



City of Kendrick

808 Railroad Street · P.O. Box 195 · Kendrick, Idaho 83537
(208) 289-5157 · FAX (208) 289-5158
cityhall@cityofkendrick.com

MINUTES

MEETING OF THE KENDRICK CITY COUNCIL

MEETING WAS HELD AT THE FIRE HALL
600 E MAIN STREET
MONDAY, AUGUST 20, 2024 at 6:00 PM

The meeting was held at the Fire Hall. The pledge was said, and the meeting was called to order at 6:01 p.m.

Councilmembers Present: Susan Alexander; Ray Seegmiller; and Jessica Wegner

Staff Present: Judy Wilson; Clerk/Treasurer

Absent/Excused: Angie Coulson

Others Present: James Fry, Val Norris, Stillman Norton, Mariah Miller, Harper Miller, Dodd Snodgrass and Berton Brocke.

Request to amend the agenda for E. Consent agenda make that an action item & G. New Business as an action item and add M. Latah Credit Union Pool Account transfer as an action item. Councilperson Seegmiller made a motion to add and amend the agenda as requested and Councilperson Wegner seconded. All were in favor.

CONSENT AGENDA

- A. Approve April 16, 2024, Meeting Minutes (Action Item) Motion to approve by Councilperson Wegner and seconded by Councilperson Seegmiller. All were in favor.
- B. Table B June 18, 2024, Meeting minutes Tabled as they are not done.
- C. Disbursements: \$35,681.38 (Action Item) Councilperson Alexander question on the crack seal filler purchase and what it is for. Councilperson Seegmiller made a motion to approve the amount of \$35,681.38 with \$99,826.00 being held back till reimbursement of funds from grants. Councilperson Wegner seconded the motion. All were in favor.
- D. Approve the purchase of a Dell Laptop in the amount of \$799.99 for Clerk Judy Wilson to be able to work on a functioning laptop as the old one is no longer working. Councilperson Alexander made the motion to purchase the laptop from Computer Doctors and a second was made by Councilperson Wegner. All were in favor.
- E. Purchase of a crack fill meter applicator from Asphalt Kingdom in the amount of \$2118.94. This applicator will be used to fill cracks in the asphalts on the bike trail and around town. Mayor Norris will see if Juliaetta will share the cost of the applicator. Councilperson Wegner will make a motion to purchase the applicator in the amount of \$2118.94 and Councilperson Seegmiller seconded the motion. Councilmember Alexander asked if this amount was included in the \$35,681.38. Mayor Norris replied yes that it was included in the \$35,681.38.



Unfinished Business:

Possible variance application from Minimum setback requirements for property located at 301 E Main Street. Berton Brocke property owner submitted his proposal to the Council for their viewing. Basically, trying to sell the property and there is a small lot for a shop and is hoping for a 1-foot variance to get a decent size space. Councilperson Alexander asked the question how much more space? Enough to make it 26 feet and will be connected to the shed to have a 20-foot shop. Mayor Norris stated that the neighbor on the other side of the road is already on the right of way. Councilperson Wegner question about the turning radius for trucks. The road is 60 feet wide and should not affect the road or turning radius of trucks. There is already a power pole on the corner. Val Norris stated that the pole is in the road. Councilperson Wegner asked if we are forwarding this to Planning and Zoning. Val Norris-Yes, it will go to Planning and Zoning now. Val Norris stated that to fill out the application and follow the procedures and they will go from there. Public hearing and notification will be followed. Get the application in and move forward. Councilperson Alexander asked if he could go door to door. Planning and Zoning code states it must be mailed out.

New Business:

A. Introduction of Sheriff Candidate James Fry spoke about his experience and Mayor and Council thank you for allowing me to introduce myself. I have twenty-nine years of experience and eight as Chief of Police of Moscow. A Drug dog and a forensic detective is foremost for our communities. Meeting with each town every four months with a core group in each town. Broad range of experience-school Board. Councilperson Alexander asked about extra patrols. Would like to work with the schools setting up a workstation to be in the community more.

B. Verret extension- the need for the extension is no longer needed. No action taken.

C. Consideration and decision to provide the Mayor with a Cellular phone or to provide reimbursement for use of personal cellular phone. Tabled for now. No action taken.

D. Consideration and Decision of cooperative agreement for Maintenance of State Highway SH-3 between the city of Kendrick and the Idaho Transportation Department. (ITD) Council Person Wegner made a motion to sign the agreement between the State Highway Department and the city of Kendrick. Councilperson Alexander seconded the motion. All in favor.

