

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

**MINUTES OF THE PRIEST RIVER CITY COUNCIL – 10/16/23**

**REGULAR MEETING**

**OPENING** – Mayor Connolly called to order the regular meeting of the City Council at 5:30 pm on Monday, October 16, 2023, 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 Yount, Council Member Mullaley, and Council Member Turner. Absent: None.

Staff Present: Mayor Connolly, City Clerk/Treasurer Thomas, City Attorney Ford Elsaesser, Police Chief McLain, Director of Public Works Rollicheck, Planning & Zoning Administrator Quayle, and Building & Zoning Assistant Ayers.

**3. PUBLIC HEARING CONTINUATION FROM SEPTEMBER 18, 2023  
TO CONSIDER AND TO RECEIVE TESTIMONY ON THE FOLLOWING PLANNING  
AND ZONING APPLICATION:**

**GREGORY INVESTMENTS HAS APPLIED FOR A CONDITIONAL USE PERMIT TO ALLOW A DUPLEX CONSISTING OF TWO 480 SF UNITS, ONE 464 SF SINGLE FAMILY DWELLING UNIT AND ONE 493 SF SINGLE FAMILY DWELLING UNIT TO BE BUILT ON A SINGLE 11,412.72 SF LOT IN A MIXED-USE COMMERCIAL ZONE.**

**THE PROPERTY IS GENERALLY LOCATED ON GRIMALDI WAY OR MORE SPECIFICALLY AS:**

**LOT 4, BLOCK 2 THE PRIEST RIVER COTTAGES**

Mayor Connolly opened the public hearing continuation at 5:33 pm. Planning and Zoning Administrator Quayle turned the hearing over to the applicant, Roger Gregory.

**Roger Gregory**, the applicant, presented the council with a site plan showing two duplexes instead of one duplex and two single-family homes, floor plans for all four proposed living spaces, and renderings of what they could like from the street.

**Written Testimony:**

None

**Testimony from Those Supporting:**

**Michelle Hurd**, 98 Shady Lane – supported the applicant’s request.

**Anne Wilder**, 349 Primrose Lane – supported the applicant’s request.

**Testimony from Those Uncommitted:**

None

**Testimony from Those Opposing:**

None

**Rebuttal from the Applicant:**

None

Mayor Connolly closed the public hearing at 5:41 pm. Discussion ensued.

**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 Yount seconded the motion. After consideration, the motion passed unanimously.**

**Council Member Turner made a motion based on the City's Comprehensive Plan, Ordinances, and the adopted findings of fact and conclusions, that Gregory Investment's Conditional Use Permit be approved subject to the conditions as discussed and as listed in the Planning & Zoning Report. 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 unanimously.**

**4. CONSENT AGENDA**

**A. PREVIOUS MINUTES – CCPHC 10/02/23**

**B. PAYABLES**

**C. RESOLUTION 23-043 – JAMES A SEWELL & ASSOCIATES – WORK ORDER CONTRACT – WWTP ROOF COVER**

**D. RESOLUTION 23-044 – WELCH COMER – PROFESSIONAL SERVICES AGREEMENT – LRHIP FUNDING APPLICATION FOR A TRANSPORTATION PLAN UPDATE**

**E. RESOLUTION 23-045 – SONRAY ENTERPRISES, LLC – CHANGE ORDER #1 – PRJH AND CITY PARK SAFE ROUTE**

**Council Member Mullaley made a motion to approve the consent agenda. Council Member Turner seconded the motion. After consideration, the motion passed unanimously by the following vote: AYES: Council Member Turner, Council Member Yount, Council Member Wagner, and Council Member Mullaley. NAYS: None. ABSTAINERS: None. ABSENT: None.**

**5. ANNOUNCEMENTS/APPOINTMENTS**

**A. NOVEMBER 7, 2023 BALLOT – WILL NOT INCLUDE MAYOR AND COUNCIL PER IDAHO CODE**

**City Clerk/Treasurer Thomas announced that pursuant to Idaho code, the positions of Mayor and two Council Members will not show on the November 7, 2023 ballot. Idaho**

code states that if only one person is running for an open seat, the candidates are declared elected, and no election is held.

## **6. UPDATES**

### **A. PARKS AND TREE COMMISSION**

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

#### **1. TWO RIVERS PARK LOGO UPDATE**

City Clerk/Treasurer Thomas notified the council that three typos in the logo were being corrected.

### **B. LAW ENFORCEMENT**

Police Chief McLain gave an update on Law Enforcement.

