

Bellevue Common Council  
Monday, December 11, 2017  
Minutes

**6:00 pm Call to Order:**

- Mayor Koch called the meeting to order. Council members present were Craig Wolfrom, Shaun Mahoney, Anne Mulick, Greg Cappel, and Kathryn Goldman. Robert Leahy was absent. Staff present were Diane Shay, Community Development Director; Kelly West, Public Works, Frank Suwanrit, Public Works Director, Greg Beaver, Fire Chief; Ross Scaggs, Marshal.

**Notice and Hearing Compliance:**

The posting of this agenda complied with Idaho Code 67-2343. The agenda was posted at the Bellevue Post Office, the bulletin board outside City Hall and on the website on November 8, 2017. Goldman moved that the notice was in compliance with Idaho Code, Mahoney seconded, motion carried unanimously.

**Public Comment:** No public

**Call for Conflict:** None

**4. Oath of Office:** Marshal W. Ross Scaggs – Mayor Koch administered the Oath of Office to W. Ross Scaggs. Marshal Scaggs made a brief speech. A break ensued for pictures.

**5. Public Hearing: Status of Funded activities relating to Idaho Community Development block grant,** Kathy Uker, Region IV Development Group, presented a synopsis of the project which upgraded the lift station. She presented financials to the Council showing that there is still almost half of the grant remaining. Council had no questions for Uker. Koch opened the meeting to public comment. Public hearing was closed, with no comments.

**6. Kathy Uker – Region IV Development Final Pay Application Motion for Mayor to sign.** Uker presented the final pay application from Star Construction. There were two change orders that needed to be signed by Keller. As their representative was at the meeting, he signed them. There were no further questions regarding the pay down. Mulick made a motion authorizing the Mayor to sign the final pay application, Goldman seconded. Motion passed unanimously.

**7. Keller Associates - Letter of interest to DEQ Wastewater Facility Planning Study -** Keller Assoc. Going into the second phase to get data to show how the system is working. Suwanrit agreed that they are already seeing improvements. Goal is to try to extend the longevity of existing facility and start analyzing data. Keller stated he had discussed expansion with city staff based on potential growth from possible annexations. Keller stated that a Wastewater master plan is long overdue. Any annexations will require masterplan or a planning study showing how the influx will be handled. DEQ entertains a Letter of interest annually where they will fund up to 50% of the study and they will fund a certain amount of construction projects. Keller stated there are other grants available such as Region IV. The goal would also be to look at other opportunities. Keller will go through and prepare and send a letter looking for

12/11/17

50% from DEQ. Applications are due in January. Keller asked if there were any questions. Mahoney asked about the timing. Keller stated that if a letter were sent, the City would hear around March or April if they were on the list. There would be a public comment period, with finalization in June. The City would be notified that the money will be available approximately July 1st. At that time there is no commitment to take the money, however if the City takes the money they are obligated to match at 50%. Cappel asked for clarification regarding a Master Plan. Keller stated it is not required, but the City would not be eligible for future grants without one. DEQ would like to see an updated plan every 10 years for a city of Bellevue's size. Suwanrit stated that this would give the City a better picture of the wastewater system for rate adjustments and CAP fees. Wolfrom made a motion to authorize a Keller to send a letter of interest to DEQ, Goldman seconded, motion passed unanimously.

**8. Resolution 2095: Authorizing the destruction of administrative records pursuant to Idaho Code 50-907.** Goldman requested that Clark contact the County regarding election records prior to destroying them. Greg made a motion subject to a phone call regarding election materials for County, Goldman seconded, motion passed via roll call.

**9. Resolution 2096: Authorizing the payment of recurring bills for FY 2018.** Mulick made a motion to allow the Treasurer to pay the bills on the list monthly. Cappel seconded. A roll call vote was taken, motion passed unanimously.

**10 Resolution 2097: Authorizing the Mayor to enter into a contract with the City of Hailey for lease of a snow blower.** Suwanrit presented a copy of the lease for the same snow blower as last year. There was no contract last year, Hailey would like one. The hourly rate is \$100 per hour. Only Levi, Kelly and Frank would be authorized to use it. Cappel asked Suwanrit for clarification regarding the City paying to use a 52 year old piece of equipment that the City would have to maintain. Cappel also asked if we just spent money on snow equipment. Suwanrit stated it would not be in the regular rotation of snow equipment and would be used only for emergencies. Koch explained that the use of the snow blower would greatly aid snow removal if the City experienced snow like last year. Cappel stated that it would only be used if certain criteria were met. Goldman asked about the new equipment and whether we actually need to lease the snow blower. Wolfrom requested that the Mayor must authorize the use of the snow blower. Mulick made a motion to allow the Mayor to sign the contract, Mahoney seconded. Roll call vote: Mulick, Wolfrom, Mahoney, Cappel voted yes, Goldman voted no. Motion passed.

**11. Discussion & Decision – Elimination of CC fees:** Clark stated she had talked with Dennis Brown, the City's auditor. He recommended the City eliminate the \$3.00 fee for customers to pay fees and water/sewer bills with a credit card. He said most municipalities have done so. Goldman made a motion to eliminate the \$3.00 fee, Mulick seconded, motion passed unanimously.

**12. Discussion & Decision - Airport letters regarding Tower procedures:** Koch stated that the City has two very different opinions by Bill Rae and by FMAA regarding airport tower procedures. Koch asked Council for direction. Mahoney asked what we can do, other than make comment, about the airport noise and safety situation. Wolfrom stated he still has people concerned about the airport, regardless Wolfrom still wants to send to the FAA supporting constituents. Koch stated we have Report A and Report B. Koch would like to have a letter written with City Attorney that will be sent to FAA, with both

reports. Wolfrom made a motion to work with legal counsel to draft a letter to FAA addressing the issues; letter to be brought back to council; letter to make clear that FMAA is an entity that we have to work with and we are part of the larger community as well. Greg seconded, motion passed.

**13. Discussion & Decision - Regarding set up of Alderman email accounts:** Clark stated that at the recent AIC conference it was recommended that Aldermen have a separate email account for Council business, that it was expeditious for liability and safety concerns. Clark would like to set up those accounts. Mulick made a motion that Clerk set up those accounts, Goldman seconded, motion passed.

**14. Consent Agenda**

- A. Minutes from 11/27-17
- B. Payables from 11/28/17 through 12/8/17.
- C. Department Head Updates

Suwanrit stated that he attended an excellent class that he feels will benefit him a great deal. Wolfrom asked about the wastewater plant, Suwanrit gave a brief report, confirming there is communication with a vendor. Suwanrit believes we are running at 60% of capacity.

Wolfrom asked a question regarding %'s on Library, Clark clarified. Wolfrom made a motion to accept the Consent Agenda, Mulick seconded, passed unanimously via roll call.

Mulick made a motion to adjourn the meeting, Wolfrom seconded and the motion passed unanimously.

Approved this 8<sup>th</sup> day of January, 2018

---

Christopher Koch, Mayor

---

Kathleen Clark, City Clerk/Treasurer