MINUTES OF THE REGULAR COUNCIL MEETING 4/11/2023

Mayor Sean Simmons
6:00 p.m.

Pledge of Allegiance

Council Members: Jennifer, Dunaway, Josh Tilley, Mike Gladhart, Shannon Schrader, Mark Swayne and Doug Donner

Staff: Administrator-Ryan Smathers, Clerk Treasurer-Donna Wilson, Build Official Todd Perry, Public Works Supervisor-Shane Miller, Water/Wastewater Supervisor-Michael Martin, Police Chief-Vincent Frazier and Fire Chief Bart Jones


Media: Elizabeth Morgan and Nancy Butler

MINUTES

Councilmember Schrader made a MOTION to approve the Regular Council Meeting Minutes as written held on March 28, 2023. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

BILLS AND CLAIMS

Councilmember Donner made a MOTION to approve the regular bills, the additional bills and the payroll dated April 8, 2023. Councilmember Donner inquired about the billing from K & K Insurance? Clerk Treasurer Wilson stated it was for the Fire Department’s annual premium for accidental death and dismemberment insurance. Councilmember Gladhart inquired on the billing from Fury Concrete for footings, walls and sidewalks for the basketball and tennis courts in the amount of $12,660; is that the complete project payout? Administrator Smathers reported that is not complete yet, that is for work that has been done up to this point. There are still two ADA parking spots that will be tied in to that. Councilmember Donner inquired on the $4928 for helmets? Clerk Treasurer Wilson reported that is for the 144 helmets purchased by the Safe Routes to School grant program. Councilmember Tilley seconded the motion and it passed with a roll call vote resulting in all ayes.

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III-A Insurance-Medical, Dental & Vision Coverage Proposal – Tabled for next council meeting on 4/25/2023

Kayla Brown & Alison Tompkins, J-U-B Engineering – Introduce Downtown Masterplan Revitalization Program Grant – Before getting into the discussion of the downtown masterplan, Kayla gave a quick update on a couple of other projects. The Childhood Safety Project crossings and Michigan and Highway 7. The project final bid documents have been given to the City and is working on right of way pieces and getting the project out to bid considering additional extension of time to be during the school time. There have been some issues getting contractors as their schedules are currently full. The traffic study for Michigan and Highway 7 is still at ITD for review. Hans Sween gave a quick update on the Airport Taxiway Mill & Overlay project. Bids were advertised on March 1, 2023 and bid opening happened on April 3, 2023. The bids did come in a little higher than anticipated. J-U-B will work with FAA for alternatives so that construction can continue during the summer. The pavement rehabilitation project for 2024 construction. Design will begin in the next few weeks. There is currently work on scoping for the Airport Masterplan. Councilmember Swayne inquired if the bids that came in were significantly higher than expected? Hans replied that they were fairly significant. $100,000 more on a couple of them. They are seeing high material costs. Most of the difference was in the estimate and the actual cost of asphalt. Councilmember Schrader inquired on how many contractors put in bids? Hans and Kayla both reported it was Knife River and Poe Asphalt. The bids were very comparable.

Kayla reported that they have a meeting with FAA to run through funding. Kayla reported on the downtown masterplan. This has been talked about since 2010 timeframe. It is concentrating on the downtown corridor, looking at all of the infrastructure within that downtown corridor. There will be multiple needs addressed as part of the projects. It is putting together a prioritization. A CIP for downtown to consider multiple improvements that happen simultaneously and break it up into pieces small enough and pairing different grant opportunities together for the City. In order to do this, the downtown masterplan needs to be updated as that is what is required for the grant dollars. It is addressing the multiple ADA issues, streets, storm water, sewer and water. Alison Tompkins is the planner for J-U-B Engineering and also a licensed landscape architect. She provided a tentative timeline for the project. One of the goals with these types of projects is to apply for CDBG (Community Development Block Grant) money. They will fund up to $500,000 in the project, but there are very specific guidelines in their grant application. The milestones outlined is to produce information that has to be submitted to apply for the grant. Step one is scoping with a meeting set up on Monday April 17,2023. Step one is scoping which is identifying the project area. What does the boundary look like? How many city block? What timeline schedule? The grant application deadline is the Friday before Thanksgiving. The second step is doing an existing conditions assessment, demonstrate substandard conditions to some degree. That can be anything from below ground to above ground. Infrastructure, ADA compliance, utilities, lighting and other items of the sort. The third step would be the planning piece which is coming up with strategic funding plan. Finding additional funding sources to add to the funding from the CDBG. Then there is an action strategy and implementation plan. Breaking up in to different phases. This project is specific to just the downtown corridor. Kayla stated that there are certain
criteria for communities on scoring and City of Orofino would score well on those criteria’s across the state as far as competing; and that just has to do with some of the demographics.