E. Consideration and Decision of Ordinance No. 801-An ordinance of the city of Kendrick establishing a School Zone on State Highway 3 between MM 13.269 to 13.463 in Kendrick, Idaho. Councilperson Alexander asked about an advance warning sign coming around and down from the Deary grade. An advance warning sign would be nice. Mayor Norris asked for a motion with the reading of the ordinance reading the title one time. Councilperson Seegmiller made a motion to dispense with the reading of the ordinance three times and made a motion to read Ordinance 801 one time by title only. Councilperson Wegner seconded the motion, and all were in favor.



- F.** Emergency Update/Emergency Operating Plan for the city of Kendrick in the event of an evacuation update. Mayor Norris is updating the plan, and it is a very old document, so it is taking some time. Currently in progress. There is a current plan in place county wide however that the city follows. During the fire of the Texas and Gwen fires, questions were asked about what to do in the event of evacuation. The Sheriff department oversees notification, the city will sound the town siren one long continuous blast. Outside of the city is Latah County's oversight. In the newsletter the county is going to Ready Set Go. There was unhappiness with 1, 2, 3. Kendrick was a level 2 and there was a 3 talked about. Latah county did a fine job with a bad fire. I will ask for a new plan and a tabletop exercise will be happening in the near future. Mayor Norris requested that the council attend. No action taken.
- G.** Consideration and Decision of Grant Administration Amendment between the city of Kendrick and Clearwater Economic Development Association- Speaker Mariah Miller addressed the council and Mayor on the change to the contract. This grant will cover the grant administration of the services for engineering and construction and now it will only cover engineering services to continue to cover the costs. With that the Dept. of Commerce would like the amount of \$250,000 moved back to \$45,000. Minor changes to the contract with the need of Civil rights being removed and longer pertains with no construction with these funds. Environmental review is complete and only \$1,000.00 was needed. Basically, services are a little cheaper now. Councilperson Wegner asked the question to clarify about the grant. \$455,000 is still in place but the allocation is still in place. Motion to sign the contract by Councilperson Wegner made a motion to accept and sign the amended contract in the amount of \$31,325.00 and seconded by Councilperson Alexander. All were in favor.
- H.** Dodd Snodgrass update on CEDA update- Mariah is going to be the liaison with the city now, I will still be around if you have any questions. The original grant was awarded in 2018. So, this contract will allow it to continue and not be lost. Snodgrass from CEDA said that all seven invoices had been sent for us to be paid. The amount coming back will be \$236,430.00 dollars to the city for reimbursement. In addition, the \$29,500 for the design.
- I.** Keller Associates WWTP Grant and Progress update by Stillman Norton. Funding to date \$500,00 CDBG grant, \$500,000 Army Corp, 6,125.252.00 LIG leftover USDA grant in the amount of \$371,643.00- Facility plan amendment \$29,500 Pipe burst project, \$68,302.00 leaves us with \$273,341.00 We were going to use the rest for design. USDA said no since we are not in the design phase, they made an exception. Two choices and try and use it on the sewer collection system his is recommendation.
- J.** Jake Lustig Pay Rate for Emergency Call out decision on rate of pay. Mayor Norris would like to set the rate and use this hourly rate for emergency work done in the city by Jake Lustig. Rate of pay 31.50 time and a half. What is the pleasure of the council Councilperson Wegner asked if he was okay with the amount and Mayor Norris said yes. Clerk Judy Wilson project specific hourly rate and the amount of \$47.82 is the rate of pay decision. Councilperson Seegmiller asked if this was an action item and Clerk Wilson said yes we would need to make a motion and then at the next meeting make it a resolution. Councilperson Seegmiller made a motion to go ahead with the amount of \$47.82 with the understanding that at the next meeting there will be a resolution for the call out pay rate. Councilperson Wegner seconded the motion. All were in favor.