### **C. PUBLIC WORKS**

Director of Public Works Rolichcheck gave an update on Public Works.

### **D. PROJECT UPDATES**

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

Welch Comer provided a written project status update. Ashley Williams from Welch Comer was in attendance to present the updates.

### **E. BUILDING & ZONING**

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

## **7. BUSINESS**

### **A. WELCH COMER – ENGINEER AGREEMENT AMENDMENT #2 – WASTEWATER SYSTEM IMPROVEMENTS – LARCH STREET REHABILITATION**

Ashley Williams from Welch Comer was present to discuss the agreement amendment. Discussion ensued.

**Council Member Turner made a motion to approve Amendment #2 to the Engineer Agreement with Welch Comer, for the Larch Street Rehabilitation Project, not to exceed an additional \$35,900.00. Council Member Mullaley seconded the motion. After consideration, the motion passed unanimously.**

### **B. PANHANDLE HEALTH DISTRICT – AGREEMENT FOR USE OF FACILITIES – WIC PROGRAM**

Discussion ensued.

**Council Member Yount made a motion to approve the Agreement for Use of Facilities with the Panhandle Health District, for the WIC program. Council Member Wagner seconded the motion. After consideration, the motion passed unanimously.**

### **C. MAGNUSON, MCHUGH, DOUGHERTY CPAS – FY23 AUDIT ENGAGEMENT LETTER**

Discussion ensued.

**Council Member Turner made a motion to approve the engagement letter with Magnuson, McHugh, Dougherty CPAs for the fiscal year 2023 audit. Council Member Yount seconded the motion. After discussion and consideration, the motion passed unanimously.**

**D. COMMERCIAL UTILITY ACCOUNT ER EXCEPTIONS FOR FY24**

Discussion ensued.

**Council Member Turner made a motion to approve an exception for eight commercial utility accounts as discussed, allowing them to be charged for 1 ER instead of by fixture unit counts for fiscal year 2024. Council Member Yount seconded the motion. After discussion and consideration, the motion passed unanimously.**

**E. EXBABYLON MASTER SERVICES AGREEMENT – AMENDED SERVICE SCHEDULE**

Discussion ensued.

**Council Member Yount made a motion to approve the amended service schedule to the master services agreement with Exbabylon, LLC for IT Services. Council Member Turner seconded the motion. After consideration, the motion passed unanimously.**

**F. TWO RIVERS AT PRIEST – PARTIAL SECURITY BOND RELEASE REQUEST**

Discussion ensued.

**Council Member Turner made a motion to approve the partial bond release request by Two Rivers at Priest for the Two Rivers Subdivision, in the amount of \$12,232.50. Council Member Mullaley seconded the motion. After discussion and consideration, the motion passed unanimously.**

**G. NUTTMAN WELDING & FABRICATION, LLC – ACCESS GATE PURCHASE – PRJH AND CITY PARK SAFE ROUTE**

Discussion ensued regarding holding the proposal for the gate until the end of the project to ensure funds are available.

**Council Member Yount made a motion to table the access gate purchase from Nuttman Welding & Fabrication, LLC, until the next meeting. Council Member Mullaley seconded the motion. After consideration, the motion passed unanimously.**

**H. SONRAY ENTERPRISES, LLC – CHANGE ORDER #2 – PRJH AND CITY PARK SAFE ROUTE**

Discussion ensued.

**Council Member Yount made a motion to approve Change Order #2 to the Independent Contractor Agreement with Sonray Enterprises, LLC for the PRJH and City Park Safe Route Project, not to exceed an additional \$4,500.00 and no change in contract days. Council Member Mullaley seconded the motion. After consideration, the motion passed unanimously.**

**I. LIME SCOOTER DISCUSSION**

Mayor Mullaley expressed his interest in bringing Lime scooters to Priest River. Discussion ensued. This item was tabled for further review.

**J. RESOLUTION 23-046 – STATE INVESTMENT POOL TRANSFER OF FUNDS**

Discussion ensued.

**Council Member Yount made a motion to approve Resolution 23-046. Council Member Turner seconded the motion. After discussion and consideration, the motion passed unanimously.**

**8. PUBLIC COMMENT PERIOD**

**A. None**

**ADJOURN:**

**Council Member Mullaley made a motion to adjourn at 6:33 pm. Council Member Yount seconded the motion. After consideration, the motion passed unanimously.**

Motion to approve minutes of 10/16/23: \_\_\_\_\_

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

SIGNED:

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

ATTEST:

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