

STATE OF IDAHO)
COUNTY OF BONNER)
CITY OF PRIEST RIVER)

MINUTES OF THE PRIEST RIVER CITY COUNCIL – 09/15/25

REGULAR MEETING

OPENING – Mayor Connolly called to order the regular meeting of the City Council at 5:30 pm on Monday, September 15, 2025, at the Priest River City Hall Council Chambers, 552 High Street, Priest River, Idaho.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

Council Members Present: Council Member Turner, Council Member Wagner, Council Member Mullaley, and Council Member Brower. Absent: None.

Staff Present: Mayor Connolly, City Clerk/Treasurer Thomas, City Attorney Elsaesser, and Planning and Zoning Administrator Quayle.

3. PUBLIC HEARING

A. TO CONSIDER AND TO RECEIVE TESTIMONY ON THE FOLLOWING PLANNING AND ZONING APPLICATION:

THE APPLICANT, ADAM BARRON WITH PROVERBS 3:9 LLC, IS REQUESTING A CONDITIONAL USE PERMIT TO ALLOW THEM TO BUILD A DUPLEX ON A VACANT LOT IN THE R-2 RESIDENTIAL- HIGH- DENSITY ZONE AND IS APPROXIMATELY 8,160 SQUARE FEET, WHICH EXCEEDS THE 6,000 SQUARE FOOT MINIMUM REQUIRED OF THIS ZONE. THE DUPLEX WILL CONSIST OF TWO 1,920SF UNITS WITH GARAGES AND FRONT AND REAR PORCHES. CONDITIONAL USES ARE THOSE DEEMED BY THE CITY TO BE IN KEEPING WITH THE INTENT OF TITLE 10 OF THE CITY MUNICIPAL CODE.

THE PROPERTY IS GENERALLY LOCATED AT 34 E JEFFERSON AVENUE.

Mayor Connolly opened the public hearing at 5:31 pm. Planning and Zoning Administrator Quayle explained the reason for the public hearing and the applicant's request for a Conditional Use Permit. He addressed concerns provided to the department in written testimony regarding water pressure and then reviewed the proposed conclusions and conditions. Discussion ensued.

Testimony from the Applicant:

Adam Barron, the applicant, presented his request for a Conditional Use Permit.

Questions from the Council:

Mayor Connolly asked the applicant if the duplex plan presented in the staff report was the exact blueprint of the duplex he proposed to build. Adam Barron answered that it was, so Mayor Connolly asked that a condition be added that the exact duplex plan presented had to be constructed.

Written Testimony:

Randal Olm, 35 E Jefferson Avenue, opposed the applicant's request. Planning & Zoning Administrator Quayle read the written testimony aloud.

Testimony from Those Supporting:

None

Testimony from Those Uncommitted:

None

Testimony from Those Opposing:

Randal Olm, 35 E Jefferson Avenue, opposed the application and had questions regarding the number of proposed driveways and concerns regarding water pressure.

Rebuttal from the Applicant:

None

Planning & Zoning Administrator Quayle and Mayor Connolly addressed the comments and concerns brought up in public testimony.

Mayor Connolly closed public testimony and the public hearing at 6:00 pm.

Council Member Turner made a motion that the application and submittals, evidence contained in the file, public hearing testimony, and the Planning and Zoning Report be adopted as presented and discussed as the findings of fact and conclusions. Council Member Brower seconded the motion. After consideration, the motion passed by the following vote: AYES: Council Member Turner, Council Member Brower, Council Member Mullaley, and Council Member Wagner. NAYS: None. ABSTAINERS: None. ABSENT: None.

Council Member Turner made a motion based on the City's Comprehensive Plan, Ordinances, and the adopted findings of fact and conclusions, that Proverb 3:9, LLC's Conditional Use Permit be approved subject to the conditions as discussed and as listed in the Planning & Zoning Report, including the addition of a condition that the applicant must annually report to the City Council regarding the status of the Conditional Use Permit, and the amendment of condition #1 to include the conceptual duplex plan . Action to obtain the permit is to complete the conditions as approved. This action does not result in the taking of private property. Council Member Mullaley seconded the motion. After consideration, the motion passed by the following vote: AYES:

Council Member Turner, Council Member Brower, Council Member Mullaley, and Council Member Wagner. NAYS: None. ABSTAINERS: None. ABSENT: None.

