

MINUTES OF THE REGULAR MEETING OF THE  
COUNCIL OF THE CITY OF MOUNTAIN HOME, ELMORE COUNTY, IDAHO,  
HELD ON SEPTEMBER 24<sup>th</sup>, 2018, AT 6:00 P.M.  
AT MOUNTAIN HOME CITY HALL CHAMBERS  
MOUNTAIN HOME, IDAHO

20390 CALL MEETING TO ORDER/ESTABLISH A QUORUM

20390 RECOGNIZING PERSONS IN THE AUDIENCE

20390 CONSENT AGENDA - All matters listed within this Consent Agenda section require formal Council action, but are typically routine or not of great controversy and will be enacted by one motion. Questions for the purpose of clarification may be asked about a particular item before the motion is voted on. However, for lengthy discussion or separate motion a Council member or citizen may request an item be removed from the Consent Agenda section and placed on the Regular Agenda. ALL CONSENT AGENDA ITEMS LISTED BELOW ARE ACTION ITEMS.

- A. APPROVAL OF MINUTES
  - Airport Committee - August 21, 2018
  - Planning and Zoning Commission - September 4, 2018
  - City Council - September 10, 2018
  - Traffic Safety Committee - September 10, 2018
- B. BILLS - 9/11/18 to 9/24/18 in the Amount of \$492,256.28
- C. TREASURER'S REPORT - for the Period Ending 8/31/18
- D. APPROVE WRITE OFFS for 2017-2018 in the amount of \$9,797.79 for Utility Accounts
- E. APPROVE WRITE OFFS in the amount of \$23,880.31 for Library Accounts that are over 5 years old  
**(Pulled from the Consent Agenda and placed under New Business)**
- F. APPROVE SERVICES AGREEMENT with Elmore County Domestic Violence Council, Inc. and Authorize the Mayor and City Clerk to sign
- G. APPROVE SERVICES AGREEMENT with Mountain Home Arts Council, Inc. and Authorize the Mayor and City Clerk to sign
- H. APPROVE SERVICES AGREEMENT with Mountain Home Historical Society, Inc. and Authorize the Mayor and City Clerk to sign
- I. APPROVE SERVICES AGREEMENT with Treasure Valley Transit, Inc. and Authorize the Mayor and City Clerk to sign
- J. APPROVE SERVICES AGREEMENT with Mountain Home Chamber of Commerce, Inc. for the Desert Mountain Visitor Center and Authorize the Mayor and City Clerk
- K. APPROVE SERVICES AGREEMENT with Mountain Home Senior Citizens, Inc. and Authorize the Mayor and City Clerk to sign
- L. APPROVE AGREEMENT WITH ELMORE COUNTY to allow the Elmore County Jail to house inmates at the City Recreation Activity Center for a temporary period not to exceed (24) hours in the case of an Emergency situation and Authorize the Mayor and City Clerk to sign
- M. APPROVE REAL ESTATE PURCHASE AND SALE AGREEMENT with the Estate of Diana M. DeMeyer and Authorize the Mayor and City Clerk to sign and authorize to close the sale
- N. APPROVE LOCAL PROFESSIONAL SERVICES AGREEMENT with Civil Science, Inc. for the South 18<sup>th</sup> Street

- Paving Project and Authorize the Mayor to sign
- O. APPROVE TO PROCEED WITH THE CONSTRUCTION AND PAVING of City View Drive
  - P. APPROVE ENGAGEMENT LETTER with Elam & Burke, P.A. for the implementation of a new Urban Renewal District and Authorize the Mayor to sign
  - Q. APPROVE AGREEMENT WITH BOISE STATE UNIVERSITY in the amount of \$14,502.00 to participate in the update of the City's Comprehensive Plan and Authorize the Mayor to sign **(Pulled from the Consent Agenda and placed under New Business)**
  - R. APPROVE AGREEMENT WITH HORROCKS in an amount not to exceed \$65,500.00 to update the City's Comprehensive Plan and Authorize the Mayor to sign
  - S. PASS RESOLUTION #31-18 - Approving and Adopting a updated Personnel Policy Manual effective October 1, 2018
  - T. PASS RESOLUTION #32-18 - Approving the Lease for a portion of the Golf Course Clubhouse and Golf Course Concession Agreement with Kurly's 2 Sports Grill, LLC from October 1, 2018 to September 30, 2024 and Authorizing the Mayor and City Clerk to sign

