

MINUTES OF THE REGULAR COUNCIL MEETING HELD 1/14/2020
Mayor Ryan Smathers
6:00 p.m.

Pledge of Allegiance

Council Members: 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 and Fire Chief-Jon Hoyt

Guest: Avery Dunaway, Ken Harvey, Debbie Haskins, Christy L. Gering, Shelly Donner, Douglas Donner, Kelly Gardner, Trey Tilley, Jaden Tilley, Turner Tilley, Tatum Tilley, Aleesha Tilley and Dawn Head

Media: Elizabeth Morgan

MINUTES

Councilmember Schrader made a MOTION to approve the Regular Council Meeting Minutes held December 10, 2019 as written. Councilmember Simmons seconded the motion and it passed with a roll call vote resulting in all ayes.

The Minutes of the Regular Urban Forests of Orofino Meeting held December 3, 2019 were submitted to the Council for review.

The Minutes of the Regular Planning and Zoning Meeting held December 17, 2019 were submitted to the Council for review.

The Minutes of the Work Session Meeting held January 7, 2020 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 December 21, 2019 and January 4, 2020. Councilmember's Swayne and Dunaway seconded the motion and it passed with a roll call vote resulting in all ayes.

OFFICIALS SUBSCRIBE TO THE OATH OF OFFICE

Appreciation for Councilmember Gardner - Mayor Smathers presented a Crystal Clock to Don Gardner who served as Councilmember for the past 8 years who chose not to rerun for election. Mayor Smathers and Council Members voiced their appreciation for the years Gardner served as a Councilmember.

Swearing in Mayor

City Clerk Montambo subscribed the oath of office to the elected incumbent Mayor Ryan Smathers for a four (4) year term and expires January 2025. This is Mayor Smathers third term as Mayor.

Swearing in New Council Members

City Clerk Montambo subscribed the oath of office to the elected incumbent council members Jennifer Dunaway and Josh Tilley; and newly elected council member, Douglas Donner. Their positions on the Council are for a four (4) year term and expire January 2025.

Election of Council President

Councilmember Dunaway made a MOTION to nominate Sean Simmons as President of the Council. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

PETITIONS, APPLICATIONS, APPEALS AND COMMUNICATIONS

Wendi Richardson Special Use Application and Planning and Zoning Commissions Findings and Written Decision and Recommendation - Mayor Smathers recused himself from discussion, and commented "it appears to be a conflict of interest living within three hundred feet of the applicant". Mayor Pro-Tem Simmons then turned the meeting over to Building Official Perry. Perry reported the Planning and Zoning Commission held a public hearing for a Special Use Application from Wendi Richardson to construct a fourplex multi-family dwelling unit in a single-family dwelling district located on Jaeger Lane. Planning and Zoning is recommending the approval of the application with the condition that the developer provide one-and-a-half off-street parking spaces per unit. Perry commented that the City Council can attach additional or more stringent conditions if necessary. Due to the small area where the four-plex is going to be constructed, staff would like to see the following conditions be placed on the project: First, increase the number of off-street parking spaces from one-and-a-half to two spaces per dwelling unit. One space for each unit must be covered and the other can be an open parking space. The second condition is that the tenants not be allowed to store boats, trailers, campers, utility trailers, ATV/UTV's, off road motorcycles, snowmobiles and any other recreational vehicles on the property where the Special Use is granted, to include Jaeger Lane, at any time.

After Council discussion and no additional questions or comments, Councilmember Swayne made a MOTION to accept Planning and Zonings recommendation with the additional conditions recommended by staff. Councilman Tilley seconded the motion and it passed with a roll call vote resulting in all ayes.

Orofino Creek Channel Maintenance Design - Administrator Laam reported on a formal proposal from the River Design Group (RDG) to prepare conceptual design alternatives for the Orofino Creek maintenance requirements along Orofino Creek and the mouth of Orofino Creek. Anne Connor, from RC&D, provided a power-point to the City Council last month explaining the dangers of additional flooding. This plan will identify maintenance options to help mitigate against future flooding and debris accumulation as we experienced in 1996. The city or the county do not own the creek, but suffers monetary damage when flooding occurs. Laam, along with Chris St. Germaine, Anne Connor and Don Gardner from the Office of Emergency Management from Clearwater County, met with the Clearwater County Commissioners to discuss the issue and request their participation in the development of a plan. The Commissioners agreed to pay \$5,000 toward the plan with the city picking up the other half. Laam commented the plan is conceptual in nature and represents only a portion of the engineering costs that will be needed for a complete and final plan. The idea is to have something developed and on the shelf to help secure funding for the development of an on-going maintenance project. The City will take the lead and work with RDG on the development of the initial plan. Actual funding for a project would not be available until 2021. Councilmember Simmons made a MOTION to open the budget and expend \$5,000 for the River Design Group to develop a plan for a maintenance project for Orofino Creek. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

Lamar Advertising Co. Lease Agreement Letter - A copy of a letter addressed to Lamar Advertising Company was submitted to the Council for review. Administrator Laam had contacted the Executives from Lamar Advertising and have agreed to the new terms of the proposed agreement as follows: 1. The term of the lease shall be for a ten-year (10) period verses a twenty-year (20) period. 2. The annual lease rental amount shall be two-thousand five hundred dollars (\$2,500.00) per sign or five-thousand dollars (\$5,000.00) per year for both signs. 3. The rental cost for each sign shall increase by ten percent (10%) after the first five years of the new agreement. 4. The city will remove the eight trees pursuant to Section 4 of the original agreement that are partially obstructing visibility of the bill board signs. The city retains the right to replace the trees with a species of tree with limited growing capacity that will not interfere with the viewing of the signs. The city's Tree Committee will make the final determination.