**J-U-B Engineering – TAP Grant – Idaho Transportation Department; Local Professional Services Agreement #96521; Local, US HWY 12 Sidewalk Project, PH 1, Project #A023891 Key #23891**

Councilmember Dunaway made a MOTION so accept the Idaho Transportation Department TAP grant service agreement. Councilmember Schrader seconded the motion and it passed with a roll call vote resulting in all ayes.

**Teny Nelsen – Request to park trailer on the grass next to gazebo for Music Festival for High School Project** - Terry and a couple of others have teamed up with a student from Orofino High School for a senior project. On Saturday, May 20th they will be doing an all music festival. The previous year they used the gazebo in the park, but was not an ideal place as it is too enclosed. It is not a great place to feature anybody. Terry stated that he had attempted to build a stage, but it was just not going to work. The solution is a flatbed trailer, it would be easy access to get in and out. The trailer is 18 feet long, approximately seven feet wide and is a dual axle tandem trailer. He would also make sure that the corners would be shored up for stability. Terry requested from Council to be able to park the trailer in the grass next to the gazebo as long as the ground is not too soft. Public Works Supervisor Miller stated that he would get ahold of Terry so they could work together to make sure the ground area is fine to park the trailer on the grass. Terry stated that he has a contingency plan if there is too much rain and that is using the fair building in the park. Councilmember Dunaway made a MOTION to approve the request by Terry Nelsen to park the trailer on the grass for the music festival. Councilmember Tilley seconded the motion and it passed with a roll call vote resulting in all ayes.

**DEPARTMENTAL REPORTS**

**Administrator**-Administrator Smathers had nothing to report at this time.

**Clerk Treasurer**-Clerk Treasurer Wilson had nothing to report at this time.

**Building Official**-Building Official Perry reported that the UFO committee met and have finalized plans for Arbor Day on Saturday, April 29, 2023. Idaho Department of Lands will be there and passing out seedlings and he believes that he heard that Smokey the Bear is going to be in attendance. They will be cooking hot dogs, bratwursts and other items. Official Perry reported that they got the holes on E Street cut out of the asphalt and the holes are prepped for planting and hope to have trees planted by Thursday or Friday. And there are still three or four more on C Street and Michigan Avenue to plant. These trees are crabapple. They do produce a fruit, but it is a really small fruit and the tree holds on to it all summer and in to the winter. Come spring the birds come and eat them. They are similar to the trees by Frontier Foods.

**Public Works**-Public Works Supervisor Miller reported that Public Works had some really good days up at the Champion Park bathroom project. They put in 144 feet of sewer line. The did stop short of the actual build site just to give them room to work. Miller spoke with Mark Fowler and City of Orofino Regular Council Meeting held 4/11/2023
he thinks he is going to be able to do the slab and Public Works will do a wall behind it with a sidewalk around it back to the storeroom door. They did the sewer ditch, got it all put in and got the water all in. The valves all held water. They dug a power ditch for Avista, they came and put in conduit and then Public Works back filled that ditch as well. All the utilities are there and ready for the next phase. Miller believes that they had it done in about two and a half days. The rented a mini excavator from United Rentals, because they couldn’t really get the backhoe in a lot of places that were necessary. Miller reported he contacted Randy Wheelhouse the Owen representative that the City purchased the sweeper from. There have been some issues with the sweeper not working as well as it should. One of the mechanics will need to come work on setting the pressures on the broom and possibly change out some parts. Miller reported that Building Official Perry and himself went to Moscow for supervisor training held by ICRMP. He stated that it was a very good training, very engaging with a lot of hands on role playing. It is a three part series and they will be returning for the additional training. Miller reported that there was a water leak on First Street. The Public Works guys dug up the water line, found the leak and was able to get it repaired. Council member Schrader went on to thank the Public Works guys for working out in the bad weather to get it taken care of. Miller reported the CIPP is starting Monday April 17th. This is the first portion starting in the RV park. This is the time sensitive one due to space 34 with a manhole that is an RV spot. They will come in to get this area done and be back approximately May 27th to do the additional line.