20391 OLD BUSINESS

20391 NEW BUSINESS

Items Removed from Consent Agenda Section. ACTION ITEM

Discussion/Decision on Planning and Zoning Commission Recommendation for the approval of the application submitted by the REB Family Trust for a letter of Information/Lot Line Adjustment at 921 Airbase Road and Authorize the Mayor and City Clerk to sign Findings of Fact Conclusions of Law and Decision. ACTION ITEM.

20394 FINAL COMMENTS

20396 ADJOURN

MINUTES OF THE REGULAR MEETING OF THE  
COUNCIL OF THE CITY OF MOUNTAIN HOME, ELMORE COUNTY, IDAHO,  
HELD ON SEPTEMBER 24<sup>th</sup>, 2018, AT 6:00 P.M.

The Council of the City of Mountain Home, Elmore County, Idaho, met at the Mountain Home City Hall Chambers, 160 South 3<sup>rd</sup> East, Mountain Home, Idaho on September 24<sup>th</sup>, 2018. A quorum was established with, Councilman Schipani, Councilman Bundy, Councilman Bryant and Mayor Sykes being present. Councilman Brennan did not answer phone when called and was absent.

RECOGNIZING PERSONS IN THE AUDIENCE

No one came forward to speak at this time.

CONSENT AGENDA

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A. APPROVAL OF MINUTES

Airport Committee - August 21, 2018

Planning and Zoning Commission - September 4, 2018

City Council - September 10, 2018

Traffic Safety Committee - September 12, 2018

B. BILLS - 9/11/18 to 9/24/18 in the Amount of \$492,256.28

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M. APPROVE REAL ESTATE PURCHASE AND SALE AGREEMENT with the Estate of Diana M. DeMeyer and Authorize the Mayor and City Clerk to sign and authorize to close the sale

N. APPROVE LOCAL PROFESSIONAL SERVICES AGREEMENT with Civil Science, Inc. for the South 18<sup>th</sup> Street Paving Project and Authorize the Mayor to sign

O. APPROVE TO PROCEED WITH THE CONSTRUCTION AND PAVING of City View Drive

P. APPROVE ENGAGEMENT LETTER WITH Elam & Burke, P.A. for the implementation of a new Urban Renewal District and Authorize the Mayor to sign

Q. APPROVE AGREEMENT WITH BOISE STATE UNIVERSITY in the amount of \$14,502.00 to participate in the update of the City's Comprehensive Plan and Authorize the Mayor to sign **(Pulled from Consent Agenda and placed under New Business)**

R. APPROVE AGREEMENT WITH HORROCKS in an amount not to exceed \$65,500.00 to update the City's Comprehensive Plan and Authorize the Mayor to sign

S. PASS RESOLUTION #31-18 - Approving and Adopting a updated Personnel Policy Manual effective October 1, 2018

T. PASS RESOLUTION #32-18 - Approving the Lease for a portion of

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the Golf Course Clubhouse and Golf Course Concession Agreement with Kurly's 2 Sports Grill, LLC from October 1, 2018 to September 30, 2024 and Authorizing the Mayor and City Clerk to sign

Mayor Sykes pulled Items E and Q from the Consent Agenda.

Councilman Bryant made a motion to approve the Consent Agenda as printed without items E and Q. Councilman Schipani seconded the motion.

The following vote was recorded:

Councilman Bryant	AYE
Councilman Schipani	AYE
Councilman Bundy	AYE

The vote being unanimous, the motion was carried and so ordered.

#### OLD BUSINESS

There was no Old Business to discuss at this meeting.

#### NEW BUSINESS

Discussion/Decision on Planning and Zoning Commission Recommendation for the approval of the application submitted by the REB Family Trust for a Letter of Information/Lot Line Adjustment at 921 Airbase Road and Authorize the Mayor and City Clerk to sign Findings of Fact Conclusions of Law and Decision. ACTION ITEM.

