MINUTES OF THE REGULAR COUNCIL MEETING HELD 2-26-2019

Mayor Ryan Smathers

6:00 p.m.

Pledge of Allegiance

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

Staff: City 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

Guests: Jared Gray and Ken Harvey

Media: Elizabeth Morgan

AMENDMENT TO AGENDA

Councilmember Schrader made a MOTION to amend the agenda and add the Additional Bills as presented and Johnson Avenue Parking. Councilmember Simmons seconded the motion and it passed with a roll call vote resulting in all ayes.

MINUTES

Councilmember Schrader made a MOTION to approve the Regular Council Meeting Minutes as written held February 12, 2019. Councilmember Dunaway seconded the motion and it passed with a roll call vote resulting in all ayes.

The Minutes of the Urban Forests of Orofino Meeting held on February 12, 2019 was 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 February 16, 2019. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

City of Orofino Regular Council Meeting held 2-26-2019
PETITIONS, APPLICATIONS, APPEALS AND COMMUNICATIONS

Economic Development Update for January 2019 - Chris St. Germaine, Clearwater County Economic Development Specialist submitted an Economic Development update for Clearwater County. Currently, St. Germaine is working with four new startup ventures and helped connect seven existing businesses with relevant resources. Two new pharmacies Arnzen and Hell’s Canyon are expanding operations in Orofino due to the announcement of Shopko’s closure. Actively working with a regional housing committee to address affordable-safe-sober housing needs in our communities, connected two different telecommunications businesses looking into our area with resources and possible landowners for tower site development; and was successful in helping secure INL funding for science classroom enhancement at the IDYCA.

ID Requirements for a Star Card - As of October 1, 2020 you will need a Star Card or another acceptable form of identification to fly commercially or access a federal facility. The Star Card is an Idaho driver’s license or ID that has a Star to show it is in compliance with REAL ID security standards. Passed by Congress in 2005, the REAL ID Act requires uniform standards for credentials, such as driver’s license. The difference between a Drivers License and the Star Card is that with a current driver’s license you can legally operate a motor vehicle and can use it to verify your identity and/or age (e.g. voter registration, purchase alcohol) but after October 1, 2020, a Star Card is needed if you enter federal facilities, such as federal courthouses, national laboratories, and military bases and you can uses it to board a commercial flight.

Proposed Fire Department Chain of Command - Fire Chief Hoyt submitted a proposed Fire Department Chain of Command for Council approval. Hoyt would like to have a Chain of Command (COC) within the Department. A COC establishes an effective line of communication and identifies the roles of leadership during training and actual emergencies. The proposal is to use three captains, one for each of our three fire stations in which they would be responsible. The overall financial difference would be an additional $225 per month. This will establish a COC that will help give guidance to the other firefighters before, during and after any emergency calls. Councilmember Gardner inquired about the Lieutenant position. Fire Chief Hoyt reported in the event if one of the Captains was out of town or leaves the department that person will step up into the leadership role. The positions are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Fire Chief</td>
<td>Keith Brink</td>
<td>$150.00 per month (no change)</td>
</tr>
<tr>
<td>Captain</td>
<td>Holly Hardin</td>
<td>$100.00 per month</td>
</tr>
<tr>
<td>Captain</td>
<td>Mike Hardin</td>
<td>$100.00 per month</td>
</tr>
<tr>
<td>Captain</td>
<td>Bart Jones</td>
<td>$100.00 per month</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>Tom Upton</td>
<td>$75.00 per month</td>
</tr>
</tbody>
</table>

City of Orofino Regular Council Meeting held 2-26-2019
Councilmember Swayne made a MOTION to implement the Proposed Fire Department Chain of Command. Councilmember’s Dunaway and Simmons seconded the motion and it passed with a roll call vote resulting in all ayes. This will take effect immediately.

**Wildfire Workshop** - The City of Orofino received notification of a Wildfire Workshop which will be conducted Friday, March 15th from 10:00 a.m. to 2:00 p.m. at the Bell Building in Lewiston. Lunch will be provided and those who want to attend will need to RSVP by Wednesday March 13, 2019. Councilmember Gardner reported this workshop was coordinated through a grant to help mitigate Wildfires.

**Johnson Avenue Parking** - Jared Gray owner of a building on Johnson Avenue was asking if Councilmembers would consider making Johnson Avenue a one-way street and consider diagonal parking in the downtown district. Gray is trying to rent out his building to possible tenants but they had concern regarding parking. Mayor Smathers commented the Council has looked at several suggestions on downtown parking but was not able to come up with a solution. The trouble with downtown parking is that there are simply not enough parking places. Chief Wilson reported after conducting a traffic study, it was determined Johnson Avenue is not wide enough to accommodate larger truck traffic with diagonal parking. Trying to implement diagonal parking would actually decrease the number of parking spaces we currently have. It was noted that part of the parking problem is associated with employees parking directly in front of the business they work for, thereby taking up room for actual customers. Councilmembers remarked that after reviewing the study and looking at it on paper, it simply did not pencil out as an effective method for downtown parking. Mayor Smathers commented he did not want to discourage Gray but the city has not been able to come up with a better solution. It was noted a copy of the parking study will be sent to Jared Gray.

**DEPARTMENTAL REPORTS**

**Administrator** - Administrator Laam reported on March 7, 2019 a Special Council Meeting will be needed for a Public Hearing. The public hearing is for the Rural Development Block Grant (RDBG) application process. The RDBG is for the for the Orofino Business Center expansion project which houses SJX Boat Manufacturer. SJX is in need for additional space for its operations as well as the need to streamline some of its operations. In other news, Laam will be out of the office the week of March 12-16, 2019.


**Building Official** - Building Official Perry reported he is busy working with building contractors. Last week Perry, Fire Chief Hoyt, Public Works Supervisor Miller attended and completed training on handling and disposing Asbestos.

City of Orofino Regular Council Meeting held 2-26-2019
Public Works - Public Works Supervisor Miller reported public works crew is busy plowing snow. Miller commented he has used more de-icer this year and will need to put more in the budget for next year. Using the de-icer has provided savings because staff was able to use the smaller trucks rather than the bigger trucks. Staff did not have to chain up every time they went out because the de-icer kept the snow level down to a manageable height where the smaller trucks could easily plow the snow. It was noted Miller will be attending a Multi-Jurisdictional Road Group meeting.

Police - Police Chief Wilson reported he is working on a grant for E-ticketing in the police vehicles. The grant would provide new computers with docking stations computers and printers for each police vehicle. Wilson commented, it will cost about $50,000 to update the computers and if the city is not awarded the grant, he will have to budget for it in next year’s budget.

Water/Wastewater - Water/Wastewater Supervisor Martin reported routine maintenance and operations at both plants.

Fire - Fire Chief Hoyt reported so far to date the department has responded to thirteen calls for service. In other news, Hoyt met with the Safety Coordinator with the Corp of Engineers and went on a tour of the Dworshak Dam. Hoyt commented they will coordinate training together with their individual groups which will provide assistance for back up in the event of an emergency.

It was noted next month twelve firefighters in the department will attend the Clearwater Fire Academy.

ADJOURNMENT

At 6:40 p.m., Councilmember Dunaway made a MOTION to adjourn. Councilmember Swayne seconded the motion and it carried unanimously.

ATTEST: Ryan Smathers, Mayor

Janet R. Montambo, City Clerk

City of Orofino Regular Council Meeting held 2-26-2019