
CITY COUNCIL MEETING MINUTES

1. Call to Order.

The regular meeting of the St. Maries City Council was called to order by Mayor Tom Carver at 5:30 p.m. on Monday, July 14, 2025, in Council Chambers at City Hall, 602 College Avenue, St. Maries, Idaho.

2. Roll Call.

PRESENT

Mayor, Tom Carver

Councilors, Steve Dorendorf, Sabrina Powell, Charles Winter, Doug Ryan, Ed Spooner, Tina Thomson

3. Pledge of Allegiance.

Mayor Carver led all present in the Pledge of Allegiance.

4. Consent Calendar – action item

Mayor Carver noted for the record the amount of expenses presented for payment approval, as shown below.

- a. Approve the minutes from the Regular Meeting on June 9, 2025 and June 23, 2025, the Admin Workshop Minutes from June 24, 2025.
- b. Approve the expenses in the amount of \$366,639.60 from June 2025.
- c. Approve Treasurers Report for June 2025.

Motion to approve the consent calendar as presented.

Result: Passed

Moved By: Dorendorf

Seconded by: Spooner

Voted Yes: Dorendorf, Powell, Winter, Ryan, Spooner, Thomson

5. Old Business – none.

6. New Business

a. Schedule Budget Hearing Workshops. – action item

The Council agreed to schedule a budget workshop on July 21, 2025 at 3:30 PM. No action taken.

b. HMH Engineering – Present and discuss 2nd Street Sidewalk project (KN25488). – discussion item

Jesse Herndon and Brandt Souvenir with HMH Engineering, discussed that there are three sidewalk grant projects that are going to be done together and out for bid this fall.

Souvenir stated that the TAPs grant has to be separate from the CPS project and will be bid out separately.

c. Chambless & Son Towing – Request for Exclusive Towing Services. – action item

Terrun Zolman, City Attorney, stated that under certain situations, City's enter into exclusive agreements, however, does not believe the City would be authorized to enter into exclusive towing service agreement.

Motion to TABLE this request.

Result:	Failed
Moved By:	Powell
Seconded by:	Spooner
Voted Yes:	Powell
Voted No:	Dorendorf, Winter, Ryan, Spooner, Thomson

Motion to deny the request for an exclusive towing agreement.

Result:	Passed
Moved By:	Dorendorf
Seconded by:	Ryan
Voted Yes:	Dorendorf, Winter, Ryan, Spooner, Thomson
Voted No:	Powell

d. St. Maries Septic Amendment to Agreement for Portable Toilet Waste Disposal. – action item

Motion to approve the amendment to agreement for portable toilet waste disposal to include the addition of a vehicle with a maximum capacity of 1,500 gallons per load.

Result:	Passed
Moved By:	Ryan
Seconded by:	Spooner
Voted Yes:	Dorendorf, Powell, Winter, Ryan, Spooner, Thomson

e. St. Maries Public Library – Request for Street Closure. – action item

Motion to approve the street closure, if the lower parking lot is inaccessible at the time of the event, of College Avenue from 7th to 8th Street on July 25, 2025 from 11am to 2pm.

Result:	Passed
Moved By:	Dorendorf
Seconded by:	Powell
Voted Yes:	Dorendorf, Powell, Winter, Ryan, Spooner, Thomson

f. Public Hearing: Appeal for water service denial to property located outside of City Limits (379 Rimrock Drive). – action item

Terrun Zolman, City Attorney, gave an introduction to the appeal request, stating that the request to connect to the City's water system outside of city limits was denied at the time of the request due to Resolution No. 2023-321. The applicant, Kelly Williquette, presented his request as to why he should be allowed to connect this property located at 379 Rimrock Drive into the City water system. There were no questions for staff or applicant by Councilors at this time. The public hearing was open at 7:15 PM. There were

no written comments. There was no testimony being in favor, neutral, or in opposition. Following public comments, Councilor Winter asked Zolman if this gets approved, does that mean everyone within these areas get to connect to the City water system, which Zolman replied that each person would have to be looked at on an individual basis and can expect neighbors of the applicant that are in the same situation to rely on similar evidence with respect to the City, County and Fire District records from the past. Applicant, Kelly Williquette requested that the motion made be to allow specific neighborhoods be allowed to hook into the system, which Zolman responded due to the possibility of future capacity issues, suggests to keep the motion specific to the applicants request for his property. Mayor Carver stated that we have researched and about 25% of our maintenance is done on water issues outside of city limits which puts a lot of work on City crew. Councilor Spooner stated that a water district should have been started when pipes outside city limits to resolve any issues with the system. Williquette commented that having their service connected is not going to change the fact that the pipes are old. Due to new facts being elicited, the public was offered another opportunity to speak. There were no comments being in favor or in opposition. Chris Renaldo, being neutral, stated he is curious on what the owners certificate states as it should list the water source for the property. Renaldo stated that the platted lots are different than a piece of county property that are in the service area. There were no additional comments. The public hearing was closed at 7:24 PM.

