

MINUTES OF THE REGULAR COUNCIL MEETING HELD 4/24/2018  
 Mayor Ryan Smathers  
 6:00 p.m.

Pledge of Allegiance

Council Members

Present: Jennifer Dunaway, Mark Swayne, Don Gardner, Shannon Schrader, Josh Tilley and Sean Simmons

Staff: Administrator-Rick E. Laam, Clerk-Janet R. Montambo, Treasurer-Donna Wilson, Building Official-Todd Perry, Public Works Supervisor-Shane Miller, Water/Wastewater Supervisor-Michael Martin, Police Chief-Jeff Wilson, Fire Chief-Mike Lee and Assistant Fire Chief-Keith Brink

Guest: Ken Harvey

Media: Elizabeth Morgan and Nancy Butler

AMENDMENT TO AGENDA

Councilmember Simmons made a MOTION to amend the agenda and add the Additional Bills, the Treasurer's 2<sup>nd</sup> Quarterly Finance Report, and the Revenue vs. Expenditure by Fund report ending March 2018 and Public Use of Tennis and Basketball Courts placed under Petitions, Applications, Appeals and Communications. Councilmember Dunaway seconded the motion and it passed with a roll call vote resulting in all ayes.

MINUTES

The Regular Council Meeting Minutes held on April 10, 2018 were approved by a MOTION made by Councilmember Schrader. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

The Regular Planning and Zoning Meeting Minutes held on February 20, 2018 were submitted to the Council for review.

BILLS AND CLAIMS

Councilmember Simmons made a MOTION to approve the regular bills and the additional bills as presented and the Payroll ending April 14, 2018. Councilmember Dunaway seconded the motion and it passed with a roll call vote resulting in all ayes.

## PUBLIC HEARING

### Sale of 10478 Highway 12 Property

Mayor Smathers opened the Public Hearing at 6:07 p.m. for the Sale of 10478 Highway 12 property.

Administrator Laam reported that state law requires the city to hold a public hearing whenever real property is sold by a public entity. The city has the right to set a minimum bid amount on the property and must declare this amount during the public hearing. The city has expended in excess of \$35,000 in excavation, demolition, legal costs and payment of liens on the property to date and this should be the starting point for any bids to be responsive. The city acquired the property through a drug forfeiture process through the District Court. If the city receives no responsive bids at the May 15<sup>th</sup> bid opening, then City Council has the authority to dispose of the property in any manner that is in the best interest of the community,

Mayor Smathers asked if there was any further written or verbal testimony from the public for or against the sale of the property at 10478 Highway 12 in the amount of \$35,000. After hearing no further comments from the public, Mayor Smathers closed the public hearing at 6:15 p.m.

## PETITIONS, APPLICATIONS, APPEALS AND COMMUNICATIONS

CCED Sponsorship Request - Administrator Laam reported Chris St. Germaine could not be in attendance of the meeting but wanted to submit her request for the City's Sponsorship on the CCED program. Historically, the Idaho Department of Commerce funds the CCED program by 29%; local government 21%; Private sponsors 28% and Contracts 21%. Councilmember Swayne made a MOTION to pledge \$8,000 towards the 2019 Clearwater County Economic Development program. Councilmember Schrader seconded the motion and it passed with a roll call vote resulting in all ayes.

Mountain Waterworks Inflow and Infiltration (I & I) Agreement - Councilmember Gardner made a MOTION to accept the Mountain Waterworks Inflow and Infiltration Agreement in the amount of \$20,000. Councilmember Simmons seconded the motion and it passed with a roll call vote resulting in all ayes.

Administrator Laam commented this amount will be included when this Fiscal Year budget is amended.

Homeland Security Staffing for Adequate Fire and Emergency Response (SAFER) Grant Mayor Smathers announced that he is creating a full-time Fire Chief position. Over the past 30 years the city has had a part-time paid fire department with a Fire Chief who is also part-time. With the fire department growing in operations and duties, a full-time Fire Chief is warranted.



Currently staff is working on a grant from Homeland Security which will subsidize the salary and benefits for a Fire Chief position for three years. If awarded, the grant will cover 75% of the salary and benefits for a Fire Chief for the first two years. For the final year, the grant will cover 30% of the Chief's wages.

Mayor Smathers believes the city has a good shot at being awarded this grant. But, in the event if the city does not receive the grant he would still pursue the hiring of a full-time Fire Chief.

Mayor Smathers is requesting City Administrator Laam to compile an application package detailing the job description, salary range and benefits. Pursuant to city policy the Fire Chief position will be advertised and open to all employees and interested candidates.

