



MINUTES
REGULAR MEETING OF THE KENDRICK CITY COUNCIL
TUESDAY, JANUARY 17TH 2023
KENDRICK, IDAHO

The meeting was held at the Kendrick Fire Hall. The Pledge was said, and the meeting was called to order at 6:00pm

Those present: Laurine Hazeltine, Jeni Hawkins, Deputy Grasman, Council members: Paul Rush, Jesse Wegner, Zach Voglewede, and Keith Wilson. Mayor Rose Norris, City Maintenance Supervisor Jake Lustig, City Clerk/Treasurer Nadine Towne, Lee Hawkins and Val Norris.

1) Consent Agenda:

A. Minutes: Approve December 13th, 2022, minutes (Action Item)

Council member Zach Voglewede made a motion to accept the minutes from December 13th, 2022. Council member Jesse Wegner seconded the motion, all in favor, motion carried.

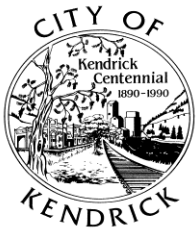
B. Disbursements: \$ 34,657.97 (Action Item)

Council member Zach Voglewede made a motion to accept the disbursements in the revised amount of \$34,657.97. Council member Jesse Wegner seconded the motion, all in favor, motion carried.

2) Unfinished Business:

A. Well #2 (Action Item)

Mayor Rose explained from the last meeting the how and why the city needed to keep this well up to date. Jake Lustig the city maintenance supervisor explained this well is now running at 70 gallons per minute which is even better than than well #6. Jake stated he will let it cycle for a few weeks before pulling any samples from it. Jake also explained he will be putting together a 5-year plan



for repairs for the wells and pumps so that the budget can allow for these repairs. Fords Creek bill for the project will be \$20,344.47. The funds for this will mainly come from the ARPA funds. Zach Voglewede made a motion to accept the repair bill for Fords Creek in the amount of \$20,344.47. Council member Keith Wilson seconded the motion, all in favor, motion carried.

B RFQ for CPA services (Action Item)

Mayor Rose along with Nadine Towne the City clerk explained to the council that the City needs to engage an Auditor for the FY ending 2021 to keep the city in compliance with the State of Idaho and the Federal government for any funding available for the City of Kendrick. Council member Zach Voglewede made a motion to submit the RFQ to the Lewiston Tribune. Council member Keith Wilson seconded the motion, all in favor, motion carried.

C. Brocke, Posey, City Survey status update in Mayor report.

Mayor Rose spoke to Terry Golding and at the moment he is moving his office. Mayor Rose will contact him in a few weeks and set up a meeting with him and Bert Brocke at 503 W. Main St. Kendrick. Terry will be able to show where the pins from his survey are located.

D. Additional 25 hours for Kori Claffey not to exceed \$625.00 for audit reconciliation services.

This will have to be tabled until next month. It is not an action item.

3) New Business:

A. Selection of City Engineer (Action Item)

Mayor Rose explained that the council has made a decision on who they would like to be the new City Engineer. Based on the score sheets and the information given to the city by the respondents the Council has chosen Keller and Associates. Horrocks came in second and TDH in third. Council member Zach Voglewede made



a motion to accept Keller and Associates as the new city engineer. Council member Jesse Wegner seconded the motion, all in favor, motion carried.

Mayor Rose asked for a roll call vote:

Zach Voglewede- aye

Paul Rush – aye

Jesse Wegner- aye

Keith Wilson – aye

B. Levi Bruce Drain field letter (Action Item)

Levi Bruce is wanting to add a bathroom to his shop up on his property at 102 Willow St. Kendrick. He is still in the city limits but has no way of hooking into any city utilities. He is asking the city for a letter to allow him to put in a drain field for his shop. If the city gives him a letter to allow the drain field, he has to take it to Latah County and follow all the guidelines they require for a drain field. The Council would like to see the drawing of the proposed drain field. Council member Keith Wilson made motion to allow the mayor to write a letter to allow Levi to start the process for the drain field. Council member Paul Rush seconded the motion, allow, in favor, motion carried.

C. RESOLUTION 17-006 Salaries of Council and Mayor (Action item)

Mayor Rose read Resolution 17-006 Salaries of Council and Mayor. Council member Zach Voglewede made a motion to accept Resolution 17-006 Salaries of Council and Mayor. Council member Jesse Wegner seconded the motion, all in favor, motion carried.

D. Request to consider the designation of Water Meters 801~803 Main Street (Action item)

When Jake Lustig the city maintenance supervisor hookup's the new water meter he will make the designation of the meter for 801 E. Main St. Jake is in charge of the meters for both sewer and water. Both residents pay for sewer and water thru the Black Mountain software. Jeni Hawkins has stated that there is something wrong with the billing and has asked that while the issue is addressed that Nadine Towne the City Clerk be put on administrative leave. The determination will be



made by the council, and they will determine how to proceed with the City attorney, Will Herrington.