B. FOR THE CONSIDERATION OF A PROPOSED AMENDMENT TO THE FISCAL YEAR 2025 BUDGET. THE PROPOSED BUDGET AMENDMENT REFLECTS A WATER METER REPLACEMENT RESERVE FUND TRANSFER OF \$17,945.00 AND A WATER CAPITAL RESERVE FUND TRANSFER OF \$139,474.00 TO BE USED TOWARDS THE METER REPLACEMENT PROJECT AND THE LARCH STREET WATERLINE REPLACEMENT PROJECT, AND A SEWER CAPITAL RESERVE FUND TRANSFER OF \$38,000.00 TO BE USED TOWARDS THE SLUDGE BIN ROOF PROJECT AT THE SEWER TREATMENT PLANT.

Mayor Connolly opened the public hearing at 6:07 pm. City Clerk/Treasurer Thomas presented the reason for the opening of the fiscal year 2025 budget. Topics of discussion included a meter replacement fee reserve transfer and capital reserve transfers.

The amended FY25 budget totals were:

General Fund:	\$1,321,333.00
Street Fund:	\$ 643,197.00
Water Fund:	\$1,098,520.00
Sewer Fund:	\$ 821,751.00
Impact Fee Fund:	\$ 15,216.00
TOTAL	\$3,900,017.00

Questions from the Council:

None

Written Testimony:

None

Testimony from Those Supporting:

None

Testimony from Those Uncommitted:

None

Testimony from Those Opposing:

None

Mayor Connolly closed the public testimony at 6:10 pm. Discussion ensued.

AMENDED APPROPRIATIONS ORDINANCE 641

Council Member Mullaley made a motion to adopt Ordinance 641 under suspension of the rules. Council Member Brower seconded the motion. After

discussion and consideration, the motion passed unanimously by the following vote: **AYES:** Council Member Turner, Council Member Brower, Council Member Mullaley, and Council Member Wagner. **NAYS:** None.

4. CONSENT AGENDA

A. PREVIOUS MINUTES – CCPHC 09/02/25

B. PAYABLES

C. MONTHLY RESERVE TRANSFER – AUGUST 2025

D. TREASURER’S MONTHLY REPORT – AUGUST 2025

Council Member Mullaley made a motion to approve the consent agenda. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.

5. ANNOUNCEMENTS/APPOINTMENTS

None

6. UPDATES

A. PARKS AND TREE COMMISSION

Council Member Wagner gave an update on the Parks and Tree Commission.

B. LAW ENFORCEMENT

None

C. PUBLIC WORKS

Mayor Connolly gave an update on Public Works.

D. PROJECT UPDATES

1. WELCH COMER – PROJECT STATUS UPDATE

Welch Comer provided a written project status update.

2. PRIEST RIVER URBAN RENEWAL AGENCY – FY26 APPROVED BUDGET

A copy of the Priest River Urban Renewal Agency’s FY26 budget was provided to the Mayor and Council for information.

Various project updates were given.

E. BUILDING & ZONING

Planning and Zoning Administrator Quayle gave an update on Building & Zoning.

7. BUSINESS

A. WELCH COMER – ENGINEER PROFESSIONAL SERVICES AGREEMENT – WATER FACILITY PLAN AMENDMENT

Ashley Williams from Welch Comer was in attendance to present the Professional Services Agreement to the Mayor and Council. Discussion ensued.

Council Member Mullaley made a motion to approve the Engineer Professional Services Agreement with Welch Comer & Associates, Inc., for the preparation of a Water Facility Plan Amendment and Environmental Assessment, not to exceed \$60,000.00. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.

B. MILLIE'S 40 BREN-BURKE, LLC – AMENDMENT #2 TO MEMORANDUM OF UNDERSTANDING – RIVER PARK PLANNED UNIT DEVELOPMENT STORAGE OF EXCAVATED MATERIALS ON CITY PROPERTY

Discussion ensued.

Council Member Mullaley made a motion to approve Addendum Number 2 to the Memorandum of Understanding with Millie's 40 Bren-Burke, LLC for the River Park Planned Unit Development's Storage of Excavated Materials on City Property. Council Member Brower seconded the motion. After consideration and discussion, the motion passed unanimously.

C. WEAVER PARK – FINAL PLAT APPROVAL

Discussion ensued.

Council Member Mullaley made a motion to approve the final plat for the Weaver Park lot line adjustment, subject to obtaining all other signatures on the plat. Council Member Turner seconded the motion. After consideration and discussion, the motion passed unanimously.

