

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

**MINUTES OF THE PRIEST RIVER CITY COUNCIL – 09/16/24**

**REGULAR MEETING**

**OPENING** – Mayor Connolly called to order the regular meeting of the City Council at 5:30 pm on Monday, September 16, 2024, 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 Wagner, Council Member Turner, Council Member Brower, and Council Member Mullaley. Absent: None.

Staff Present: Mayor Connolly, Deputy City Clerk Smith, Director of Utility Operations Sifford, and Planning & Zoning Administrator Quayle.

**3. PUBLIC HEARING**

**A. FOR THE CONSIDERATION OF A PROPOSED AMENDMENT TO THE FISCAL YEAR 2024 BUDGET. THE PROPOSED BUDGET AMENDMENT REFLECTS THE RECEIPT OF WATER SERVICE CONNECTION FEES OF \$83,417.00, PRIOR YEAR WATER FUND BALANCE CARRYOVER OF \$95,920.00, WATER METER REPLACEMENT RESERVE FUND TRANSFER OF \$20,000.00, WATER CAPITAL RESERVE FUND TRANSFER OF \$4,848.00, AND CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS IN THE AMOUNT OF \$25,815.00 (REALLOCATED FROM THE SEWER FUND TO THE WATER FUND), TO BE USED TOWARDS THE RAW WATER INTAKE EXTENSION PROJECT AND THE METER REPLACEMENT PROJECT, AND THE RECEIPT OF SEWER SERVICE CONNECTION FEES OF \$99,687.00, PRIOR YEAR SEWER FUND BALANCE CARRYOVER OF \$50,260.00, AND SEWER CAPITAL RESERVE FUND TRANSFER OF \$105,053.00, TO BE USED TOWARDS THE LARCH STREET SEWER MAIN LINE REPLACEMENT PROJECT AND THE SLUDGE BIN ROOF PROJECT AT THE SEWER TREATMENT PLANT.**

Mayor Connolly opened the public hearing at 5:32 pm and presented the reason for the opening of the fiscal year 2024 budget. Topics of discussion included the receipt of water and sewer connection fees, fund balance carryovers, meter replacement fee reserve transfer, capital reserve transfers, and the reallocation of Coronavirus State and Local Fiscal Recovery Funds.

The amended FY24 budget totals were:

|               |                |
|---------------|----------------|
| General Fund: | \$1,190,691.00 |
| Street Fund:  | \$ 814,270.00  |
| Water Fund:   | \$1,414,108.00 |
| Sewer Fund:   | \$1,208,676.00 |

|                  |                       |
|------------------|-----------------------|
| Impact Fee Fund: | \$ 15,136.00          |
| <b>TOTAL</b>     | <b>\$4,642,881.00</b> |

**Questions from the Council:**

Council Member Mullaley asked about the meter replacement process. Mayor Connolly answered the question asked and discussion ensued.

**Written Testimony:**

None

**Testimony from Those Supporting:**

None

**Testimony from Those Uncommitted:**

**Anne Wilder-Chamberlain**, 349 Primrose Lane, had some questions regarding the ending budget amounts and how they were figured.

**Testimony from Those Opposing:**

None

Mayor Connolly answered the question asked by the public. He closed the public testimony at 5:45 pm. Lengthy discussion ensued.

**i. AMENDED APPROPRIATIONS ORDINANCE 638**

Council Member Brower made a motion to adopt Ordinance 638 under suspension of the rules. Council Member Turner 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 – CCWS 09/03/24**

**B. PAYABLES**

**C. MONTHLY RESERVE TRANSFER – AUGUST 2024**

**D. TREASURER’S MONTHLY REPORT – AUGUST 2024**

**E. RESOLUTION 24-061 – THE HIGHLANDS CONDITIONAL USE PERMIT, PLANNED UNIT DEVELOPMENT, SUBDIVISION – WATER, SEWER, AND ROAD CONSTRUCTION PLAN APPROVALS**

**F. RESOLUTION 24-062 – RIVER PARK CONDITIONAL USE PERMIT, PLANNED UNIT DEVELOPMENT, SUBDIVISION – WATER, SEWER, AND ROAD CONSTRUCTION PLAN APPROVALS**

