

City of Emmett Council Meeting

January 23, 2024

Regular Meeting

The Emmett City Council held a meeting at 501 E. Main Street, Emmett, Idaho.
Mayor Petrie called the meeting to order at 7:00 p.m.
Mayor Petrie led the Pledge of Allegiance
Jonathon Phillips offered the Community Invocation

Council Present: Council President Henderson, Councilor Gary Resinkin, Councilor Denise Sorenson, Councilor Jody Harris, Councilor Tom Butler, Councilor Nebeker

Council Present by Phone – None

Council Absent: -

City Attorney: Jake Sweeten

Staff Present: Lyleen Jerome, Brian Sullivan, Clint Seamons, Steve Kunka, Alyce Kelley, Curt Christensen, Mike Knittel

Public Present: Jethro Batchelor, 904 S. Mckinley, Emmett; Veronica Vasquez, 128 N. Washington, Emmett; Amy Manning, P.O. Box 190477, Boise; Jonathon Phillips, 120 E. 3rd St, Emmett

Public Present via telephone: None

Amendments to the Agenda: None

Declaration of Conflict of Interest: None

Declaration of Council Members' Discussion Outside an Open Meeting: None

ELECTED OFFICIALS:

Mayor – Mayor Petrie swore in new police officer Anthony Nunez.

City Council - None

Announcements and Good of the Order - None

CONSENT AGENDA:

Approval of Minutes – January 9, 2024 – Regular Council Meeting

Approval of Accounts Payables

Approval of Permits – Bartenders: Brandon Duque, Caitlin Neilson

Council President Henderson **MOVED TO APPROVE THE CONSENT AGENDA.** Seconded by Councilor Resinkin. Motion carried by voice vote.

DISCUSSION/PRESENTATION:

Veronica Vasquez, Chief Executive Director of Rose Advocates reported to the council on cases handled during the last year and answered council questions on the program

Amy Manning, Executive Director of iii-A Trust presented the annual report, reviewed the financials, and answered all questions from the council.

BUSINESS:

Mike Knittel, Systems Administrator requests approval to purchase a vehicle for the IT Department.

Council President Henderson **MOVED TO ALLOCATE UP TO \$35,000 OF GENERAL FUND SAVINGS TO BE USED FOR THE PURCHASE OF A VEHICLE INTO THE IT DEPARTMENT CAPITAL IMPROVEMENT BUDGET LINE.** Seconded by Councilor Resinkin. Motion carried by voice vote.

ACTIVITY REPORTS:

Building Official/City Planner – Brian Sullivan – Reported

City Clerk, Lyleen Jerome – Reported

Fire – Mike Giery – Reported

Library Director, Alyce Kelley – Reported

Police Chief, Steve Kunka – Reported

Public Works, Clint Seamons – Reported

IT Systems Director, Mike Knittel – Reported

EXECUTIVE SESSION 74-206 (f)

Councilor Nebeker **MOVED TO ENTER INTO EXECUTIVE SESSION 74-206 (f)**

To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. Seconded by Council President Henderson. **Roll call vote:** Council President Henderson – AYE, Councilor Nebeker – AYE, Councilor Butler – AYE, Councilor Resinkin – AYE, Councilor Harris – AYE, Councilor Sorenson – AYE. **Motion Carried.** Session entered at 7:41 p.m.

Councilor Butler **MOVED TO EXIT EXECUTIVE SESSION 74-206 (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.** Seconded by Councilor Resinkin. **Roll call vote.** Council President Henderson – AYE, Councilor Nebeker – AYE, Councilor Butler – AYE, Councilor Resinkin – AYE, Councilor Harris – AYE, Councilor Sorenson – AYE. **Motion Carried.** Session exited at 8:38 p.m.

DECISION OF EXECUTIVE SESSION: No Decision

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ADJOURN

Councilor Butler **MOVED TO ADJOURN**. Seconded by Councilor Sorenson. **Motion carried by voice vote.**

Meeting adjourned at 8:40 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk

City of Emmett, Idaho

Monthly Financial Report

December 2023

OUR CASH...