Councilman Schipani made a motion to approve the Planning and Zoning Commissions Recommendation for the approval of the application submitted by the REB Family Trust for a Letter of Information/Lot Line Adjustment at 921 Airbase Road and authorize the Mayor and City Clerk to sign Findings of Fact, Conclusions of Law and Decision. Councilman Bryant seconded the motion.

The following vote was recorded:

Councilman Bryant	AYE
Councilman Schipani	AYE
Councilman Bundy	AYE

The vote being unanimous, the motion was carried and so ordered.

#### Items Removed from Consent Agenda Section. ACTION ITEM.

Item E: Approve write offs in the amount of \$23,880.31 for Library Accounts that are over 5 years old.

Paula Szafranski, City Treasurer asked for transparency for auditing purposes and wanted to know if there were documents or invoices the Library Board considered before agreeing to write-off \$23,880.31.

William Lamb, Library Director said they were accounts that were over five years old and the reason the amount was so large this time was they had to purge accounts from 2006 to 2013. He advised this would be done annually from now on.

Paula asked if there was a list of what the charges were for.

William said it was a variety of fines and lost materials and he has a breakdown of what the charges are.

Paula then asked about the passport acceptance program the Library hopes to be a part of. How long would it be before the program would start.

William said he wasn't sure but he had submitted an application with Council Minutes - September 24<sup>th</sup>, 2018

the State Department.

Paula asked if William knew what other Libraries in the State of Idaho were part of the program.

William said he wasn't sure of any in the state of Idaho but knew of some in the surrounding states.

Paula asked if the Library currently had enough staff to support this program.

William answered currently he does.

Paula asked what the cost of training the employees for the program would be.

William said there is no cost the training is online and provided by the State Department.

Paula asked if there was a designated computer for the transmittals of passport applications and is there a locked cabinet to keep a copy of the transmittals for the two years that is required.

William said there were two possible computers that could be used and he would keep a locked cabinet in his office.

Paula said there will have to be a Public Hearing set because this is a new fee the City will be charging.

Councilman Schipani asked who would take on the liability.

William said the State Department would send back applications that were done incorrectly. So there shouldn't be liability on the City's part.

Councilman Brennan was present by telephone at 6:13 p.m. and the meeting continued.

Councilman Bundy asked if the process of writing off the \$23,880.31 was done out of sequence, because the City has approval of the budget after it has been passed by the Library Board and therefore the Council should approve these write-offs before they are purged.

Jay Friedly, City Attorney said it appears that it was.

Councilman Bryant asked if the accounts will be tracked after the five years were up. He said if people come back after five years and open new accounts then they are able to take advantage of the City all over again.

William said with the way Libraries privacy practices are kept private he didn't foresee that being possible.

Councilman Bryant requested William speak with the state to see if those rules could be changed so those individuals could be tracked to stop repeat offenders from abusing City services.

Councilman Schipani made a motion to approve the write offs in the amount of \$23,880.31 for Library Accounts that are over 5 years old. Councilman Bryant seconded the motion.

The following vote was recorded:

Councilman Bryant	AYE
Councilman Brennan	AYE
Councilman Schipani	AYE
Councilman Bundy	AYE

The vote being unanimous, the motion was carried and so ordered.

Item Q: Approve Agreement with Boise State University in the amount of \$14,502.00 to participate in the update of the City's Comprehensive Plan and Authorize the Mayor to sign

Nina Patterson, City Clerk said Economic Development Director, Courtney Lewis found out today after one Department at Boise State was done with the agreement it would have to go to another Department at Boise State, so the Council has to approve this item pending City Attorney, Jay Friedly's approval of the agreement.

Councilman Schipani made a motion to approve the agreement with Boise State University in the amount of \$14,502.00 to participate in the update of the City's Comprehensive Plan and Authorize the Mayor to sign pending approval of the contract from City Attorney, Jay Friedly. Councilman Bundy seconded the motion.