**G. RESOLUTION 24-063 – C.E. KRAMER CRANE & CONTRACTING, INC. – CHANGE ORDER #1 – RAW WATER INTAKE EXTENSION PROJECT**

**H. RESOLUTION 24-064 – C.E. KRAMER CRANE & CONTRACTING, INC. – CHANGE ORDER #2 – RAW WATER INTAKE EXTENSION PROJECT**

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

**5. ANNOUNCEMENTS/APPOINTMENTS**

**A. PRIEST RIVER URBAN RENEWAL AGENCY COMMISSIONER APPOINTMENT – CANDY TURNER**

**Council Member Mullaley made a motion to approve the appointment of Candy Turner as a Commissioner on the Priest River Urban Renewal Agency until the expiration of the Agency. Council Member Wagner seconded the motion. After discussion and consideration, the motion passed by the following vote: AYES: Council Member Brower, Council Member Mullaley, and Council Member Wagner. ABSTAIN: Council Member Turner. NAYS: None.**

**6. UPDATES**

**A. PARKS AND TREE COMMISSION**

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

**B. LAW ENFORCEMENT**

None

**C. PUBLIC WORKS**

None

**D. PROJECT UPDATES**

**1. WELCH COMER – PROJECT STATUS UPDATE**

A written project status update was provided by Welch Comer to the Mayor and Council for information.

Mayor Connolly gave an update on various projects.

**E. BUILDING & ZONING**

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

**7. BUSINESS**

**A. GREGORY INVESTMENTS CONDITIONAL USE PERMIT – AMENDMENT TO DEVELOPMENT AGREEMENT**

Discussion ensued.

**Council Member Brower made a motion to approve the Amendment to the Development Agreement for Gregory Investments' Conditional Use Permit. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.**

**B. KRAL CONDITIONAL USE PERMIT – APPEAL OF P&Z ADMINISTRATOR'S DECISION OF CUP INVALIDATION TO COUNCIL**

Planning & Zoning Administrator Quayle explained the reason behind the decision to invalidate the Conditional Use Permit. Jay Kral, the applicant, was in attendance for the discussion. Discussion ensued.

**Council Member Turner made a motion to recognize the substantial completion of Jay Kral's Conditional Use Permit conditions and to authorize Mr. Kral to**

continue to move forward with operations. Council Member Brower seconded the motion. After consideration, the motion passed unanimously.

**C. REQUEST TO RENAME MAIN STREET PARK**

Discussion ensued.

**Council Member Mullaley made a motion to approve the renaming of Main Street to Park to the “Dan Eskelson Park.” Council Member Turner seconded the motion. After consideration and discussion, the motion passed unanimously.**

**D. CITY PARK PLAYGROUND PROJECT – SCHNEIDER – FUNDRAISING UPDATE**

Daisy Schneider was in attendance to update the Council regarding fundraising for the park playground improvements. Discussion ensued.

**Council Member Turner made a motion to approve the City Park Playground Project fundraising letter and to authorize the start of fundraising efforts. Council Member Mullaley seconded the motion. After discussion and consideration, the motion passed unanimously.**

**E. PARTNERS FOR FISH & WILDLIFE – PREPARATION OF FOREST MANAGEMENT PLAN – TWO RIVERS PARK**

Discussion ensued.

**Council Member Brower made a motion to approve moving forward with the Partners for Fish & Wildlife preparing a Forest Management Plan for Two Rivers Park. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.**

**F. REQUEST FOR QUOTES DECISION – STORMWATER PROJECT – TWO RIVERS PARK**

Jim Martin, Chairman for the PRURA, was in attendance for the discussion. Discussion ensued.

**Council Member Turner made a motion to approve the Priest River Urban Renewal Agency moving forward with bidding the stormwater project at Two Rivers Park. Council Member Mullaley seconded the motion. After discussion and consideration, the motion passed unanimously.**

**G. C.E. KRAMER CRANE & CONTRACTING, INC. – PAY REQUEST #2 (FINAL) – RAW WATER INTAKE EXTENSION PROJECT**

Discussion ensued.