Following deliberation, there was a motion to approve the request for applicant to receive City water services for property located at 379 Rimrock Drive, St. Maries, Idaho 83861, based on the City having sufficient water at the time of the request, the City is providing the same water services to neighboring residents in River Pine Estates, and the main is already extended to their property.

Result:	Passed
Moved By:	Dorendorf
Seconded by:	Thompson
Voted Yes:	Dorendorf, Powell, Winter, Ryan, Spooner, Thomson

g. Public Hearing: Fee Increases for Nonconforming Use Certificate Application, Building Permits, Street Closures, Parades, and City Property Rentals (Resolution No. 2025-350). – action item

City Clerk Kinzer gave an introduction of the public hearing and proposed fees. The public hearing opened at 7:33 PM. There were no written comments. There was no testimony being in favor of or being neutral. Shirley Ackerman, shared she is in opposition of the fee increase for the park, street and amphitheater fees, as it impacts organizations. Aaron Nelson, being in opposition of the fee increases for park, street and amphitheater fees, stated that the fees impact businesses. Councilor Winter stated he is in favor of not charging non-profit organizations fees. The public hearing was closed at 7:43 PM.

A motion was made to approve Resolution No. 2025-350 to update the fee increases as presented.

Result:	Passed
Moved By:	Spooner

Seconded by: Dorendorf

Voted Yes: Dorendorf, Powell, Winter, Ryan, Spooner

Voted No: Thomson

h. Update on Drug & Alcohol Policy. – discussion item

Terrun Zolman, City Attorney, updated the Council on findings when researching options for the drug and alcohol policy. Zolman stated that pre-employment testing for all employees violates the 4th Amendment and suggests looking into only doing pre-employment testing and random testing for safety-sensitive positions.

i. Personnel Policy and Administrative Policies (Resolution No. 2025-351). – action item

Motion to approve the Personnel Policy and Administrative Policies with an effective date of August 26, 2025, excluding Administrative Policy 2025-01; Drug and Alcohol Policy,

Result: Passed

Moved By: Ryan

Seconded by: Dorendorf

Voted Yes: Dorendorf, Powell, Winter, Ryan, Spooner, Thomson

j. Joint Building Inspector Services with Benewah County. – discussion item

Terrun Zolman, City Attorney, explained to City Council that Benewah County had reached out requesting assistance from the City's building inspector to assist with Commercial projects on an as-needed basis. Jacob Parsons, Building Inspector, stated that it would be a net benefit for the City.

7. Reports and Communications

a. Mayor's Update.

Mayor, Tom Carver, stated he has received comments regarding the Concert in the Park/ Vendors in the Park having vehicles park on the grass area of the field.

b. City Council Comments.

Ed Spooner made a comment about the Mayor's article regarding Solid Waste in the Gazette Record the last week being spot on.

Tina Thomson made a request to include council packets on the city website for people to easily access.

c. Public Works Director's Update.

Shiloh Pfeiffer, Public Works Director, asked Council if there was anything they see needing completed around the City. Pfeiffer stated they aren't able to see everything around town when they have projects happening and appreciate the Council and public's input on issues that may need addressed around town.

Doug Ryan requested they check out the weeds in front of the City Park.

Charles Winter requested a water truck clean up around town.

d. Police Update.

Eric Bailey, Patrol Officer, stated that the department is trying to be active in the community to assist in making it more safe.

e. Building Official Update.

Jacob Parsons, Building Official, states that the building department is getting a good response from community regarding building permit requirements and questions.

8. Public Comments

Mayor Carver recited the rules and procedures for public comment, followed by an opportunity for comments from the public regarding items included on the agenda and other topics relevant to the business of the City of St. Maries. Information only; no Council action.

Aaron Nelson, with Chamber of Commerce, noticed Councilor Doug Ryan walks around town and picks up trash, and thanks him for doing so.

9. Executive Session §74-206(1)(f)

Motion to convene in executive session pursuant to Idaho Code §74-206(1)(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.

Result:	Passed
Moved By:	Dorendorf
Seconded by:	Powell
Voted Yes:	Dorendorf, Powell, Winter, Ryan, Spooner, Thomson

The Mayor announced that those not participating in the executive session were asked to please exit the room. An executive session was held, as noted above.

The Executive Session ended, and the regular session was reconvened at 5:52 PM.

10. Adjourn.

With no further business on the agenda, the meeting was reconvened and adjourned at 8:54 PM.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their regular meeting held on _____.

Tom Carver, Mayor

Attest: Jaidyn Kinzer, City Clerk