Account Balances

GENERAL FUND

Cash	\$ 187,233
Investments	\$ 3.724M

STREET FUND

Cash	\$ 88,605
Investments	\$ 911,601

LIBRARY FUND

Cash	\$ 63,476
Investments	\$ 154,209
Designated Funds	\$ 64,223

CEMETERY FUND

Cash	\$ 7,473
Investments	\$ 138,071

PERPETUAL CARE FUND

CASH	\$ 5,870
INVESTMENTS	\$ 138,690

WATER FUND

Cash	\$ 292,305
Investments	\$ 5.184M
Bond Reserve	\$ 203,180

SEWER FUND

Cash	\$ 371,599
Investments	\$ 6.152M
Bond Reserve	\$ 319,338

SANITATION FUND

Cash	\$ 50,698
Investments	\$ 137,091

TECHNOLOGY FUND

Cash	\$ 14,298
Investments	\$ 140,000

GOV'T FUND PROJECTS

ARPA Grant Fund -	\$1,517,287.78
Expended	\$663,462.58
Interest Earned	\$ 56,043.27
Funds to Disburse	\$909,868.47

BUDGET VS. ACTUAL YEAR TO DATE

GENERAL FUND REVENUES AND EXPENDITURES

Fiscal Year 2023-24 Budget	\$3,455,988	
Revenues to Date	\$ 534,883	15%
Expenditures to Date	\$ 1,040,344	30%

Road & STREET FUND REVENUES AND EXPENDITURES

Fiscal Year 2023-24 Budget	\$ 938,484	
Revenues to Date	\$ 295,129	31%
Expenditures to Date	\$ 168,884	18%

LIBRARY FUND REVENUES AND EXPENDITURES

Fiscal Year 2023-24 Budget	\$ 305,066	
Revenues to Date	\$ 98,443	32%
Expenditures to Date	\$ 61,841	20%

CEMETERY FUND REVENUES AND EXPENDITURES

Fiscal Year 2023-24 Budget	\$ 140,332	
Revenues to Date	\$ 18,188	13%
Expenditures to Date	\$ 38,107	27%

WATER FUND REVENUES AND EXPENDITURES

Fiscal Year 2023-24 Budget	\$2,040,300	
Revenues to Date	\$ 543,412	27%
Expenditures to Date	\$ 288,856	14%

SEWER FUND REVENUES AND EXPENDITURES

Fiscal Year 2023-24 Budget	\$2,483,800	
Revenues to Date	\$ 887,794	36%
Expenditures to Date	\$ 318,893	13%

SANITATION FUND REVENUES AND EXPENDITURES

Fiscal Year 2023-24 Budget	\$ 730,050	
Revenues to Date	\$ 189,895	26%
Expenditures to Date	\$ 183,578	25%

TECHNOLOGY UTILITY FUND REVENUES AND EXPENDITURES

Fiscal Year 2023-24 Budget	\$ 27,000	
Revenues to Date	\$ 4,553	17%
Expenditures to Date	\$ 937	3%

SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

PROPERTY TAX COLLECTIONS

Budget	\$2,243,036	
Revenues to Date	\$ 114,560	5%

STATE SHARED REVENUE COLLECTIONS

Budget	\$ 944,937	
Revenues to Date	\$ 241,173	26%

BUILDING PERMIT REVENUES COLLECTIONS

Budget	\$ 75,000	
Revenues to Date	\$ 26,748	36%

LEGAL NOTICE

CITY OF EMMETT, IDAHO

Treasurer Financial Report for Quarter Ending December 31, 2023

FUND	BUDGET	YTD Receipts	YTD Expenditures	% Rec	% Exp
General Fund	\$ 3,455,988.00	\$ 534,883.42	\$ 1,040,344.68	15%	30%
Personnel			\$ 517,617.81		
Insurance			\$ 127,174.65		
Capital Outlay			\$ 395,552.22		
Street Fund	\$ 938,484.00	\$ 295,129.04	\$ 168,884.70	31%	18%
Personnel			\$ 35,822.53		
Insurance			\$ 10,747.32		
Capital Outlay			\$ 122,314.85		
Library Fund	\$ 305,066.00	\$ 98,443.11	\$ 61,841.00	32%	20%
Personnel			\$ 38,709.25		
Insurance			\$ 7,670.95		
Capital Outlay			\$ 15,460.80		
Cemetery	\$ 140,332.00	\$ 18,188.16	\$ 38,107.27	13%	27%
Personnel			\$ 28,070.20		
Insurance			\$ 6,317.78		
Capital Outlay			\$ 3,719.29		
Perpetual Care	\$ 5,000.00	\$ 2,045.77	\$ -	41%	0%
TOTAL	\$ 4,844,870.00	\$ 948,689.50	\$ 1,309,177.65	20%	27%

