MINUTES OF THE REGULAR COUNCIL MEETING 7/25/2023

Mayor Sean Simmons
6:00 p.m.

Pledge of Allegiance

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

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

Guests: Alan Schumacher, Sal Lauria, Loretta Stout, LJ Reece, Richard Hull, Susan Harrington, S. Anderson-Berreth, Helen Clark, Shelly Donner, Sarah Walker and John Erbst

Media: Elizabeth Morgan and Nancy Butler

Absent: Council Member Shannon Schrader and Public Works Supervisor-Shane Miller

MINUTES

Councilmember Donner made a MOTION to approve the Regular Council Meeting Minutes as written held on July 11, 2023. Councilmember Gladhart seconded the motion and it passed with a roll call vote resulting in all ayes.

A copy of the Regular Planning and Zoning of Orofino Meeting Minutes held July 18, 2023 was submitted to the Council for review and information only.

BILLS AND CLAIMS

Councilmember Dunaway made a MOTION to approve the regular bills, the additional bills and the payroll dated July 15, 2023. Councilmember Tilley seconded the motion and it passed with a roll call vote resulting in all ayes.

PETITIONS, APPLICATIONS, APPEALS AND COMMUNICATIONS

Orofino Fire & Sunnyside Rural Fire District MOU (Memorandum of Understanding) FEMA Grant Application #EMW-2022-FG-06349 – Councilmember Donner inquired if this was just a City of Orofino Regular Council Meeting held 7/25/2023
standard MOU. Chief Jones stated that just an agreement between Orofino Fire and Sunnyside Rural Fire for the SCBA (Self Contained Breathing Apparatus) grant. It is not a mutual aid agreement. It is a requirement for the grant application. The grant is for a total of 25 SCBAs with a high pressure fill station; 17 for Orofino Fire and eight (8) for Sunnyside. Councilmember Donner made a MOTION to approve the Orofino Fire and Sunnyside Rural Fire District MOU for the FEMA Grant Application. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

**JUB Engineering – Agreement for Professional Services (FAA Format) Master Plan Update, A.I.P. 3-16-0026-014-2023 (AIP) 3-16-0026-015-2023 (BIL)** – Kayla Brown reported that the previous plan is over 10 years old. It is required by FAA to put together the capital projects list to be assembled. It consists of a team of individuals representatives, city users, aviation and EMS to talk about the future of the airport and what improvements or projects that will occur for about the next 10 years. It is funded 90% by FAA with the remaining 10% funded in combination by City and State which is usually five percent (5%) each. Councilmember Schrader inquired what the City’s portion would be? Kayla reported that the City’s portion is approximately $24,000 which is about five percent (5%). Councilmember Swayne made a MOTION to proceed with JUB Engineering Agreement for Professional Services. Councilmember Tilley seconded the motion and it passed with a roll call vote resulting in all ayes.

**Adopt FY 2023-2024 Tentative Budget** – Administrator Smathers reported the tentative budget shows an increase of 825.8% for the UFO Committee. There is the potential of a $100,000 grant that may or may not come through, but needs to be identified on the budget in case it does. The Airport shows 383.2% increase due to grants. The total budget calculation shows $2,593,847 in potential grants built into it. Some of the grants were awarded this year and others are potential grants. The two that were awarded this year are the Child Pedestrian Grant, which no bids were received and will have to go out for rebid this fall. The one for the Airport of $567,000; if the billing is not received before the adoption of the budget it will need to be identified in next year’s budget in case the funds are not paid out till after October 1st, but otherwise it will be paid out of this fiscal year’s budget and will not be spent out of next years. It is a lot of money with a lot of grant money. JUB Engineering brings in a lot of projects but also bring in a lot of grant money with those projects. Clerk Treasurer Wilson guided the council through the budget for each department for any questions they may have. Wilson stated that there were a change in State retirement for each department. For general members the rates went down, where for Police and Fire their rates increased per PERSI contribution rate changes. Councilmembers Schrader and Gladhart request that a budget review be places on the work session scheduled for August 1, 2023. Building Official Perry reported that there will be a meeting with Matt Perkins with Department of Lands; the Urban Forest Regional and Urban Planner. He is the one that informed the City of the grant that could be applied for that is earmarked for tree removal. This has not been applied for yet but will look at putting in the application after the meeting. Finance and Administration did increase some due to anticipation of painting City Hall. Mayor Simmons inquired about the heat pump and duct cleaning; is it being replaced? Wilson reported that this is always put in for the possibility of replacement as the system is aging and not sure when and if it will need to be replaced. Chief Frazier reported to the council that his budget for this year still currently has 44%

