

RIGGINS CITY COUNCIL
October 13, 2021 – 6:30 p.m.
Riggins City Hall

The regular meeting of the Riggins City Council was called to order by Council President, Roy Akins. Councilors present – Clay, Wilson and Sampson. Mayor McClure was absent.

STAFF: Jeff Joyce, Dan Wash, Shane Harper, Eric Coates, Cody Killmar

SEPTEMBER MINUTES: Council members were individually polled and all confirmed they had read the September meeting minutes. Motion was made by Sampson to approve the September 8th meeting minutes as presented; motion was seconded by Clay. Voting yea, Akins, Wilson, Clay, and Sampson. No nays; motion carried.

FINANCIAL STATEMENT and BILLS FOR PAYMENT: The financial statement was read detailing \$4,101.73 paid after the September meeting bringing the total September disbursements to \$88,783.46. Bills in the amount of \$52,683.12 were then presented for payment. Motion was made by Wilson to approve the financial statement and allow the bills for payment; seconded by Clay. Voting yea, Wilson, Clay, Akins, and Sampson. No nays; motion carried. A copy of the financial report is attached and hereby made a part of this record.

COMPENSATORY TIME/OVERTIME: Shane Harper and Eric Coates expressed their concerns with Comp Time accrual, Personal Time Off, and Overtime. Shane detailed the issue in that Public Works staff rotates coverage every weekend and holiday. With only 3 staff, it's not possible to take time off during those weeks and still get projects completed. Comp time builds up, and time off is deducted from the accrued Comp time, rather than Personal Time Off.

Policy states that, *"non-exempt employees entitled to overtime compensation will either accrue comp time or overtime pay, as established by policy adopted by the City Council. Comp time or overtime pay for work in excess of 40 hours per week will be computed at 1-1/2 hours for each additional hour worked. The City Council has set a maximum accumulation of 80 hours of comp time. Any comp time over that amount will be paid in the next pay period unless otherwise approved by the Mayor"*.

Shane would like to be paid overtime for the hours worked over 40 in a workweek, and be able to use his accrued Personal Time Off as he wants, rather than having time off be taken out of Comp Time accrued. Dan echoed his staff's concern and stated he would also like to see the Personal Time Off policy of carrying over unused PTO hours in excess of 240 to a "Sick Leave Reserve" be changed to staff being paid at the end of the year for PTO hours accrued over 240.

After a lengthy discussion, the Council agreed to study the issue and discuss with Mayor McClure at the November meeting. The Clerk will research the past month's timesheets for Dan, Shane and Eric in order for the Council to make an informed decision on the Policy. Budgeting for overtime was also discussed.

DEPARTMENT REPORTS

LIBRARY – no report

FIRE – Jeff Joyce reported the following:

- ✓ Fire Prevention Week was last week; only October 7th, 79 children from pre-school through the 5th grade, participated in a field trip to the Fire Station.
- ✓ Thermal Imager has been received; after discussion, Dan indicated Public Works would like to utilize it as well.
- ✓ Backup Camera and new hoses have also been received.
- ✓ Fire volunteers covered the Homecoming Bonfire last Thursday.
- ✓ Pumper Truck – transmission issues; may have to take it into Frank's for repairs.
- ✓ ITD Contract – Jeff has researched seeking reimbursement for response to vehicle fires and spills; he will be working on a new form to request reimbursement; will need to gather information at the scene to complete. There is an agreement with SRRFD that one or the other can bill, not both.

EMS – Cody Killmar provided the Clerk with the following report:

- 📄 Seeing a lot of COVID positive patients needing transport; St. Luke's in McCall is accepting all patients.
- 📄 New PowerLoad has been installed.
- 📄 Janeen Eggebrecht has submitted her resignation as EMS Director effective November 30th. She plans on getting back on the schedule to cover a few shifts in 2022. More discussion at the November Council meeting.

PUBLIC WORKS – Dan Wash reported the following:

- ♣ Rubicon Outfitters water and sewer service is completed.
- ♣ Salsnes – major issues – equipment had a complete meltdown which has resulted in manually having to clear rags and debris. Dan has been contacting vendors to track down parts; it sounds like there will be a lengthy delay in receiving replacement equipment – maybe up to 4 months.
- ♣ SCAT machine odors discussed; Dan has been applying deodorizer to help.
- ♣ Cinquini addition discussed; Kim has the house (short term vacation rental), has converted the shop in the back into a living unit, has an RV that Kim is living in with W/S, has a camp trailer with W/S, and her mother has an RV occasionally. An additional Water Hookup Fee is required; the inspector is determining the size of the water connection needed. In terms of Sewer service, State Cody states, *"Where one building stands in the rear of another building on an interior lot, and no private sewer is available"*

or can be constructed to the rear building through an adjoining court, yard, or driveway, the building drain from the front building shall be permitted to be extended to the rear building”.