E. Building Inspector Resignation

Mayor Rose read the resignation letter from Tristan Kimball as the City of Kendrick's building inspector. City of Lewiston building inspector John Smith will fill in for the City of Kendrick until we can acquire another building inspector.

F. Computer Doctors Virus and Malware Protection Visit (Action Item)

Bret sager from Computer Doctors called and explained that they are upgrading all their accounts and making sure all the software is updated for anti-viruses. The city currently spends \$180 a year for their back-up service. Bret sent over an est. for the 6 city computers it would cost \$240.00 A month for the Computer Doctors anti-virus protection. The city has malware set up thru Staples. The Council would like Nadine the City clerk to check with Staples and the cost. The council feels that \$240.00 A month is too expensive for this service.

G. Utility Bill at 102 North 9th Street (Action Item)

The prior owner of 102 N. 9th St. has paid the entire past due amount owed on this property and has sold this property. In the process of the selling of the property a new water bill in the amount of \$110.05 was added to the account. The new owners took possession of the property Dec. 27th, 2022. The fees on this account are all base rate fees. The water service has been shut off for over a year. The City Clerk Nadine Towne has asked that the \$110.05 be adjusted off and that the new owners start their service at a zero balance. The council was not in agreement on this, and Mayor Rose asked for a roll call vote.

Zach Voglewede – no

Jesse Wegner – yes

Keith Wilson – yes



Paul Rush - yes

3 to 1 the council agreed to adjust off the \$110.05 and start the balance at zero for the new owners at 102 N. 9th St.

H. KJ7 CDA Business Sponsorship and KJ7 Newsletter Sponsorship (Action Item)

Mayor Rose explained what the difference is between the What's Happening Newsletter and the KJ7 Community Development Association. The city has supported the newsletter since it reaches so many people who may not have access to computers. There is so much information that gets out to the public within the Kendrick- Juliaetta- 7 Ridges area. Council member Zach Voglewede made a motion to give a \$75.00 donation to the What's happening Newsletter. Council member Jesse Wegner seconded the motion, all in favor, motion carried.

4) Public Comments/ Audience Comments:

Laurine Hazeltine asked what do you actually need a building permit for? Mayor Rose explained that John Smith with the City of Lewiston was a good resource to call and ask and that anything that changes a structure needs a permit.

5) Staff Reports:

Mayor's Report ~ Rose Norris

Mayor Rose gave her report, the Lohman's porch cover is completed, she already discussed Levi Bruce's drain field, the RFP for a new CPA, the Brocke/Posey survey.

Public Works/ Maintenance ~ Jake Lustig – See attached report

City Clerk/ Treasurer ~ Nadine Towne

Nadine gave an update on Tony Heath's utility bill and the next step that she will



need to take to collect the unpaid bill. She will be sending out past due notices this week. Nadine asked for the council to give advice to the loose dog at 710-Wheeler St. Nadine stated she has exhausted all resources to solve this situation. The Deputy present did suggest that Nadine call the owner and ask if she is willing to surrender the dog to her. Nadine was also given the information from Laurine Hazeltine on Idaho Rescue.

Nadine asked the council to consider allowing her to close the City hall office to thru traffic the last week of the month. The council stated that that is not an option but that maybe a few hours 3 days the last week of the month. Nadine stated that there is so much to be done that last week of every month that its difficult with all the interruptions to make sure every report is completed. Nadine noted that the FY-2022 Street and Road report is completed and mailed and that she will be getting to the W-2's in the next week as well.

6) Adjourn:

Mayor Rose asked for a motion to adjourn to Executive Session.

Council member Zach Voglewede made a motion to go into:

EXECUTIVE SESSION (IN ACCORDANCE WITH IDAHO CODE 74-206(1))

(B) To consider the evaluation, dismissal, or discipline of, or to hear complaints, charges, brought against a public officer, employee, or staff member or individual agent, or public student: (Action Item) at 7:30pm. Council member Jesse Wegner seconded the motion, all in favor, motion carried.

Roll Call:

Mayor Rose Norris

City Maintenance Supervisor Jake Lustig



City Clerk/Treasurer Nadine Towne

Council members:

Paul Rush

Zach Voglewede

Jesse Wegner

Keith Wilson

Council member Zach Voglewede made a motion to adjourn executive session and return to regular session at 8:10 pm. Council member Jesse Wegner seconded the motion, all in favor, motion carried.

Council member Zach Voglewede made a motion to adjourn regular session at 8:11pm. Council member Jesse Wegner seconded the motion, all in favor, motion carried.