

RIGGINS CITY COUNCIL
SPECIAL MEETING
August 22, 2023 – 5:30 p.m.
Riggins City Hall

Mayor McClure called this special meeting to order. The purpose of the meeting is to review and discuss amending Sewer Ordinance 206.

Roll Call: Bill Sampson, Roy Akins, Brady Clay, and Jonny Wilson.

Wilson stressed the need to determine an equitable solution to water and sewer billing; questioned why commercial accounts are billed more for water when the cost to produce a gallon is the same for every customer. The current EU billing needs to be reconsidered. Discussed addressing the rate and billing for both water and sewer in the future.

Reviewed draft "City Utility Service Permit & Application" form; discussed requiring a Utility Permit for all changes to current service that will result in an increase of volume in the water and sewer system. Office Use Only section – change to Public Works Director. Briefly discussed charging a Permit Application Fee of \$25; discuss further in future.

Council reviewed Sewer Ordinance 206 in detail:

Section 2.1 – Approving Authority means Riggins Public Works Director or his duly authorized representative.

Section 2.6 – "Residential Unit" shall mean a building or structure or portion thereof that is constructed and used primarily for residential purposes.

Section 3 – reference the "City Utility Service Permit & Application".

Make grandfathered section consistent with the wording in the Water Ordinance...

Grandfathered Connections: Multiple properties being served by one common sewer line at the time of passage of this ordinance will be considered "grandfathered" in the system. If the property is divided in the future by either:

- a) Transfer of ownership
- b) The construction/installation of additional residences or businesses

Each such residence, business, or parcel will be required to install a separate private sewer line to service that residence, business or parcel, and will be subject to the hookup fees as described in this ordinance.

Section 4 – reference the "City Utility Service Permit & Application".

Section 5 – change to at least three (3) business days.

Section 12 – reviewed proposed changes:

SECTION 12. CONNECTION TO SYSTEM:

1. PERMIT REQUIRED: A City Utility Service Permit & Application is required for any new installation, addition, change in use, or classification of any connection made to the City

Sewer system. Any owner or agent desiring to have such new or changed connection or use shall make application for the permit to the office of the City Clerk. Application shall serve as Permit once approved by Public Works Director. A copy of the City Utility Service Permit & Application is attached hereto as Appendix ____ and shall be a part of this ordinance. It shall be the responsibility of the private property owner to obtain all right-of-way easements necessary to install, maintain or repair a Private Sewer line that crosses any parcel of land not under their private ownership. A copy of the easements must be attached to the City Utility Service Permit & Application if applicable. The easement will be granted from one private property owner to the other, with the City of Riggins having no responsibility or interest in the easement.

2. **CONNECTION CHARGES:** Upon approval, application for the City Utility Service Permit & Application a connection fee shall be paid prior to the commencement of work, according to the following schedule:

- a. Sewer connection fees shall be based upon the classification and use indicated on the City Utility Service Permit & Application, as applied to the established Equivalent Use (EU) Connection Schedule. Any change, addition, or alteration requires a new City Utility Service Permit & Application. If the use change reduces the scope of the established operation of any property, no refund of connection fees will be made.

If a single property has more than one classification or use, the Hookup connection fee shall be based on the sum of all the EU's assessed.

If a specific use is not covered by the Sewer Connection Equivalent Use Schedule, the City Council shall determine the EU's to be assessed.

The property owner is responsible for hiring a contractor at their expense to install the new connection to the City Sewer system. City Public Works staff must witness the service installation to ensure Idaho Code specifications are met. The City is available if needed to assist with procurement of materials needed. The City will bill the property owner accordingly for materials used.

- b. **Waiver of Connection Fees** – the following criteria must be met to qualify for a waiver of the fees established in this ordinance:
 - i. **Residential:** a residential hookup fee must have been paid previously for the residence. If the property is not currently using the water or sewer service, and no minimum monthly service fees have been paid during the ~~twelve-month~~ 90-day period preceding the request for fee waiver, the water or sewer hookup will be considered abandoned and new hookup fees will apply.
 - ii. **Commercial:** If a commercial property is divided for the purpose of transfer of ownership and a commercial sewer hookup fee has been paid prior to 3/29/95, two EU's as described in this Ordinance will be allowed. Additional development beyond two EU's will be subject to the hookup

fees as described in this Ordinance. An agreement between the buyer and seller will be required to determine which party keeps the two EU's allowed. If the property is not currently using the water or sewer service, and no minimum monthly service fees have been paid during the ~~twelve month~~ 90-day period preceding the request for fee waiver, the water or sewer hookup will be considered abandoned and new hookup fees will apply.

- iii. All past due fees must be paid in full prior to the issuance of any waiver of connection fees.
- iv. Pre-Existing Agreements: Any written pre-existing agreements made by the City will be honored.

Insert the following: In any particular case, the City Council may, upon application by the affected party and a public hearing on the application, grant a variance from the requirements imposed by this section, for good cause shown.

Councilor Wilson stressed the need to clearly document why waivers are or are not approved in the City Council Meeting minutes.

Public Works staff must be the ears and eyes on what is happening in the city; building, alterations, etc. must be brought to the Public Works Director's attention to be addressed; educate on ordinance.

Another work meeting will be scheduled at the September City Council meeting.

There being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Brenda Tilley
City Clerk-Treasurer