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left with only a couple of months left in this fiscal year. He anticipates that he will have approximately 30% left to go back in to his budget for the new year. The new budget that he is presenting is a little over 11% smaller than the current budget. There were a couple of items that went up; the fees for the prosecuting attorney, added a little more in for vehicle maintenance as the 2018 police trucks are starting to show some wear. A discussion was had regarding the dispatch contract and with the additional numbers of fire calls happening that it was agreed the Fire Department would help pay $15,000 towards the dispatch contract instead of it all coming out of the Police Department. Continued with the $52,000 that is put in for the vehicle fund for future replacement. In addition, the body camera systems have become obsolete. They are no longer under warranty along with the tasers. Axon has a system that is purchased over a five (5) year period; cameras and tasers with full warranty. Starting off they will give the Police Department seven (7) brand new top of the line cameras, they will warranty at no questions asked. After two and a half (2 ½) years, they will replace all the cameras with brand new ones and after five (5) years they will replace them all again with their new model and will support those as well. The department has gotten approximately 11 years out of their current tasers and with this program, they will do the same with the tasers; they will be supplying every cartridge for training and every cartridge for use at no cost; again with full warranty. Included with the purchase is a VR system supplied with everything needed with full warranty. They will upgrade it before the end of the lifecycle. It is a commitment of five (5) years of $60,000 and has been broken down in the budget for a five year period. It saves the city approximately $20,000. Fire Chief Jones reported that he was able to eliminate some costs. He put some monies in for facilities maintenance as some of the stations are needing some attention. They are constantly looking for grants to help with aging apparatuses. Councilmember Donner stated that he noticed medical benefits are down for every department, but the Fire Department. Clerk Treasurer Wilson reported the increase is due to the anticipation of a possible full time position being added to the Fire Department that had been discussed. When figuring the medical for the budget, they are brought in as having a full family vs an individual in the case they are bringing in a full family to make sure there is enough in the budget to cover. Again, just because the amount is in the budget does not mean that it will get spent. Chief Jones stated, that if the council doesn’t approve it, the amount will be taken out. The increased salaries are also for the anticipation of the possible position, $15,000 was added for the dispatch contract and $120,000 added for the vehicle fund savings. Building Official Perry reported that his budget is down a little from the previous year. $10,000 was removed for the Springbrook program that he decided against and went with a different option call iWorks for his online permits. The bulk of the budget if for training and an additional $5000 towards the vehicle fund. Administrator Smathers reported on the Airport that is full of grants. He is anticipating that the amount of $567,000 will be billed out by the end of the current fiscal year and will come out of the upcoming budget amounts, which drops it significantly. The $414,000 for FAA, $13,000 State match, $277,814 pavement rehab construction and another $102,000 for FAA. A lot of grants built in to the Airport with very little City match overall. Public Works Supervisor Miller report that his street budget along with his portions for the water and sewer were kept very simple; everything is pretty much the same. The biggest increase of $18.3% in snow and ice is for the savings sanders. In the future for the vehicle fund they are wanting to purchase another dump truck. The biggest expense is the purchase of the mini excavator. He has ordered a new CAT 305 with three (3) buckets at the price of $93,717.50. He received an email from Western States
regarding a used mini excavator with 490 hours in immaculate shape with four (4) buckets and a compactor, which is a $7,500 item for a total amount of $80,600. It didn’t come with an 18 inch bucket that is used the most, which he is purchasing that for $1,400. With all of that, they are saving approximately $14,000 on the whole package. Parks and Skate Parks haven’t changed much. The major increase is due to the increase to ICRMP, which is across the board for all the departments that pay in to it. Councilmember Donner inquired on the revenue amount for the recreation department? Wilson reported that it stays the same every year due to levy percentage limits. Business Center has stayed the same except for the ICRMP increase. Tort fund is where the ICRMP is paid from; with the billing that the City received for the new year is $94,000 vs $79,000 for last years. Sanitation is pretty much the same with a little bit of an increase for Presnell Gage the City’s audits that are done annually along with the Springbrook software annual maintenance agreement. NADL has asked for the CPI increase, but there may be a chance that the City will need to increase sanitation rates after a review as there has not been an increase to those fees for a few years. Water/Wastewater Superintendent Martin reported for treatment is pretty straightforward; operating contingencies for some breakdown repairs, replace the cover for the sediment basin and a capital outlay of $195,000 to rehab both clarifiers. Which consists of the concrete structure, sand blasting all the metal and recoating it. With doing this, it will keep from having to replace the whole facility. The process works perfectly; it is updating some of the equipment. The clarifiers are 40 years old and have been submerged under water and are starting to show some deterioration. The chemical costs did not increase due to the UV system. It should save approximately $80,000 a year in chemicals and be saving 650,000 gallons a month of treated water that took to run the injectors. There should be a significant increase of savings. Martin is also putting away $2500 in each water treatment and wastewater administration for vehicle savings. He is currently driving a 2016 and plans on having that up to retirement. At that point, there should be enough saved for a new vehicle in the future. Water transmission and distribution increased due to a two (2) year drinking water planning grant built in for engineering costs. Sewer collections and transmission went down. There is additional in the Community Transformation for the LTHAC TAP Grant and the Community Development Block Grant to equal $650,000. Total amount of the tentative budget equals out to $11,089,026. This is the highest amount it will be, but can go down for adoption of the final budget amount after all has been reviewed. This is a 15.5% increase from the previous year’s budget; as discussed $2.5 million of this is grants built in. Councilmember Dunaway made a MOTION to adopt the Tentative Budget for FY 2023-2024. Councilmember Swayne seconded the motion and it passed with a roll call vote resulting in all ayes.