The following vote was recorded:

Councilman Bryant	AYE
Councilman Brennan	AYE
Councilman Schipani	AYE
Councilman Bundy	AYE

The vote being unanimous, the motion was carried and so ordered.

#### FINAL COMMENTS

- Keith Forsyth, Fiber Optic Manager said things are moving along and they are using the boring machine that was purchased.

- Gene Palmer, Street Superintendent said they are getting a little bit of a head start on City View Drive.

- Dave Sonnentag, Water Superintendent said they did some blasting last week for the new water tank and will do some more this week.

- Miguel Pedroza said they are getting ready for some trees that will be arriving tomorrow and they'll be putting sod in at the police station.

- Russ Griggs, Police Chief said there weren't any issues with the street dance last Saturday. One of the detectives just got back from doing a background check on a potential new hire and that was promising.

- Shirley Batchelor, Wastewater Superintendent said they are wrapping up irrigation season and the guys are just cleaning right now.

- Mark Moore, Fire Chief said October is Fire Prevention month and October 11<sup>th</sup> will be the open house at the fire station. He said the Fire Academy last weekend went well. Forty agencies participated in the event a Fire Chief from Chicago came and gave a demonstration and an agency from Boise came and put on a rural fire prevention class. The state Fire Marshalls came as well and put on a couple types of classes. He said they were requested to hold the event again next year.

Mayor Sykes thanked Chief Moore, Fire Marshall Reed and the rest of the Department for the great job they did putting on the Conference.

- Tiffany Belt, Recreation Superintendent said soccer started Saturday and there are over 400 kids playing and Recreation is playing a big part in homecoming this week.

- Courtney Lewis, Economic Development Director said they are getting the Comprehensive Plan together and it is going really well so far. The Council Minutes - September 24<sup>th</sup>, 2018



Downtown Plan is progressing and they received comments back from ITD and there were very few, so they were pleased with that. She said they are waiting to hear back from Union Pacific before they can move forward with the rail spur. She said they have gotten a lot of requests for information from different companies that are interested.

• Jake Olsen, Golf Course Superintendent said there is an issue with a window in the pro shop they are working on, other than that it is just routine maintenance.

• Paula Szafranski, City Treasurer said the 18/19 budget books are out and she asks that Department Heads hold off on large expenditures until January. She said they will start working on updating the Capitol Improvement Plans soon.

• Nina Patterson, City Clerk said the person doing the background check for the New Chief of Police left today for New Mexico. He will meet with Chief Connor tomorrow and after that they will set up the polygraph examination and psychological examination. Nina advised they don't think all of that will be finished by October 15<sup>th</sup> as hoped but as soon as they have a start date for the new chief Nina will let the Council know.

• Rich Urquidi, Director of Public Works said construction has started on 18<sup>th</sup> and American Legion.

• Councilman Brennan congratulated Chief Moore on successfully hosting the Fire Academy last weekend. He asked Jay Friedly, City Attorney if the Consent Agenda could be reopened, because he wanted to have a discussion about the purchase of the DeMeyer property.

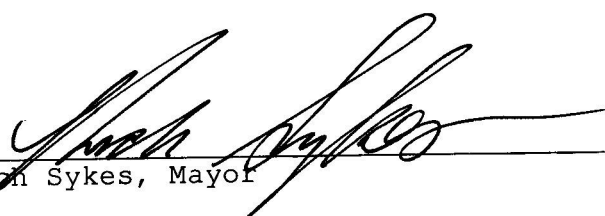
Jay said a comment could be made but it couldn't be reopened.

Councilman Brennan said he did not agree with the purchase of the property in Item M, of the Consent Agenda, there were more cost effective lots available with City Services already hooked to the lot.


• Councilman Bryant said there was no City requirement to prove you have a business license with the state to do business in Mountain Home and he would like to see if that could be changed, so that a business that operated in the City had to prove they were registered with the state.

#### ADJOURN

There being no further business to come before the Council, the meeting was adjourned at 7:02 P.M. by orders from Mayor Sykes.

  
Rich Sykes, Mayor

ATTEST:

  
Nina Patterson, City Clerk

