MINUTES OF THE REGULAR COUNCIL MEETING 8/24/2021

Mayor Pro-Tern Jennifer Dunaway
6:00 p.m.

Pledge of Allegiance

Council Members: Jon Isbelle, Mark Swayne, Shannon Schrader, Josh Tilley and Doug Donner

Staff: Administrator-Ryan Smathers, Clerk-Janet R. Montambo, Treasurer-Donna Wilson, Building Official-Todd Perry, Public Works Supervisor-Shane Miller, Police Chief-Jeff Wilson and Fire Chief-Jon Hoyt

Absent: Water/Wastewater Supervisor-Michael Martin

Guests: Scott Taylor, Presnell Gage, Tye Barnett, Tina and Sal Lauria, and Michelle Gladhart

Media: Elizabeth Morgan and Nancy Butler

MINUTES

Councilmember Schrader made a MOTION to approve the Regular Council Meeting Minutes held on August 10, 2021 as written. Councilmember Tilley seconded the motion and it passed with a roll call vote resulting in all ayes.

BILLS AND CLAIMS

Councilmember Tilley made a MOTION to approve the regular bills and the additional bills as presented and the payroll dated August 14, 2021. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

PETITIONS, APPLICATIONS, APPEALS AND COMMUNICATIONS

Audit Presentation FY 2020-Scott Taylor, Presnell Gage – Scott Taylor of Presnell Gage presented the FY 2020 Audit for Council review. Taylor reported as auditors they are responsible to provide additional information regarding the scope and results of the audit to assist the audit committee in overseeing the financial reporting and disclosure process for which management is responsible. Taylor’s report to the Council included Audited Financial Statements, Auditors Reports, Scope of Audit, Accounting Policies. Taylor commented the unaccounted water this last year increased from the previous year’s audit. Taylor concluded his report and stated there were no disagreements concerning the financial statements and the auditors reports and they did not encounter any
difficulties in obtaining the information needed for the audit. Taylor wanted to thank the city staff for their help providing the needed information for the audit.

2021 Street Paving List-Public Works Supervisor Miller submitted a 2021 Street Paving List to the Council for information and review. Miller expects Herco will begin paving the end of August. The Streets to be paved are as follows:

- Odie Street 19,800 sf. - 1” overlay
- Swayne Lane 10,000 sf. - 1” overlay
- Adams Road 47,090 sf. - 1” overlay
- Railroad Road to Hwy 7” @ Cedar St. 9,054 sf. -1” overlay
- 129th + Hartford extend corner 4’ wider 3” 380 sf.

Chris Kurtz email correspondence-The Council received an email from Chris Kurtz, a tourist who recently was in Orofino visiting. Mr. Kurtz brought attention to the signage at Krystal Café that it is a blemish on the town. Administrator Smathers reported he receives weekly complaints regarding the signage at Krystal Café. After conferring with the Prosecuting Attorney this is a form of “Freedom of Speech” and she is the owner of the building and business, and nothing can be done about it.

PUBLIC HEARING

FY 2022 Proposed Budget in the amount of $7,812,173-Mayor Pro-Tern Dunaway opened the Public Hearing at 6:09 p.m. Administrator Smathers reported the FY 2022 Proposed Budget is inflated due to future grants that the City will be applying for. Each Department Head provided an overview of their proposed budget’s to the Council FY 2022. Since the bottom line of the proposed budget did not change from the Tentative Budget adopted at the August 10, 2021 meeting a copy of the Budget Synopsis was provided to the Council for review:

BUDGET SYNOPSIS FISCAL YEAR 2021-22

<table>
<thead>
<tr>
<th>GENERAL FUND:</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative (Council)</td>
<td>$ 60,165</td>
</tr>
<tr>
<td>Advisory Commissions (P&amp;Z)</td>
<td>3,250</td>
</tr>
<tr>
<td>Urban Forest of Orofino (Tree)</td>
<td>10,600</td>
</tr>
<tr>
<td>Executive (Mayor)</td>
<td>12,160</td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>329,950</td>
</tr>
<tr>
<td>CCED (Clearwater County Economic Development)</td>
<td>277,815</td>
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<tr>
<td>Police</td>
<td>1,136,840</td>
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<tr>
<td>Fire</td>
<td>647,800</td>
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<tr>
<td>Building</td>
<td>142,685</td>
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<tr>
<td>Animal Control</td>
<td>5,240</td>
</tr>
<tr>
<td>Airport</td>
<td>165,135</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
</tr>
</tbody>
</table>

