

MINUTES

City Council
City of Arco
February 12, 2024

Mayor Grady Parsons called the regular meeting to order for Monday, February 12, at 7:00 p.m. and lead the Pledge of Allegiance. In attendance were Council President Ben Tessmer, Councilmembers Bobbie Reese, Danny McCurdy, Amanda Darland, City Clerk Maribel Cahalan, Deputy Clerk Dana Jensen, and Maintenance Supervisor Tony Chisham. Guests were Tom Cammack, Rebecca Lange, Dan Koste, Christy McCurdy, Holly Anderson, Blaine Cummins, and Rosanne Smith.

Minutes from the January 22, 2024, meeting were reviewed and approved.

Public Comment – Rosanne Smith asked the Council if the City will post the City Comprehensive Plan and proposed Area of Impact map on the City website? Deputy Clerk Jensen will look for an electric copy and see if it can be posted on the City website. The map, however, is still under discussion. Council President Tessmer commented that the Area of Impact boundaries are still being discussed with the Planning and Zoning, but that the draft map has been posted on the City Office notice board since January of 2023, and available for review.

Dana Izatt/Searle Hart & Associates – Present Letter of Engagement – Mr. Izatt was not present at the meeting. Deputy Clerk Jensen informed the Council that Searle Hart & Associates had presented a letter of engagement for the Council to review if the City wishes to engage Searle Hart & Associates for the 2023 annual audit of City financial records. This performance occurs every year. For many years now, Searle Hart & Associates has conducted the audit. Council President Tessmer made a motion to approve and to have the Mayor sign the letter of engagement for Searle Hart & Associates. Motion passed.

Approve funds for Fire Department Equipment – Council President Tessmer summarized the discussion by the Council members at the February 2nd Council Work Meeting. Council members would like to support the Arco Fire Department with the funds for needed equipment in 2024. Council members found that funds in the amount of \$16,980.55 are available in the 2024 General Fund budget to support the Fire Department with the purchase of the Four Gas Detector, two sets of Turn-Out Gear, and 16 SVA oxygen cylinders. Also, the City has a cargo container that can be given to the Fire Department for equipment storage. Council President Tessmer made a motion to approve backing the Fire Department in the purchase of the described equipment for the amount specified. Motion passed.

Discuss Hay Sales - Pricing – in the past years, the City has harvest hay from the sewer facility effluent water application fields, but, due to the overflow of hay on the market in 2023 hay prices have gone down and the City did not put the hay on the market in the Fall. At current market prices and season, Council President Tessmer recommended a sale price of \$100 per ton and made a motion to approve sale of the City Hay at this price. Motion passed.

Surplus Bid Opening – Bids for advertised City of Arco surplus items were due February. There were two bids received. Council President Tessmer opened the bids and reviewed them for minimum bid compliance. Both bids met the minimum bid. One bid was for the 1985 Dodge 350 pickup truck for \$1051.50 went to Chris Crnich, and the other bid was for the Leer Camper Shell for \$215.00 went to Robin Roy Pearson. These items were accepted by the Council. Council President Tessmer opened discussion about whether to advertise the remaining City surplus items a third time. Deputy Clerk Jensen and Maintenance Supervisor Chisham recommended listing the items for online advertising with a company named Public Surplus. Ms. Jensen stated that there is no cost to the City for listings. A wider audience will be reached. The Council agreed to publish the surplus items with Public Surplus.

Consider Pre-Approved Spending Limit for Maintenance Vehicle(s) Acquisition – Council President Tessmer and Maintenance Supervisor Chisham presented some information on the value to the City to replace three smaller trucks with two larger trucks for work within the City and at the sewer plant. The smaller trucks have a value of about \$5,000 each. Maintenance Supervisor Chisham has located two State of Idaho surplus vehicles that are valued at \$8,500 and \$10,000. The valued \$8,500 pickup is a 2012 three-quarter ton extended cab 4x4 that would allow for a flatbed to be installed on the back of it. The valued \$10,000 vehicle is a 2013 crew cab 4x4 long box pickup that would allow for a flatbed

installation as well. Council President Tessmer said that Council had reviewed the City Budget at the last work meeting and that there is still \$40,000 in the Street budget. If the two larger pickups are purchased, then the three smaller pickups can be surplus, therefore the City can stay within the 023/2024 City budget. Council President Tessmer made a motion to approve a not-to-exceed the amount of \$19,000 spending limit to purchase the two larger pickups from the State of Idaho Surplus. Motion passed.

Discuss Employee Handbook – recently, the Council work meeting included review of the City of Arco Personnel Policy Handbook. There are several areas that need to be updated to coincide with the recent changes approved by the City Council. 1) the City has changed the workweek from a Thursday to Wednesday to a Monday to Sunday. This needs to be updated in the handbook. 2) the City was advised that the Health Care Provider used by the City has a 60-day probationary period for new employees. Arco Personnel Policy Handbook currently has a 90-day probationary period. Council President Tessmer recommends that the handbook should be amended to a 60-day probationary period to match that used by the City's Health Care Provider and made a motion to update the personnel handbook to outline the Monday to Sunday work week and to a 60-day probationary period for new employees. Motion passed.

Bills – bills in the amount of \$26,187.27 were reviewed and approved for payment.

Roundtable – Clerk Cahalan told the Council that Rocky Mountain Power is offering a \$500 grant to Arco. The grant's focus is on community beautification and environmental respect. After some discussion, the Mayor and Council agreed to accept the grant and to have it applied to the ongoing Arco Greenbelt improvement project.

Also, City Clerk Cahalan announced that she plans to retire at the end of 2024. The City is advertising for a part-time Deputy Clerk to be trained into the City office before Clerk Cahalan's retirement.

Deputy Clerk Jensen shared notice from Water District 34 about the cancellation of the February regular meeting. The meeting has been rescheduled for March 4, 2024, at 2 p.m. Council President Tessmer confirmed that a member of the Council needs to attend to represent the City's water rights. Councilmember Danny McCurdy agreed to attend the Water District 34 meeting.

Mayor Parsons reminded everyone of the Butte County Planning and Zoning meeting that is scheduled for February 20, at 7 p.m. at the Butte County Business Center. City Council members and the Planning and Zoning Commission will continue discussion and coordination for the Area of Impact surrounding the City of Arco in relation to the City Comprehensive Plan and the Butte County Comprehensive Plan. This is a regular meeting of the Butte County Planning and Zoning Commission.

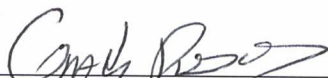
Council President Tessmer recommends that the City Council schedule a mid-term City budget-review work meeting after publication of the City's 2nd quarter budget report, usually this is published in April. The purpose of the working meeting is to prioritize the second half budget year spending and also to review the newly formatted City department wage tracking.


Councilwoman Reese shared some information from the Arco Community Parks and Rec 2024 schedule of activities that are due to be released this week. Councilwoman Reese asked if the Parks and Rec schedule can be posted on the City of Arco website? City Clerk Cahalan said that she would look into it. The Arco Community Parks and Rec activities can also be found on their Facebook page: <https://www.facebook.com/ArcoCPR/>

Councilwoman Reese said that the planned soil chemistry tests for new trees for the Greenbelt expansion have been postponed due to the new snow cover that was received last week.

Councilwoman Amanda Darland said that she would not be available for the Council meeting.

As there was no additional business, the Council adjourned at 7:36 p.m. The next regular Council meeting is Monday, February 26, 2024, at 7:00 p.m. at the City Office.


Grady Parsons, Mayor


Maribel Cahalan, City Clerk