D. STANCRAFT CONSULTING GROUP – REAL PROPERTY LEASE AGREEMENT – TWO RIVERS PARK

Jim Martin, PRURA Consultant and Nelson Erickson from StanCraft Consulting Group were in attendance to answer questions relating to the proposed Real Property Lease for Two Rivers Park. Discussion ensued.

Council Member Mullaley made a motion to approve the Lease Agreement with HIWLIG Partners, LLC, dba StanCraft Consulting Group with the two minor adjustments as discussed. Council Member Brower seconded the motion. After discussion and consideration, the motion passed unanimously by the following vote: AYES: Council Member Brower, Council Member Mullaley, and Council Member Wagner. NAYS: None. ABSTAIN: Council Member Turner.

E. CITY PARK PLAYGROUND IMPROVEMENT PROJECT – APPROVAL OF EQUIPMENT PURCHASE

Discussion ensued regarding the purchase of playground equipment for Phase I of the project.

Council Member Mullaley made a motion to approve the purchase of playground equipment from Garrett Parks & Play for Phase I of the City Park Playground Improvement Project, not to exceed \$79,655.00. Council Member Turner seconded the motion. After consideration and discussion, the motion passed unanimously.

F. BONNER PARK WEST – POTENTIAL ACQUISITION FROM BONNER COUNTY AND PRELIMINARY ASSESSMENT

Mayor Connolly gave an update and discussion ensued. This item was tabled for additional information.

G. ELSAESSER ANDERSON CHTD. – FY26 CIVIL LEGAL SERVICES AGREEMENT

Discussion ensued.

Council Member Brower made a motion to approve the professional services agreement with Elsaesser Anderson, Chtd. for fiscal year 2026 civil legal services. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

H. KATIE SHERRITT – FY26 CRIMINAL LEGAL SERVICES AGREEMENT

Discussion ensued.

Council Member Brower made a motion to approve the professional services agreement with Katie Sherritt for fiscal year 2026 criminal legal services. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

I. STIMSON LUMBER COMPANY – FY26 MEMORANDUM AGREEMENT FOR WASTEWATER DISCHARGE

Discussion ensued.

Council Member Turner made a motion to approve the memorandum agreement with Stimson Lumber Company for discharge of softener regen water into the sewer system for fiscal year 2026. Council Member Brower seconded the motion. After consideration, the motion passed unanimously.

J. EXCESS PORTABLE SERVICE – FY26 MEMORANDUM AGREEMENT FOR PORTABLE TOILET WASTE DISPOSAL

Discussion ensued.

Council Member Mullaley made a motion to approve the Memorandum Agreement with Excess Portable Service for fiscal year 2026 portable toilet waste disposal. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

K. FART KNOCKER SEPTIC SERVICE, LLC – FY26 MEMORANDUM AGREEMENT FOR SEPTAGE & PORTABLE TOILET WASTE DISPOSAL

Discussion ensued.

Council Member Mullaley made a motion to approve the Memorandum Agreement with Fart Knocker Septic Service, LLC for fiscal year 2026 septage and portable toilet waste disposal at the City's wastewater treatment facility. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.

L. RESOLUTION 25-043 – FY26 IMPACT FEE SUSPENSION

Discussion ensued.

Council Member Turner made a motion to approve Resolution 25-043, suspending the collection of police impact fees and the land acquisition portion of parks impact fees for fiscal year 2026. Council Member Brower seconded the motion. After consideration, the motion passed unanimously.

M. MAGNUSON, MCHUGH, DOUGHERTY CPAS – FY25 AUDIT ENGAGEMENT LETTER

Discussion ensued.

Council Member Mullaley made a motion to approve the engagement letter with Magnuson, McHugh, Dougherty CPAs for the fiscal year 2025 audit. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

N. EMPLOYEE REQUEST FOR ADDITIONAL SICK LEAVE BANK HOURS PER POLICY

Discussion ensued.

Council Member Turner made a motion to grant the request for an additional 140 hours from the sick leave bank for the employee as discussed. Council Member Mullaley seconded the motion. After consideration, the motion passed unanimously.

8. PUBLIC COMMENT PERIOD

Anne Wilder-Chamberlain, 349 Primrose Lane, asked if the existing playground equipment could be sold at an auction, stated that her daughter's apartment experienced a sewage backup, and wondered about the cause.

ADJOURN:

Council Member Mullaley made a motion to adjourn at 7:24 pm. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.

Motion to approve minutes of 09/15/25: _____

Second: _____

SIGNED:

ATTEST:

Jeff Connolly
Mayor

Laurel Thomas, CMC
City Clerk/Treasurer