Enterprise Funds: Water/Sewer/Sanitation/Technology					
Water	\$ 2,040,300.00	\$ 543,412.72	\$ 288,856.67	27%	14%
Personnel			\$ 149,245.63		
Insurance			\$ 51,379.37		
Capital Outlay			\$ 88,231.67		
Bond Repayment			\$ -		
Sewer	\$ 2,483,800.00	\$ 887,794.60	\$ 318,893.59	36%	13%
Personnel			\$ 139,464.23		
Insurance			\$ 40,083.49		
Capital Outlay			\$ 139,345.87		
Bond Repayment			\$ -		
Sanitation	\$ 730,050.00	\$ 189,895.47	\$ 183,578.20	26%	25%
Personnel			\$ 16,991.74		
Insurance			\$ 3,404.84		
Capital Outlay			\$ 163,181.62		
Technology	\$ 27,000.00	\$ 4,553.44	\$ 937.54	17%	3%
Capital Outlay			\$ -		
TOTAL ENTERPRISE FUNDS	\$ 5,281,150.00	\$ 1,625,656.23	\$ 792,266.00	31%	15%
ARPA	\$ -	\$ 12,356.70	\$ 27,281.66		
Other	\$ 15,500.00	\$ 13,178.75	\$ 3,370.00		
TOTAL ALL FUNDS	\$ 10,141,520.00	\$ 2,599,881.18	\$ 2,132,095.31	26%	21%

Citizens are invited to inspect the detailed supporting records of the above financial statement.

City of Emmett is an Equal Opportunity Employer

Lyleen Jerome, City Clerk/Treasurer

Memo

To: Mayor and City Council

From: Brian Sullivan

CC:

Date: 2/7/24

Re: Request for Extension of Moon Creek Subdivision Final Plat – February 13, 2024 City Council Mtg

Please find attached a request from K&B Development, Inc. (Kelsey Peterson) for a time extension to the approved Preliminary Plat for Moon Creek Subdivision. I recommend this item be placed on the February 13, 2024 City Council meeting for review by the City Council. It does not require a public hearing but should receive a formal motion to either approve or deny.

The applicant, K & B Development, received Preliminary Plat approval for the plat on September 14, 2021. The final plat application must be submitted by March 14, 2023. The ordinance does not specify conditions under which an approval is granted or not. So, it is my interpretation that the City Council may grant the time extension based on any reasonable reason for the delay. I recommend a 1-year extension, with an option to come back for an additional extension showing good cause.

K & B Development received a 12-month extension of time to file a final plat on the February 14, 2023 City Council meeting. Staff feels that due to the efforts and negotiations with the owners of Long Horn Subdivision to work for a future access point to develop a new city road, and Moon Creek Subdivision is directly affected by this road, that another 12-month extension of time to file a final plat is granted.

Emmett City Code 10-2-3.L.1. states the following: "Failure to file and obtain the certification of the acceptance of the final plat application from the subdivider within (18) eighteen months after action by the city council, shall cause all approvals of said preliminary plat to be null and void, unless an extension of time is applied for by the subdivider and granted by the city."

Possible motion:

I recommend approval of a one-year time extension until February 13, 2025 to file the final plat for Moon Creek Subdivision, with an option to file another extension upon showing good cause.

February 1, 2024

Emmett City Council Members,

My name is Kelsey Peterson writing on behalf of K&B Development Inc. In 2020 our company filed an application to request annexation into the City of Emmett and a new zoning classification of R-3 for 8.527 acres on the south side of East 12th St., as well as a subdivision application for Moon Creek Subdivision. The property is located in an area considered "Mixed Planned Development" in the Comprehensive Plan Future Land Use Map. The City Council voted to approve the application along with the associated preliminary plat on Sept 14, 2021.

In February 2023 I wrote a letter requesting an extension for this approval and it was granted. K&B Development would like to request another extension for the named 8.527 acres. As mentioned in the previous extension request, plans to develop this land were close to being finalized when we were made aware that Rocky Mountain Companies was working with the City of Emmett Planning and Zoning Department on a potential agreement for commercial development along Highway 16. As a part of these plans, there had been discussion of adjustments to the drain ditch that separates our two properties, as well as the potential for a connecting road between Highway 16 and 12th street on our side of the ditch, which would impact the 8.527 acres of Moon Creek Subdivision.

In the end, a decision was reached in 2023 for Rocky Mountain Companies to develop the first 300 feet to the North of Highway 16, including a stoplight on Highway 16, a 300 foot road that will eventually connect to 12th Street through the Moon Creek Subdivision, and tiling of the canal for 300 feet. These plans were made known to us in the summer of 2023. Since then, we have been working with our engineers to modify our plans to accommodate the expectations. Part of the modifications have required working with the irrigation district to develop a comprehensive plan for the drain ditch all the way from the highway to 12th street. These modified plans have been submitted to the irrigation district for their approval. Once we are on the same page as the irrigation district, we will work on final plans to submit to the planning and zoning department. Then we hope to be able to finance our project to begin within the next year.

Due to our efforts to work with the neighbors development project and the planning and zoning department towards a comprehensive approach, and based upon the understanding that the previous extension approval from the City Council would expire after 12 months, we are requesting another extension for the approved subdivision plans, annexation and zoning classification for this property.

Thank you,

Kelsey Peterson
President - K&B Development Inc.