- K.** Primeland Report status given by Mayor Norris. Councilperson Wegner asked what is it that we are seeking information wise? Mayor Norris responded with a structural engineering report as promised by their safety coordinator. The city has the right to ask this of Primeland. It is a safety issue and liability built approximately 1958. Engineer Norton also added that on the city side of it is where he would act. Councilperson Alexander asked that since it gave way at the lower part is it worse at the bottom or at the top? Engineer Norton said we needed to know more about it. He would need reports, engineering documentation to determine if it is a load bearing wall. Chief Norris was told by Primeland that they were already only using a portion of the tubes in the back of the bin. City Engineer Norton suggested that the city should continue to pressure Primeland for an engineering report, so he could have it reviewed and make their determination. If they do not, then he suggested talking to our city attorney about what the next steps are. Mayor Norris stated that since the council, mayor, clerk and maintenance are the code enforcement officers of the city that we are allowed to ask for the engineering report and can proceed with the codes in the 2018 Building Code adopted by the city of Kendrick. Maintenance Evans stated that he was concerned that they have not conferred with the city with any of the demolition done so far or acquired a permit to demolish. Mayor Norris stated that they even closed the street without permission and that the garbage collection could not be completed. Councilperson Wegner asked “How would the council like the city office to proceed?” Councilperson Wegner’s understanding is that we have several calls into Primeland with no response. How long should we give them to answer? Mayor Norris “It’s been nineteen days since the incident, and it was requested on the same day of the incident August 1st of their safety officer Broemeling.” Clerk Wilson has called three times with no answers. Maintenance Evans stated that they are the ones that told us by the end of the week. Councilperson Wegner said something needs to be done. The city drafts a letter and have the city attorney Herrington look it over and sign it, and send it certified. Councilperson Wegner made a motion to have our lawyer pursue it. Councilperson Seegmiller seconded the motion. All in Favor.
- L.** Special Meeting Monday August 26, at the Kendrick Fire Hall at 5:30 pm. The meeting will be for the audit 2021 with Jordan Zwygart presenting. He will be in the office doing the 2022 audit on August 26 and 27th. Please plan on attending.
- M.** Consideration of moving funds from the Latah Credit Union Pool Account to the General Fund Account at Wells Fargo. Clerk Wilson would like to have the funds moved from the Latah Credit Union to Wells Fargo so that it may be used to pay our expenses. The fund was set up in April of 2023 for the convenience of depositing for the clerks at the pool. I have given you a spreadsheet with the deposits since 2023 since this time the city has been paying for the expenses out of our regular Wells Fargo checking account, the salaries of the Pool employees. I am asking you to withdraw out of the Latah account \$19,106.30 to transfer it to the operating account to cover payroll and expenses. It has just sat there forgotten. It started at \$35.00, and dividends earned \$11.54 if we leave \$43.60, we can keep it an active account for use during the pool season. Obviously, the pool operates at a loss. Councilperson Seegmiller asked if this is a request for a one time or a more general request to transfer at your discretion. Clerk Wilson said, “no just once a year would be sufficient.” Mayor Norris asked when we get the \$5,000.00 from the Recreation Board that will go into the operating account. Clerk Wilson “Yes”. Councilperson Seegmiller made a motion to approve the request to withdraw \$19,106.30 and move it into the operating account. Councilperson Wegner seconded the motion, and all were in favor.



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Mayors Report from myself, any questions. No with that we have the Maintenance report by Maintenance Evans. Any questions for Maintenance Evans? Mayor Norris asked about the Hamilton job and Maintenance Evans replied they have come up with a simpler solution to trench in the two meters. Nice and Simple. Councilperson Wegner asked if Kevinn Hamilton is aware of the October date. Maintenance Evans replied he does need to speak with him. Public Works Lustig and I just figured out the simpler solution and worked on the scheduling. No firm date in October, Mayor Norris said he (Hamilton) wants a date. This has been approved last year. Discharge is going to start September 1st. Councilperson Wegner asked if there is a temperature requirement. Maintenance Evans replied no.

Clerk Report-No Report

Councilperson Seegmiller asked about the RV Park and long term versus short term. Construction company inquired. Steady at the park.

Public Comments

Councilperson Wegner 3rd time asking for a citizen about the air brake sign, can we get one? Maintenance Evans will absolutely order one.

ADJOURN

MOTION to adjourn Councilmember Wegner at 7:54 pm and go into executive session in accordance with Idaho Code 74-206(1) and seconded by Councilmember Alexander. All were in favor. Roll Call Vote

Councilperson Wegner-Yes

Councilperson Seegmiller-Yes

Councilperson Alexander-Yes

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)

MOTION to enter Executive Session at 6:07 pm.

ROLL CALL VOTE:

VOTING AYE: ALEXANDER; SEEGMILLER, WEGNER

VOTING NAY: NONE

MOTION CARRIED



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APPROVED AS WRITTEN this _____ day of October, 2024.

Honorable Mayor, Rose Norris

Councilmember Susan Alexander

Councilmember Angie Coulson

Councilmember Ray Seegmiller

Councilmember Jessica Wegner

ATTEST:

City Clerk/Treasurer Judith “Judy” Wilson