- ◆ Replacing the Hells Canyon NRA fire hydrant next week.
- ◆ Irrigation Ditch Shutoff – intended to shutoff 10/6, but some property owners had concerns so it was extended to 10/15. Due to the weather leaves plugging the ditch, it was shutoff Friday, October 8th.
- ◆ Little Salmon Watershed Collaborative – Dan attended one of the monthly meetings October 8th. This group was formed by the Nez Perce Tribe who was awarded a grant to discuss ways to improve the water quality in the Little Salmon River Watershed with an end product of a list identifying specific actions, interested parties and resources. Monthly meetings are held; information is available on their website. Dan is particularly interested in the City’s drinking water and wells. A hot topic at the October meeting was cattle grazing.
- ◆ Winterizing equipment has begun.

AMBULANCE TAXING DISTRICT FORMATION: Cody Killmar reported he has been researching the formation of a Taxing District which would only cover the cost of payroll for EMS staff. The issue would need to be put on the May ballot for election by the residents served by our ambulance. The Council received a copy of the County Clerk’s outline on creating a district. The next step is to consult with the City Attorney which Cody has offered to do with the Council’s authorization. Motion was made by Sampson to approve Cody Killmar to work with the City Attorney on the formation of an ambulance taxing district; motion was seconded by Clay. Voting yea, Akins, Sampson, Wilson and Clay. No nays; motion carried.

HMH, LLC – WASTEWATER CAPACITY ANALYSIS: Council reviewed the Scope of Work contained in the Professional Services Agreement. Project description consists of an analysis of the existing treatment plan capacity in order to estimate the number of single dwelling hookups and/or typical commercial hookups that can be connected to the system without the average resulting flow exceeding the rated plant capacity. Estimated cost is \$3,240. After discussion, motion was made by Wilson to approve Council President Akins executing the agreement; motion was seconded Clay. Voting yea, Clay, Wilson, Akins and Sampson. No nays; motion carried.

COMMITTEE TO STUDY EMERGENCY SERVICES CONSOLIDATION AND DISTRICTING: It was decided to not proceed with this effort in light of the Ambulance Taxing District consideration.

RIGGINS HOUSING TASK FORCE: Councilor Clay indicated nothing new; waiting for November for decision on funding.

RIGGINS PARK BOAT RAMP PROJECT: Akins reported we are continuing to wait for the Army Corps of Engineers permit approval before any construction can begin. Welch-Comer plans to get the project out to bid as soon as the permit is approved.

COMMUNITY SERVICE PROJECTS – HIGH SCHOOL: Clerk reported Principal Ewing has indicated a “Rake the Town” project is scheduled for October 28th – plan includes raking the Heritage Center lawn, City Park and Elementary School.

LIFETIME AMBULANCE SUBSCRIPTION: The Clerk requested clarification on the Lifetime Ambulance Subscription; the application form states “individual”, yet couples, domestic partners and dependents in the household have been included in the past. After discussion, it was suggested that the Clerk research what *LifeFlight’s* Lifetime Membership verbage is and model the application after that.

ZWYGART JOHN, CPA – AUDIT AGREEMENT: The Clerk reported that the Audit Agreement with Zwygart John & Associates has been modified with an annual fee increase to \$9,400. After discussion, motion was made by Wilson to authorize Council President Akins to sign the agreement on behalf of the City; motion was seconded by Sampson. Voting yea, Wilson, Sampson, Akins and Clay. No nays; motion carried.

AREA OF IMPACT: The Clerk reported that Deb Smith with CEDA had forwarded some information about how to go about reviewing and updating the City’s Area of Impact. The City’s AOI came up in discussion at a recent Comprehensive Plan meeting. The Council briefly reviewed the handouts on the Idaho Statute 67-6526, and the Toolkit developed by U of I for future discussion.

UTILITY BILLING CHANGES: reviewed

PAST DUE WSG ACCOUNTS: reviewed; Sampson expressed concern over the number of past due accounts. It was noted there were three accounts which were three months past due on the list of 28 delinquent accounts.

FACILITY RENTAL APPLICATIONS: None

CLERK’S REPORT: progress has been made with the delinquent Resort Tax account.

MUNICIPAL CODE – UPDATE/REVISION: tabled

There being no further business, the meeting was adjourned at 9:30 p.m.

Respectfully Submitted,
Brenda Tilley, City Clerk-Treasurer