DEPARTMENTAL REPORTS

Administrator - Administrator Smathers reported he worked with the Youth Conservation Corp kids. They were a good group; got a lot of work done. They had the chance to tour SJX with a partial tour of ASE and learned a lot with the potential of jobs in the future. Smathers inquired from the council regarding the painting of the bathrooms in the park that they had volunteered to do? We have the paint, they have been pressure washed and was just wanting to see if they wanted to schedule a time to do it?

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Clerk Treasurer - Clerk Treasurer Wilson thanked Joni Spencer for filling in and doing a great job while out due to a family emergency. Reported a date error in regards to the scheduling of the Public Hearing for adopting the final budget for FY 2023-2024. She stated that she scheduled the date for August 29, 2023 and it should have been for the second council meeting on August 22, 2023. Wilson stated that it could either be left as is and schedule a Special Meeting, or publish in the Clearwater Tribune and with Clearwater County to show a change in the public hearing date. Council didn’t not see a need for the change and to just have a Special Meeting on August 29, 2023.

Building Official - Building Official Perry reported that the vendor spots for Lumberjack Days are full with a list of an additional 10. A discussion for a change for vendors during Lumberjack Days on some of the spots going from 25 feet spots to 20 foot spots on the outside with a few spaces down the middle. Perry requested that the some of the monies collected from vendors for Lumberjack Days be used for special projects, for example some plywood cut out caricature pictures (photo stations) that people can stand behind and do pictures. Councilmember Schrader stated that he thinks if they are willing to put some effort in to it, then he thinks it is a good idea.

Public Works - Public Works Supervisor Miller reported they are extremely busy with projects and making some headway. The DEBCO buildings on Vida have been tapped with the two inch water tap and splits off in to a one inch line for each building. Ironhorse has still been parked out at the gravel lot. The department was able to use the vac truck for a high pressured line. Champion bathroom is up and running. Part of this year’s paving project will include that. There is a temporary cold patch ramp. Miller, Cobbs and Winterringer would be going to JUB Engineering for GIS map training.

Police - Police Chief Frazier reported the officers have been very proactive. EVOC training at the Airport was completed with no injuries or damaged vehicles. Officer Walker was sent for training involving Internet Crimes Against Children. She will be spearheading our area for that as internet crimes are becoming more and more. Rifle range is very active and some drainage needs to addressed. Prison offered up drainage pipe for drainage issues at the range as they would like to use it as well. Frazier is encouraging his officers to get up there and make sure things are functioning as they should.

Water/Wastewater - Water/Wastewater Supervisor Martin reported a letter is being sent out due to high lead content. Next step would be turning off the water at US Bank until the issue has been corrected with a back flow device or plumbing is fixed. They are a backflow hazard. This is being addressed for public health purposes.

Fire - Chief Jones reported there have been eight fire calls and 13 rescue calls for service. No serious wildland fires. Jones cannot reiterate enough on how important the SCBA grant. Has a line on some used SCBAs from Boise that are still serviceable and safe. Costs for SCBAs for tests, but worth it with potential risks. The last fire call was at Brookwater behind Barney’s Harvest Foods. There were three apparatuses and only four personnel. State Fire Marshal deemed it an electrical fire.

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PUBLIC COMMENT

Loretta Stout wanted to commend Administrator Smathers and the YCC kids on the clean-up that they did. They did a wonderful job on cleaning up Cannon Park. Has some concerns regarding the budget and property taxes. She stated that from 2020 to 2022 her property taxes increase by 70%. She just asks the council that anything that has an impact on property taxes to look at carefully.

Alan Shumacher stated that when coming across by the airport there was a stench of sewer. He also commented on an article in the Lewiston Tribune about an article about the use of dogs in the Police Department. Police Chief Frazier touched on some of why there is not a program for the City at this time. Water/Wastewater Superintendent Martin explained why the smell from the sewer plant happens.

Sal Lauria asked Public Works Supervisor Miller about the warranty on the mini excavator that is going to be purchased for the department. Miller responded that there is only a two year warranty.

John Erbst would like to request three additional steps be put in at dike coming up from the river. Stated that the rocks when wet and sandy can be slippery and dangerous for those coming up from the river.

EXECUTIVE SESSION

At 7:30 p.m., Councilmember Dunaway made a MOTION to move into executive session after a five-minute break pursuant to Idaho Code 74-206 subsection 1 (a) to consider hiring a public officer, employee, staff member or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general. Councilmember Tilley seconded the motion and it carried unanimously.

At 8:29 p.m., Councilmember Dunaway made a MOTION to return to regular session. Councilmember Tilley seconded the motion and it passed unanimously.

ADJOURNMENT

At 8:29 p.m., Councilmember Dunaway made a MOTION to adjourn. Councilmember Swayne seconded the motion and it carried unanimously.

ATTEST:

Sean Simmons, Mayor

Donna M Wilson, City Clerk Treasurer

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