MINUTES OF THE REGULAR COUNCIL MEETING HELD 9/25/2018
Mayor Ryan Smathers
6:00 p.m.

Pledge of Allegiance

Council Members: Jennifer Dunaway, Mark Swayne, Shannon Schrader and Josh Tilley
Absent: Don Gardner and Sean Simmons
Staff: City Administrator-Rick E. Laam, Clerk-Janet R. Montambo, Treasurer-Donna Wilson, Public Works Supervisor-Shane Miller, Police Chief-Jeff Wilson and Assistant Fire Chief-Keith Brink
Absent: Building Official-Todd Perry and Water/Wastewater Supervisor-Michael Martin
Guests: Ken Harvey, Chris St. Germaine and Steve Stajkowski
Media: Elizabeth Morgan and Nancy Butler

AMENDMENT TO AGENDA
Councilmember Swayne made a MOTION to amend the agenda and add the Additional Bills as presented. Councilmember Schrader 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 held on September 11, 2018 as written. Councilmember Tilley seconded the motion. Councilmember Swayne commented that on page two (2) of the minutes it should read “Councilmember Swayne was inquiring if the School District would review traffic control with the Orofino Police Department for the placement of Stop Signs on Dunlap”. The minutes were passed with a roll call vote resulting in all ayes.

BILLS AND CLAIMS
Councilmember Swayne made a MOTION to approve the regular bills and the additional bills as presented and the Payroll ending September 15, 2018. Councilmember Schrader seconded the motion and it passed with a roll call vote resulting in all ayes.
PETITIONS, APPLICATIONS, APPEALS AND COMMUNICATIONS

Clearwater Basin Advisory Group Meeting Agenda - The City of Orofino received a copy of a Meeting Agenda for the Clearwater Basin Advisory Group for information only and to invite the Council if they are interested in attending. The meeting is scheduled for October 4, 2018 at 6:00 pm at the Red Lion Conference Center, Lewiston, Idaho.

OBC Proposed Project Update - Chris St. Germaine, CCED reported last year Steve Stajkowski, SJX Jet Boats requested an expansion of the Orofino Business Center. The architectural plan costs for expansion came in over budget and the project was set-aside. Steve Stajkowski went back to the Architect and changed the design by moving an interior wall making space for two additional offices inside. The new plan includes a new 60’ x 80’ building in the caged storage area behind the Orofino Business Center. These changes would streamline SJX’s production process and provide for a more cost-effective approach to his manufacturing of boats. St. Germaine was inquiring if the Council would support the proposed changes to the Business Center. Councilmember’s agreed to support the changes and gave St. Germaine permission to move forward on the Orofino Business Center proposed project.

OHS Student Body Letter RE: Maniac Mudball - The City of Orofino received a letter of request from Ally Waggener, Orofino Junior-Senior High School Student Council to use the Orofino City Baseball field for a Maniac Mudball Baseball game. Ms. Waggener stated the Student Council representatives are fully prepared to hold themselves responsible for the conditions of the property and the property will be returned to the same condition as before. The event will be chaperoned with teachers and parents involved. Mayor Smathers commented the Maniac Mudball is commencing as he is speaking. Councilmember Swayne inquired about putting it back in better shape as before. Public Works Supervisor Miller reported some of the kids that are participating is also on the high school baseball team and they will make it right. They will work with Public Works Department to make sure everything is put back in order.

DEPARTMENTAL REPORTS

Administrator - Administrator Laam reported on behalf of Building Official Perry. Perry contacted ITD requesting another inspection on Hollywood Bridge. Perry was told that ITD would not be there to actually inspect and was asking Perry to take a picture and send it to ITD. It was noted Walrath Insurance merged with HUB Northwest. Laam was updated by Trisha Fletcher from Walrath Insurance.

Laam announced that he received notification that Janet Montambo, City Clerk was elected to the ICCTFOA Executive Board as Secretary and Donna Wilson, Treasurer was elected to serve as 2nd Director for District 2 during the 2018-19 ICCTFOA Conference in Coeur d’Alene last week. Mayor and Councilmember’s congratulated Montambo and Wilson for their appointments to the ICCTFOA Association.

Treasurer - Treasurer Wilson submitted the Clearwater County Tax Recap Report to the Council for review. Wilson reported the last billing was received from Accela on the computer software. To date the city paid $45,311 for software upgrade and training. Accela quoted $67,425 for the software upgrade and training. Wilson commented there was not much training needed on the new software so the city did not have to pay for the full amount of quote.

City of Orofino Regular Council Meeting held 9/25/2018
Building Official - No report. Building Official Perry was not in attendance of the meeting.

Public Works - Public Works Supervisor Miller reported the cross-walks, center lines and fog lines were painted this past week. Miller indicated the ADA sidewalk at Champion Park is now complete. The Public Works crew is finishing up the tree pruning along many of the city’s Right-of-Ways. Miller commented there was minimal repair work at the park after this year’s Lumberjack Days. It was noted the crew is getting ready for winter. Councilmember Swayne inquired if there were any electrical problems during Lumberjack Days. Miller reported OCI hired an electrician to fix what needed to be fixed for the vendors during Lumberjack Days. Miller commented everything were no electrical problems or water line broken this year.

Police - Police Chief Wilson reported he has a very good police candidate in line for his current vacancy in his department and will make a conditional offer of employment by next week. He hopes to report on his selection by the next Council meeting. Wilson commented all went well during the Lumberjack Days with only about a half-dozen arrests over the weekend.

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

Fire - Assistant Fire Chief Brink reported the Lumberjack Days breakfast was successful this year and was within $100.00 in sales from last year.

RESOLUTION

RESOLUTION NO. 18-480 (Amend City-wide Fee Schedule) - A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF OROFINO IDAHO, ADOPT AN AMENDMENT TO THE CITY-WIDE FEE SCHEDULE; AND PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Schrader made a MOTION to adopt Resolution No. 18-480 Amend City-wide Fee Schedule. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

UNFINISHED BUSINESS

Mayor Smathers commented back in June of this year, he announced that the city would be creating the position of a full-time Fire Chief. The hiring process is now in the last stages of bringing somebody aboard for this position. As a result of advertising for a full-time chief, the city received fourteen (14) completed applications for the job. Applications as far away as New York, Illinois, Colorado, Utah, Oregon and Idaho were received. Mayor Smathers announced the list of names received have been narrowed down to five (5) candidates for personal interviews. During the interview process which will take place on October 10, 2018, the city will have two veteran fire fighters from different cities to assist in the selection process. The following individuals will be interviewed for the job.

Jonathon Hoyt
Fredrick Isgar

Lewiston, ID
Syracuse, New York

City of Orofino Regular Council Meeting held 9/25/2018
Bart Jones  
Holly Hardin, Interim Orofino Fire Chief  
Don Gardner  
Orofino, ID  
Orofino, ID  
Orofino, ID

It is anticipated once a job offer has been made and accepted by a candidate, this position will tentatively have a starting date of mid-November 2018. We are in a complete rebuilding and reorganization of our Fire Department. We want to serve the public with the best candidate and the best all-around fit for our department.

ADJOURNMENT

At 6:37 p.m., Councilmember Dunaway made a MOTION to adjourn. Councilmember Swayne seconded the motion and it carried unanimously.

Ryan Smathers, Mayor

ATTEST:

Janet R. Montambo
Janet R. Montambo, City Clerk

City of Orofino Regular Council Meeting held 9/25/2018