$2,791,640

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### STREET FUND:
- Administration: $86,480
- Maintenance: $582,170
- Traffic Control: $15,200
- Snow and Ice Control: $21,200
- Sidewalks and Crosswalks: $40,000
- Street Lighting: $72,000
- Street Cleaning: $7,500
- Contingency: $824,550

### RECREATION FUND:
- Parks: $97,370
- Tennis/Basketball Courts: $62,525
- Contingency: $159,895

### OROFINO BUSINESS CENTER:
- Supplies/Other Charges: $33,520
- Capital Outlay: $52,755
- Debt Service/Transfer Out: $35,000
- Contingency: $121,275

### TORT INSURANCE:
- Insurance: $72,925
- Debt Service: $5,000
- Contingency: $77,925

### WATER/SEWER FUND:
#### WATER -
- Administration: $63,335
- Pumping: $40,940
- Treatment: $287,955
- Transmission/Distribution: $101,355
- Customer Accounts/Meter Reading: $69,555
- WATER TOTAL: $563,140

#### SEWER -
- Administration: $63,185
- Collection/Transmission: $530,605
- Orofino/Whiskey Creek: $13,000
- Pumping/Lift Stations: $41,790
- Treatment: $360,843
- Customer Accounts/Meter Reading: $67,880
- SEWER TOTAL: $1,077,303

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WATER/SEWER FUND TOTAL  
$1,640,443

VEHICLE REPLACEMENT:  
Capital Outlay - Automobiles  
220,000

SANITATION FUND:  
Administration  
$64,345
Contract/Supplies  
475,200
Contingency  
-

ALL OTHER FUNDS:  
EMAP  
$4,000
COMMUNITY TRANSFORMATION  
122,500
WATER BOND  
775,000
WATER BOND REDEMPTION  
400
RESERVE FUND  
535,000

TOTAL FY 2022 BUDGET  
$7,812,173

With no additional comments or questions, Mayor Pro-Tem Dunaway closed the Public Hearing at 6:40 p.m.

DEPARTMENTAL REPORTS

Administrator-Administrator Smathers reported he along with Todd, Shannon and the Mayor met with Lutheran Church Members in regards of a potential park on their property located on 115th Street. There is a 100’ x 300’ concrete slab there and easily a basketball hoop can be installed and a Pickleball Court can be painted on the slab. A design for the pocket park will be submitted to the Blue Cross Transformation Committee for funding.

Treasurer-Treasurer Wilson submitted the Clearwater County Tax Recap Report to the Council for review.

Building Official – Building Official Perry submitted the Building Permit Report for July 2021 for Council review. In other news, Perry reported and submitted Planning and Zoning Committee’s preliminary recommendation’s under General Regulations regarding recreational vehicles and camping ordinance. Perry wanted the Council to read over the information and if there is any additional information or the Council want to make any changes in the Regulations to let him know and he will forward the changes to the Planning and Zoning Commission before they have a public hearing on the amendment.

Public Works–Public Works Supervisor Miller wanted to recognize Matt Potratz for the help and suggestion on using a pesticide to kill a grub that was making the grass dry out in the park, even

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after the park was being watered. It made a big difference and Potratz spread the pesticide and did it for free. Dr. Pipeline began the pipe bursting on Floyd Alley and that went well. Then they went to Kalaspo and that was a fiasco to pipe burst a 4” to 6” they were having equipment problems. They will go to Pine Heights Drive to pipe burst a 6” to 6” pipe and he for sees no problem there. Monday, the Main Street pump was plugged again. Miller is working with Reiner Pumps and getting information on a different pump that they guaranteed that won’t plug up, he will try one out and see if it will work. It was noted Herco’s equipment broke down and he hopes that they will be here in September to begin the paving project.

Police-Police Chief Wilson reported the camera’s at the park have been installed and provides live feed to the Officers. Sergeant Frazier was the one that installed the camera’s and down load the application to the departments phones and computer’s to receive clear pictures for the live feed. Wilson reported it is a huge benefit to be able to go back on the live feed. In other news, Wilson reported he received a verbal notification and the Orofino Police Department was awarded the Corona Virus Grant in the amount of $45,000. And for the bad news the flat roof at the new police department was leaking when the last rain storm came through. Wilson is getting quotes on replacing the roof. It was also noted the building has four different heating/air units. After they were checked and maintenance performed on the unit’s it was found that one of the unit’s had caught on fire some time ago and did not work at all and will need to be replaced as well.

