

# MINUTES

City Council  
City of Arco  
May 08, 2023

Mayor Parsons called the meeting to order at 7 p.m. and lead those in attendance in the Pledge of Allegiance. In attendance were Mayor Grady Parsons, Council President Travis Gilchrist, Council members Ben Tessmer and Bobbie Reese, City Clerk Maribel Cahalan and Deputy Clerk Dana Jensen, Maintenance Supervisor Tony Chisham, and City Attorney Steve Stephens. Guests in attendance were Dean Haight, Tom Cammack, Tom Darland, Shelly Blackner, Rebecca Lange, Lyn Amos and E. Charlie Brown, Dana Izatt, Michael Cooper, Kurt Hibbert, Rosanne Smith, Monica Anderson, and James Riemenschneider.

Following the Pledge of Allegiance, Minutes from the last Council meeting on April 24<sup>th</sup> were reviewed by the Council and approved upon motion.

**Public Comments** – Dean Haight returned to the Council with aerial photos that he marked up of the locations and plans for an expanded driveway on a property within the City, on a road that's jointly maintained by the County and City. In collaboration with the Butte County Road and Bridge manager, they recommend a minimum of 32-inch diameter culvert installation where the driveway will cross the Ferris Slough. The Council determined that the action on the private property is outside the City's scope, but wanted to make sure that the new driveway will allow sufficient turning range for a large vehicle to avoid any damage to the street. The proposed driveway is meant to be a loop to provide adequate turning space onto the street.

Up next was Board Member, Lyn Amos, Lost Rivers Senior Center, announced the upcoming Senior Center Cheese and Wine Party (date to be announced soon). Ms. Amos asked the Council if the Senior Center needs a commercial event permit. No permit needed from the City.

**Rosanne Smith** – Ms. Smith had questions and some suggestions about the City budget, City contracts, and the possibility of electronic payments to the City. First, in response to the letter that was recently sent to City residents, Ms. Smith was wondering if or when the City might add electronic payments to the devices to pay City Utility and other bills. Kurt Hibbert noted that Sugar City, Idaho uses a software called Express Bill Pay in conjunction with the State of Idaho's municipal financial tracking software, he believes this would be possible for Arco as well. Second, inquiry by the City Clerk indicates that for about \$8,000 American Legal Services can review, codify, and put City Ordinances on the Am Legal online Code Library. Third, Ms. Smith asked about the status of the M2 Security contract to install security cameras at the part and city offices. Maintenance Supervisor Tony Chisham responded that M2 is still designing the system. Fourth, Ms. Smith pointed out that the contract period (the amount paid out on the contract) to Community Development Associates for the City Comp Plan update has ended. Since Mr. Hibbert is attending tonight's meeting, she asked if he would provide a status report. Fifth, Ms. Smith wants to know why publication of the second quarter City Budget report was not put out in April, and so far in May. Sixth, according to State Statue, the City Treasurer has a duty to publicize the monthly city bills and payments. Seventh, question regarding the need to amend 2022 Appropriation (budget) Ordinance to add 2<sup>nd</sup> round \$94k ARPA funds received. Councilman Tessmer and Attorney Stephens both summarized that if the original Budget Ordinance described all funds to be received, no Ordinance Amendment was needed just because the funds arrive at two different times. Ms. Smith urged the Council to take up the other issues and updates timely.

Kurt Hibbert provided a brief status report on the City Comp Plan draft and next actions. Mr. Hibbert notes that at this time he is completing the Economic Development section of the draft Plan, which he expects to have to the City within the next two weeks. He is also updating the demographics section with

the most current data. After the Council reviews the draft, the next action will be a Public Hearing, the goal is to publish the draft Plan on the City's webpage, or on the Butte County webpage, or possibly both.

**Searle Hart & Associates / Dana Izatt** – Dana Izatt attended the meeting to update the Council on the upcoming audit of the City finances. Mr. Izatt spent most of the day at the City Office going over this year's City Audit needs with the City Clerk and Deputy Clerk. He expects that the audit report and financial statements be completed in about one month.

**Pretty City Committee** – Shelly Blackner, head chair of the PCC, updated the City of its plans for this year's May cleanup. May 19<sup>th</sup> is set for the local high school students to participate in the annual Greenbelt cleanup. Actions for the city-wide cleanup are underway as well. Watch for details in the newspaper about dates and scheduling for the City dump truck to haul off large debris. The PCC and the Mayor plan to request a bid from a local contractor to remove the most damaged portions of the Greenbelt asphalt to facilitate re-paving, planned for this year; date to be announced. Ms. Blackner requested feedback from the Council on adding a stylish signpost to the Greenbelt near the memorial plaque honoring Ira Boyer. A planned 2024 calendar with artwork from local student kids is also in the works. The sale of calendars would raise funds for the Greenbelt and other Pretty City projects. Ms. Blackner and Tara Parsons are planning updates and new events for this year's Fourth of July celebration. The theme will be "Old Time Fourth". Stay tuned for more details to come.

