

MINUTES

City Council
City of Arco
June 26, 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, Bobbie Reese, Danny McCurdy, City Clerk Maribel Cahalan, and Deputy Clerk Dana Jensen, Maintenance Supervisor Tony Chisham. Guests in attendance were Dana Izatt, Rebecca Lange, Tom Cammack, Rick Miller, Taci Stoddard, Kevin Harris, Carl Couture and Rosanne Smith.

Following the Pledge of Allegiance, Minutes from the last Council meeting on June 12th were reviewed by the Council and approved upon motion.

Public Comments – Carl Couture asked the Council about closing North Idaho Street from Grand Avenue to Lost River Avenue in the evening for a Street Party during Atomic Days. Council President Gilchrist along with the other council members encouraged Mr. Couture to submit a permit application and to make plans to block off the street and to ensure that minors are not allowed into areas where alcohol is served.

Rick Miller - Altura/Kevin Harris – Forsgren Engineers – Rick Miller of Altura Community Consulting & Business Finance paired up with Kevin Harris from Forsgren Associates to brief the Council about availability of Federal grant monies for Arco Parks improvements. Up to \$245,000.00 may be available. Mr. Miller and the City Council members had previously discussed the possibility of adding additional restroom facilities at Bottolfsen Park and at the Science Center Park. Mr. Miller informed the Council that the grant application is due by September 18, 2023, and that if the Council members would like assistance to complete the grant application, then action needs to be taken soon. There were several possibilities discussed for Parks improvement, as well as details of necessary actions by the City, such as naming a Grant Administrator and an engineering firm to draft plans for the application. Councilman Danny McCurdy made a motion to proceed with steps outlined by Mr. Miller and to have Altura work with the City Clerk to move forward to complete a grant application. The motion was approved. Action to name a Grant Administrator and to select an engineering firm will be on the next City Council agenda.

Next up, Kevin Harris from Forsgren Associates Engineers discussed the status of the Facility Planning Study (FPS) the City requested from Forsgren. The Study is still being prepared. Mr. Harris shared detailed information that is still needed, or clarification needed by additional data collection. This study will provide the City with action items, priorities, and cost projections for maintaining or to improve the City Water & Sewer systems. Forsgren expects to complete the FPS, once the needed additional data is collected, reviewed, and then incorporated into the FPS. FPS was funded by a grant that reimburses the City up to 75% of the cost for the Study. Mr. Harris discussed with the Council steps to get funds released for the Study.

Mr. Harris advised the Council that the lead and copper pipe inventory for the City is coming along. Forsgren expects to have the inventory report completed by October.

Mr. Harris also told the Council about Federal Strategic Initiative Grants that could help the City move forward on street chip sealing projects that are outlined in the City's Transportation Plan that have been considered in the past but have not been pursued because of insufficient funds in the City budget. Forsgren would need the funding to prepare the grant application, the preparation would include the engineering plan for a street improvement project. If the City does not receive a grant under this program, the street improvement project plan would still be available for future grant application opportunities, or for implementation should the City find funds to move this project forward.

Dana Izatt/Searle Hart & Associates, Representation Letter – up next on the City Council Agenda was the annual briefing by Accountant Dana Izatt, associate for Searle Hart & Associates, presented findings of the independent auditor’s report of the City finances for the fiscal year October 2021 to September 2022. The report is a 37-page document, plus six pages of chart explaining the findings. The report includes the auditor’s disclaimer letters regarding the audit process and recommendations for the City. As in previous years, the auditor pointed out the insufficiency of the City of Arco to have a complete separation of financial duties because of the limited number of city staff. The agenda included approvals for depreciation schedules used to prepare and complete the financial audit, but they were not discussed. Council President Gilchrist made a motion to approve the Audit as presented. The motion was approved.

Rosanne Smith/Budget (upcoming) – Ms. Smith had several requests for the Council in regard to the upcoming fiscal year budget preparation. Ms. Smith, in the past years requested the City make available additional detail of the proposed budget rather than the simple category summary that is published for the annual budget hearing. Ms. Smith pointed out the difficulty for citizens to understand the proposed budget when City activity and proposed expenses are lumped into large groupings. Council President Gilchrist pointed out that details of the proposed budget are available upon request at the City Office, but they are not available until **after** the Council working meeting to prepare the proposed annual budget. The budget working meeting was scheduled to occur on July 10th prior to the Regular Council Meeting. A decision to schedule the budget working meeting needs to be scheduled at the regular Council meeting at July 10th meeting, prior to the annual budget hearing on August 28th. Ms. Smith also stated that she has serious concerns that the City has not been able to publish the last two quarterly budget reports for public inspection as required by State Statute. As well as getting the bi-weekly Council agenda onto the website (<http://cityofarco.municipalimpact.com/home>) 48 hours prior to the meeting continues to be a hit and miss. Council President Gilchrist reminded everyone that the required 48-hour prior-to-meeting notice of Council meetings can be found on the City Office entrance doors.

Bills – bills in the amount of \$42,328.20 were reviewed and approved for payment.

Roundtable – Deputy Clerk Jensen stated that a Mayor’s Choice award and a Council’s Choice award are being planned for the Peaks to Craters Car Show that will be held on August 19, 2023, in Arco’s Bottolfsen Park. Both the Mayor and Council welcomed these special awards and promised to be on hand at the Car Show.

Mayor Parsons made note that this is the last meeting before the Fourth of July.

Council President Gilchrist said that the Pope Field Airport has been a very popular re-fueling stop for local flyers. A lot of fuel is being sold said Gilchrist. If the City Airport fund has adequate balance, additional fuel supply will be laid in to continue to supply air traffic.

Council President Gilchrist said that the names of several qualified attorneys have been made available for the City to inquire about the types of services they provide.

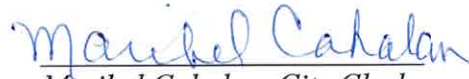
Councilman Tessmer said that he made time to go over the most recent Comprehensive Plan. Mr. Tessmer said that it still needs plenty of work and that the Council needs to get the Comp Plan project on track to completion, by scheduling another working meeting with the Planner who is preparing the Comp Plan.

Councilwoman Bobbie Reese said that the preparation for the budget process another working meeting would be good so that we can discuss funding for camera surveillance at the City Park. Also, the trees in the park need attention. In addition to general surveillance. A rather large Russian Olive tree gave way to recent storm winds. Maintenance Supervisor Tony Chisham said that the City staff have been inspecting and pruning trees in preparation for the upcoming events in the park.

The meeting adjourned at 8:48 p.m. The next regular City Council meeting will be held on Monday, July 10th at 7:00 p.m. at the City office.



Grady Parsons, Mayor



Maribel Cahalan, City Clerk