Water/Wastewater- No report. Martin was not in attendance of the meeting.

Fire-Fire Chief Hoyt reported the Fire Department provided ten days of help from the Orofino Fire Department firefighters with the Brush Truck on the recent Bedrock Fire in Lenore. Hoyt kept enough firefighters for coverage here in town. The department was prepared to respond and adapt. Hoyt commented seven different companies took pictures of the brush truck and was impressed with how it was equipped to fight Wildland Fires. The fire destroyed mostly out buildings and only two residential homes, but all the fire departments need to be complimented for saving the twenty two structures that was in the line of the fire. The fire burned up to 8,000 plus acres. The Orofino Fire Department had twelve to fourteen employees rotating shifts to help with fighting the fire.

RESOLUTION

Resolution 21-505 Personal Leave Amendment
A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF OROFINO, IDAHO AMENDING THE CITY’S PERSONNEL POLICIES AND PROCEDURES, UNDER SECTION IV, ITEM C; UNDER EMPLOYEE BENEFITS; AND ADD A NEW BENEFIT CALLED – PERSONAL LEAVE CASH OUT; AND ADDING A NEW OFFICIAL U.S. FEDERAL HOLIDAY–JUNETEENTH NATIONAL INDEPENDENCE DAY; AND PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Schrader made a MOTION to adopt Resolution 21-505. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

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Resolution 21-506 Fair Housing
A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF OROFINO IDAHO, ADOPTING A POLICY TO IMPLEMENT A FAIR HOUSING PROGRAM BASED ON TITLE VIII OF THE 1968 CIVIL RIGHTS ACT.

Councilmember Tilley made a MOTION to adopt Resolution 21-506. Councilmember Isbelle seconded the motion and it passed with a roll call vote resulting in all ayes.

Resolution 21-507 Citizens Participation Plan
A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF OROFINO, IDAHO, ESTABLISHING A CITIZEN PARTICIPATION PLAN WHICH WILL HELP ENSURE THAT ALL INDIVIDUALS, ESPECIALLY LOW AND MODERATE INCOME FAMILIES ARE ABLE TO PARTICIPATE IN ICDBG ACTIVITIES.

Councilmember Schrader made a MOTION to adopt Resolution 21-507. Councilmember Tilley seconded the motion and it passed with a roll call vote resulting in all ayes.

Resolution 21-508 Certifications
A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF OROFINO, IDAHO CERTIFYING THAT THE CITY OF OROFINO WILL COMPLY WITH ALL LAWS AND REGULATIONS REQUIRED FOR THE APPROVAL AND IMPLEMENTATION OF AN IDAHO COMMUNITY DEVELOPMENT BLOCK GRANT (ICDBG) AND THAT ALL DATA IDENTIFIED IN THE APPLICATION IS TRUE AND CORRECT.

Councilmember Schrader made a MOTION to adopt Resolution 21-508. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

ORDINANCE

Ordinance No. 816 FY 2022 Appropriation Budget
AN ORDINANCE OF THE CITY OF OROFINO, IDAHO, ENTITLED ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 APPROPRIATING THE SUM OF $7,812,173 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF OROFINO FOR SAID FISCAL YEAR, AND PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Tilley made a MOTION to adopt Ordinance No. 816 under the suspension of the rule requiring three complete and separate readings, and that it be read by Title only. Councilmember Swayne and Schrader seconded the motion. Clerk Montambo read Ordinance No. 816 - FY 2022 Appropriation Budget by title only. Roll call vote is as follows: Councilmember Tilley – Aye; Councilmember Swayne – Aye; Councilmember Donner – Aye; Councilmember Schrader – Aye; and Councilmember Isbelle – Aye.

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COUNCIL COMMENT

Administrator Smathers reported Orofino Celebrations Inc. Board Members met tonight and he received notification they have cancelled this year’s Lumberjack Days and parade due to the increase in Covid cases in this area.

ADJOURNMENT

At 7:25 p.m., Councilmember Schrader made a MOTION to adjourn. Councilmember Isbelle seconded the motion and it passed unanimously.

Sean Simmons, Mayor

ATTEST:

Janet R. Montambo, City Clerk

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