**BLRID** – Monica Anderson, Secretary/Treasurer for Big Lost River Irrigation District provided the Council with details on the progress of the canal lining project. The weather, cool and wet has slowed progress, but work will speed up as the weather gets warmer. Regarding two culverts (Era and Hazel Streets) the BLRID and the City are working out joint financing to replace them with larger culverts.

Comment by Attorney Stephens on the possibility of turning the canal route into something pleasing for the community by incorporating a walkway, there was some discussion about the possibilities to install a piped system in the future. Could it be done to allow the canal to be covered and a pathway established on the surface? There were others who wondered if piping/covering the might meet flood mitigation actions recognized by the Federal Emergency Management Agency?

Monica commented that these are all good topics for the Irrigation Dist. Board to take up. Ms. Anderson also wanted to thank the residents for their patience during the canal lining project. She notes that the new Irrigation Dist. Board is still trying to bounce back and getting the office organized. They really appreciate everyone's patience.

**Tom Darland – informs Council on building demolition** – Six years after the demolition was proposed, planned hazard migration pre-work for building demolition on Grand Avenue has started. Planned demolition dates for the two buildings owned by Eastern Idaho Health Services will begin May 30<sup>th</sup>. There is a safety and traffic plan ready for planned closures of the sidewalk and one lane of traffic in front of the buildings. The demolition plan will include dust abatement and special routes for hauling away debris.

**Rec Hall bank account changes** – Councilman Tessmer noted that management of funds for the Rec Hall is within the Clerk and Deputy Clerk job descriptions. No action is required from Council on this.

**Add one or both Clerks to Arco Bank account** – Councilmembers questioned Clerk Cahalan on this. Clerk Cahalan explained that Fire Chief Dan Koste notified her that the Fire Dept. planned on opening a bank account separate from the City accounts. Council President Gilchrist stated that this action would need to be taken up by the Council before any changes are made and recommended that we invite Chief Koste to meet with the Council to discuss before any action is taken. A motion to table was made.

**Allowance for Prescription Safety Eyewear** – Council members discussed the need to meet safety protocols by having prescription safety eyewear partially paid for by the City for City maintenance staff. Councilman Tessmer made a motion to set City employee prescription safety eyewear allowance at \$500 per employee for the five City maintenance employees, per year. Motion was passed.

**Chlorine Purchase for Sewer Plant** – Maintenance Supervisor Chisham informed the Council that the quote from Integrity Pump Solutions for this year's chlorine purchase is \$3,940.16. Councilman Tessmer made a motion to approve the purchase as quoted. Motion was passed.

**Bills** – bills in the amount of \$3,626.40 were reviewed by Council members Ben Tessmer and Bobbie Reese and approved for payment.

**Executive Session** – The City Council and City Attorney retrieved to the Mayor's office to deliberate on personnel matters, acquisition of interest in real property, and to communicate with legal counsel on possible litigation. At the conclusion of deliberation, no matters or motions were brought before the Council.

**Roundtable** – Deputy Clerk Jensen discussed the upcoming 3-day financial software trainings to be held in June, July, August, and September. Training sessions are free to the City Clerks, but the City has to pay for travel, lodging and meals for the three-day course. The expected cost will not be over \$2,500, which means that the Mayor has authority to authorize these expenses without Council action. Deputy Clerk Jensen also informed the Council that former City Clerk Tara Wilson will be here on Saturday to instruct the City and Deputy Clerks in the budget process for the 2024 budget.

City Attorney Steve Stephens noted that the 2023 Legislative updates are out. This also includes the 2024 Budget manual that authorized users can download from the internet.


Mayor Parsons thanked the City staff for the work on sweeping city streets and potholes patching.


Maintenance Supervisor Tony Chisham commented that next week, the city staff will begin to trim trees lining Highland Drive. Councilman Tessmer said that he noticed several trees at the curve before the Hospital are dying or are dead and need to be removed.

Councilwoman Bobbie Reese said that there are some trees in the City Park that are also dying or are dead. Tony stated that recently upon investigation, it was revealed that the trees might not be getting enough water. A planned water system change is in the works to provide the trees more water for the summer.

The meeting was adjourned at 8:52 p.m.

The next regular City Council meeting will be held on Monday, May 22<sup>nd</sup> at 7:00 p.m. at the City office.

  
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Grady Parsons, Mayor

  
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Maribel Cahalan, City Clerk