Police-Police Chief Frazier reported that the Police department is still keeping very busy. He reported that he had a very productive meeting with the State Highway department with an ongoing issue with an open area off of 122nd and Highway 12. This is an open area where people like to drive down to the river. There is a lot of trash down there, drug activity, ongoing tent problems and everything else you can’t actually see from Highway 12. The Police department and State Highway department are in agreement to close the bottom area off to vehicles. Bull rock has been placed there and the Highway departments intention is to create a place to pull off for three to four vehicles to park with gravel to make it presentable. They’ve been very positive and cooperative with that and understand as the weather gets better that the transition people camping in areas they shouldn’t be. They’re going to try to force more of that on themselves along with the State Police. Chief Frazier reported that he received notice from Clayne Tyler that Idaho Supreme Court denied Colpitts petition for the review of her case. That case is now officially closed. That was her last chance for an appeal. Clayne told the department they did a good job, the case was thorough, circuit courts said they didn’t do anything wrong, so the case is now adjudicated as far as it will go. It was a group effort from the Police department to get that done on their own and not a lot of outside support.

Water/Wastewater-Wastewater Supervisor Martin reported they are anticipating electricians to come within the week to finalize the UV system so it can get online and get away from the chlorine. The RV dump is now open for the season, along with the water pay stations. They are currently working on the water truck for Public Works. They have taken the two trucks and have combined them together to make one good dependable truck that should be done within the next week or two.

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Fire- Fire Chief Jones reported that they currently have had three fire calls and one rescue call for the month of April. On May 18th they have a health fair at the Elementary School, which is usually all day. It is a lot of fun teaching young kids fire safety. On May 25th the Fire department has been invited to a career day at the High School. This will be great for recruitment. Chief Jones reported the Upper Fords Creek fire burned 24 acres. They had 13 personnel on seven apparatuses. They didn’t need all of the apparatuses and personnel there, but it was nice to have them there just in case they were needed. They bumped in and out as the fire progressed, but all in all it was a good fire, pretty well controlled. No houses were lost. The fire is being investigated by the State Fire Marshal. They believe that there were some motorcycles driving around in that area. Jones stated that this was outside their jurisdiction on tribal ground. Administrator Smathers reported just a few days prior to the fire, it was covered in snow. This is a good reminder for all that it is drying out fast.

PUBLIC COMMENT

Helen Clark, Clearwater County Sheriff’s Dispatch Supervisor – Once a year dispatchers are nationally recognized for communications week. This is the second year in a row that Orofino Fire has done something for her staff. Helen stated she wanted thank the Fire department for recognition to the dispatchers. It was very much appreciated that the Chief Jones and his department went above and beyond to thank them.

John Erbst inquired when the sidewalk will be done up by the Police department? Chief Frazier reported they are waiting for the contractors to finish the job at the County Courthouse and will be at the Police department next. John stated that Councilmember Schrader and himself attended a meeting with the PLAY group. Questions were asked to Potlatch and Fish & Game. Councilmember Schrader reported on the permitting process. A person doesn’t have a permit for their full size vehicles, just a permit for the ATVs & UTVs as long as it is within 50 inches. You cannot be over the 50 inch rule. Fish & Game has contracted with Potlatch for access. When a hunting license has been purchased, a person pays a $5.00 fee and that gets you access to Potlatch property. Administrator Smathers reported the roads that are open for use have maps in several places around town for people that are going through to ride. The maps are available on Potlatch’s website and when the City’s website is updated, the maps might be able to be available there as well.

COUNCIL COMMENT

Mayor Simmons reported that Arbor Day shirts were in and hopes to see everyone at the city clean-up day on April 29th if possible. It should be a good turnout this year.
ADJOURNMENT

At 6:49 p.m., Councilmember Dunaway made a MOTION to adjourn. Councilmember Swayne seconded the motion and it carried unanimously.

ATTEST:

[Signature]
Donna M Wilson, City Clerk Treasurer

[Signature]
Sean Simmons, Mayor

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