**Council Member Mullaley made a motion to approve final Pay Request #2, submitted by C.E. Kramer & Crane Contracting, Inc., for the Raw Water Intake Extension Project, not to exceed \$11,659.25. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.**

**H. J7 CONTRACTING, INC. – BALANCING CHANGE ORDER #2 – LARCH STREET SEWER IMPROVEMENTS PROJECT**

Discussion ensued.

**Council Member Mullaley made a motion to approve the Balancing Change Order #2 with J7 Contracting, Inc., not to exceed an additional \$5,245.00 and no additional contract days. Council Member Brower seconded the motion. After consideration, the motion passed unanimously.**

**I. J7 CONTRACTING, INC. – PAY REQUEST #3 (FINAL) – LARCH STREET SEWER IMPROVEMENTS PROJECT**

Discussion ensued.

**Council Member Mullaley made a motion to approve final Pay Request #3, submitted by J7 Contracting, Inc., for the Larch Street Sewer Improvements Project, not to exceed \$10,908.50. Council Member Brower seconded the motion. After discussion and consideration, the motion passed unanimously.**

**J. USDA-RD GRANT PAY REQUEST #17 – WATER SYSTEM IMPROVEMENTS PROJECT**

Discussion ensued.

**Council Member Mullaley made a motion to approve draw #17 from the USDA-RD grant for payment of B&E Electric Invoice #CS4230 in the amount of \$625.00. Council Member Brower seconded the motion. After discussion and consideration, the motion passed unanimously.**

**K. ELSAESSER ANDERSON CHTD. – FY25 CIVIL LEGAL SERVICES AGREEMENT**

Discussion ensued.

**Council Member Turner made a motion to approve the professional services agreement with Elsaesser Anderson, Chtd. for fiscal year 2025 civil legal services. Council Member Brower seconded the motion. After consideration, the motion passed unanimously.**

**L. VALERIE FENTON – FY25 CRIMINAL LEGAL SERVICES AGREEMENT**

Discussion ensued.

**Council Member Mullaley made a motion to approve the professional services agreement with Valerie Fenton for fiscal year 2025 criminal legal services. Council Member Brower seconded the motion. After consideration, the motion passed unanimously.**

**M. QUAYLE LAND USE PROFESSIONAL SERVICES AGREEMENT – FY25 PLANNING & ZONING SERVICES**

Discussion ensued.

**Council Member Mullaley made a motion to approve the professional services agreement with Quayle Land Use Consulting for fiscal year 2025 planning and zoning services. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.**

**N. STIMSON LUMBER COMPANY – FY25 MEMORANDUM AGREEMENT FOR WASTEWATER DISCHARGE**

Discussion ensued.

**Council Member Mullaley 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 2025. Council Member Wagner seconded the motion. After consideration, the motion passed unanimously.**

**O. EXCESS PORTABLE SERVICE – FY25 MEMORANDUM AGREEMENT FOR PORTABLE TOILET WASTE**

Discussion ensued.

**Council Member Mullaley made a motion to approve the Memorandum Agreement with Excess Portable Service for fiscal year 2025 portable toilet waste disposal. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.**

**P. RESOLUTION 24-065 – FY25 IMPACT FEE SUSPENSION**

Discussion ensued.

**Council Member Mullaley made a motion to approve Resolution 24-065, suspending the collection of police impact fees and the land acquisition portion of parks impact fees for fiscal year 2025. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.**

**Q. RESOLUTION 24-066 – STATE INVESTMENT POOL TRANSFER OF FUNDS**

Discussion ensued.

**Council Member Mullaley made a motion to approve Resolution 24-066. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.**

**8. PUBLIC COMMENT PERIOD**

**Anne Wilder, 349 Primrose Lane, thanked the city for honoring Dan Eskelson by renaming Main Street Park the “Dan Eskelson Park.”**

**ADJOURN:**

**Council Member Mullaley made a motion to adjourn at 6:50 pm. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.**

Motion to approve minutes of 09/16/24: \_\_\_\_\_

Second: \_\_\_\_\_

SIGNED:

ATTEST:

\_\_\_\_\_  
Jeff Connolly  
Mayor

\_\_\_\_\_  
Laurel Thomas, CMC  
City Clerk/Treasurer