Councilmember Swayne made a MOTION to approve the Lamar Advertising Co. Lease agreement with the changes stated in the letter. Councilmember Schrader and Tilley seconded the motion and it passed with a roll call vote resulting in all ayes.

Free Pantry Project - Councilmember Dunaway submitted a copy of a project that she wanted to get the Council's input regarding a Free Pantry. Councilmember Dunaway commented this Pantry would be operated by volunteers and filled by people who would like to donate canned food and other staples to help the less fortunate. Councilmembers all commented with suggestions of various places throughout town. Councilmember Dunaway will contact the Food Bank and see if they would be interested in the project.

ICCTFOA Advanced State Certification Letter - The City of Orofino received notification from Holly J. Powell, Idaho City Clerk Treasurer Finance Officers Association (ICCTFOA) Training

& Certification Committee Chair. Ms. Powell was pleased to inform that Janet R. Montambo, City Clerk has met all of the requirements necessary to receive the Advanced State Certification through ICCTFOA. In addition to completion of over 100 hours of education, and significant professional and social contribution to the organization in the form of mentoring and committee service. Montambo was honored and recognized at the September 2019 ICCTFOA Conference receiving the Thirty-Year Service award. Mayor Smathers and Councilmembers all congratulated Clerk Montambo for her dedication to the City of Orofino and her advancement accreditation.

DEPARTMENTAL REPORTS

Administrator - Administrator Laam reported he met with TD&H Engineers regarding the airport improvements project. Only one out of the three phases of the project have been completed. The obstruction clearance phase of the project has been put out as an informal bid twice with only one contractor responding. The bid was rejected because of the overall cost for removing the trees located on both the north and east sides of the airport. Laam informed the council that the next time we go out for bid a formal sealed bid process will be used. This will increase the cost of the project but should open the door for alternative options if no bidder responds next time. An option that TD&H is considering is to chip the trees after they are felled and spread the chips throughout east end of the airport. This would create about a four-inch layer of chips which would eventually degrade. Small piles of chips would also be kept at the airport where local citizens would have access too for their private use. Any good trees fallen would be stocked piled and used as free firewood for the public. It was noted that any stock piling of chips or wood should be on the west end of the airport and not the east end. Sealcoating was just completed on the east end and the council was concerned about losing these improvements if logging activity were to take place in this area. The council had reservations about how Phase 2 improvements would take place but realized the city is out of options. Laam will go back to our engineers to discuss this issue.

The third Phase of improvements is dealing with a portion of Runway Safety Area (RSA) in between the runway and Highway 12 where an existing ditch is located. FAA is requiring the city to relocate the ditch outside the RSA, which means the ditch would have to be moved approximately five (5) feet closer toward Highway 12. The ditch eventually runs into a culvert at the west end of the airport and into the Clearwater River.

Treasurer-Treasurer Wilson submitted the Revenue vs Expenditure by Fund Report ending September 2019, Treasurer's Quarterly Financial Report ending September 30, 2019 and the Clearwater County Tax Recap Report to the Council for review.

Building Official - A copy of the November and December 2019 Building Permit Report was submitted to the Council for review. Building Official Perry reported he has an agreement with Josh Steiner to replace the sidewalk at the entrance to the city park. Two new ADA ramps will be installed along with the sidewalk. Perry commented he received a letter from FEMA approving Jerry Johnson's plan to begin work on upper Orofino Creek. Perry stated only two residents were contacted that would be affected by the work on Orofino Creek.

Public Works - Public Works Supervisor Miller reported the snow removal to date has not been as bad as in previous years. The first significant snow fall was taken care of by the two pickup trucks with blades. Miller stated they went out at 7:00 p.m. and worked till midnight. Recently a sander was added on one of the pickups and a deicer unit was installed on the other pickup. Miller commented, Craig Marvin is always the first to tackle the streets when it snows. Miller expressed his appreciation to all public works crew for snow removal efforts in a timely manner.

Police - Police Chief Wilson reported these past weeks the police department was hit hard with illness. In other news Wilson commented Christmas 911 was a big success thanks to Lahni, who did ninety percent of the organizing and shopping for families in need. Wilson stated she did an amazing job coordinating and fund raising for the event. It was noted the Police Department is responding to several burglary calls in the storage units located on Odie Street. Wilson asked, if anyone see's anything suspicious to please call the Police Department for investigation.

Water/Wastewater - Water/Wastewater Supervisor Martin reported his crew is going through routine maintenance and are in the process of changing valves and piping that are wearing out due to chemicals that eventually take a toll on the equipment.

Fire - Fire Chief Hoyt reported the department responded to a chimney fire over Christmas Day. Hoyt informed the council that one of his fire trucks lost a radiator which was removed and repaired in Lewiston. Hoyt apprised the Council he will have a meeting on April 16, 2020 with Idaho Rural Fire District.

WORK SESSION

Mayor Smathers reported the Work Session Meeting was held January 7, 2019. The meeting went well and was centered around Park Arena Usage involving the many users of the Arena. The main goal is to form a Uniform Park Policy for all park users to follow. The next meeting is scheduled for February 18, 2020 upstairs in the Fire Hall.

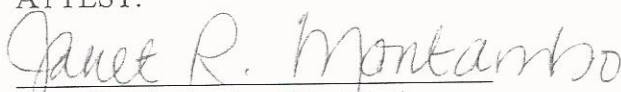
ANNOUNCEMENTS

Mayor Smathers apprised the Council the two-sided Reader Board Avista purchased for the City was denied by ITD to place in their right-of-way. The city will find another location to place the sign.

ADJOURNMENT

At 7:30 p.m., Councilmember Dunaway made a MOTION to adjourn. Councilmember Swayne seconded the motion and it passed unanimously.

ATTEST:


Janet R. Montambo, City Clerk


Ryan Smathers, Mayor