Councilmember Simmons made a MOTION to move forward on the Homeland Security Staffing for Adequate Fire/Emergency SAFER Grant. Councilmember Dunaway seconded the motion and it passed with a roll call vote resulting in all ayes.

Public Use: Tennis and Basketball Courts on H Street - Councilmember Dunaway asked to add this item to the agenda for discussion. First and foremost she supports the Orofino High School Tennis Team. During OHJHS Tennis Matches they have taken away the public's use of the basketball courts. The older kids are going down to the Elementary School and playing basketball there. Dunaway commented that the public basketball courts are roped off and bleachers are moved on to the courts so no one from the public can use the basketball courts during the Tennis Match. There needs to be a better solution to this dilemma and Councilmember Dunaway was asking input on what to do. Coach Sims does an excellent job in helping Public Works maintain the Tennis Courts, but the school is utilizing public property for a school function and not allowing the public to use the Basketball Courts. After Council discussion it was decided a letter will be sent to Lupe Sims, Orofino High School Tennis Coach and copied to Jeff Wright, OHS Athletic Director and Michael Garrett, Joint School District 171 Superintendent regarding the Tennis and Basketball Courts on H Street.

#### DEPARTMENTAL REPORTS

Administrator - Administrator Laam reported he will be out of the office the first week in May attending the annual PRIMA training with ICRMP. Laam commented this will be his last year with PRIMA. He is also officially off of CEDA Board and Mayor Smathers was elected to fill the vacancy.

In other news, Laam apprised the Council that he received a letter of resignation from Utility Billing Clerk, Gayle Swayne. July 20, 2018 will be her last day. Laam will put together a job packet and advertise for the vacancy in the next couple of weeks. Laam commended Gayle, stating that she is dependable and good at her job and she will be greatly missed.

It was noted Laam is working with FAA to complete the needed information for the bid process for taking out the trees along Highway 12, the seal coating and land replacement on the west end of the runway near the embankment of the river. This is part of the Runway Safety Area that has been lost to erosion of the Clearwater River. Laam will have a conference call with Gary Gates with the FAA and Riedesel Engineering to discuss the matter.

Laam is working with an individual who is interested in building another hangar on Lot 7. FAA is requiring Lot 7 to be surveyed and identify exactly where the hangar will be situated on the lot. Laam contacted Marty Gergen with Riedesel and they will conduct the survey at no charge. A map and a description of Lot 7 will be submitted after surveyed. Laam commented there is room for one more hangar on Lot 3 where Lonnie Simpson has voiced interest to build a hangar.

Treasurer - Treasurer Wilson submitted the Clearwater County Tax Recap Report, the Revenue vs. Expenditure by fund ending March 2018 and the Treasurer's 2<sup>nd</sup> Quarterly Financial Report to the Council for review.

Building Official - Building Official Perry reported to the Council he received the Nationwide Permit from the Corp of Engineers to work on the Forest Street Bridge. The window for the creek bank work is from July to September of this year. In other news Perry reported he is working with the public works crew and a contractor for replacing the sidewalk at the four-way stop and placing new ADA ramps for wheel chair accessibility.

Public Works - Public Works Supervisor Miller reported the lights in the Business Center will be replaced with LED lighting. The cost will be \$21,918.00, with Avista reimbursing the city \$11,159.56 in rebates for lights and fixtures. Miller stated there will be a savings on electricity.

Police - No report. Chief Wilson was not in attendance of the meeting.

Water/Wastewater - Water/Wastewater Supervisor Martin reported he is down one staff member for the next couple of weeks. Matt Baugh had to have surgery on his foot. It was noted that two pump motors were installed and wired at the Main Sewer Lift Station.

Fire - Fire Chief Lee reported the fire department is preparing trucks and getting ready for Wildland Fires. Outdoor control burn season will close for the summer on May 15. Lee commented he is still short-handed.

## PUBLIC COMMENT

Ken Harvey was inquiring how long has the Tiger Grant been in motion, who is writing the grant, and has anyone even talked to the Fire Department about this change from a part-time Fire Chief to a full-time Chief. Mayor Smathers apprised Harvey that he has been thinking about this for some time in wanting to make the Fire Chief's position a full time position. The Fire Department is becoming busier and busier and it is time to move forward




and he hopes to have a new Fire Chief hired by the new fiscal year. Administrator Laam commented that the city is applying for the Homeland Security SAFER Grant, and it has been in the works for a while.

#### ADJOURNMENT

At 6:53 p.m., Councilmember Dunaway made a MOTION to adjourn. Councilmember Simmons seconded the motion and it carried unanimously.

  
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Ryan Smathers, Mayor

ATTEST:

  
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Janet R. Montambo, City Clerk