/Treasurer