

# MINUTES

City Council  
City of Arco  
September 23, 2024

Mayor Grady Parsons called the meeting to order at 7:00 p.m., September 23, and lead the Pledge of Allegiance.

In attendance were Council President Ben Tessmer, Councilwomen Bobbie Reese, and Amanda Darland. City Clerk Maribel Cahalan, Deputy Clerk Dana Jensen, Assistant Deputy Clerk Josie Smith, Maintenance Supervisor Tony Chisham, Maintenance Lead Tim Snyder and City Planning & Zoning Chair Rebecca Lange. Guests included Donna Murray, Nick Burrows, Dusty Jensen, John Muffett and K.J. Babcock.

Minutes from September 09, 2024, the Council meeting were reviewed and approved.

**Public Comments** – No one signed up for public comments.

**Total Care IT/Nick Burrows** – Mr. Burrows presented a quote for another three-year contract to continue data and computer security for the City. The past three years of service allowed Total Care IT to find something effective for the City's security systems. To continue service, Mr. Burrows gave a quote of \$100 less per month than the current contract. The proposed services would continue to back up and secure the City's data and continue constant monitoring for breaches. The contract would include onsite service when needed, as service is first generally attempted remotely. The City Council thanked Mr. Burrows for the presentation. Council President Tessmer suggested that the Council that the quote under advisement and table any decision for now to consider other quotes that are received.

**K.J. Babcock – All Hazard Mitigation Plan – 5-year update** – Mr. Babcock presented Butte County's Office of Emergency Management timeline and process to write the next five-year Multijurisdictional County Emergency Plan. The current Plan is due to expire in 2025. The proposal is to be used for the coming year to write the updated Plan. Mr. Babcock invited the City to participate in the Plan-Writing Committee. The committee will meet on a quarterly basis starting the first quarter of 2025. Generally, the committee members include Mr. Babcock, the Fire Chief, someone from the County Office, the Hospital, the Sheriff's Office, and the Cities of Arco and Moore. Mr. Babcock stated that the last planning process input from the public was sought. Mr. Babcock asked for written confirmation of participation and commitment to adopt the completed Plan. Council members discussed this among themselves, after some discussion, Council President Tessmer made a motion to make a committee to participate in the planning process. The motion was second and passed.

**Dusty Jensen, Travis Gilchrist & John Muffett / Airport Update** – Airport Supervisor Dusty Jensen gave the Council members an update on the status of field mowing at the Airport. The new Tractor Mower is twice as efficient as the old mower tractor. Mr. Jensen said that DEQ did not present any problems in their review of Airport Operations. Also, the insurance review report found that operations are up to date and up to code.

Up next, Airport Manager John Muffett reported that previous negotiations with the State of Idaho to fund a new fuel system broke down when the contact person at the State took a new job. Mr. Muffett

said that he is working with the new contact person to see what funding opportunities are available. Mr. Muffett is hopeful that for funding of a new card reader system for the sales of fuel. Mr. Muffett asked the Mayor if he has received any feedback on the availability of Federal funds. Mr. Muffett feels that Arco and Blackfoot have been excluded from project funding and is looking for some assistance to change that.

Council President Tessmer recommended that Mr. Muffett bring this to the attention of County Commissioner Langseth as he might have some contacts.

**Executive Sessions: Communicate with Legal Counsel regarding imminent/likely litigation–**

At 735 p.m. the Council went into Executive Session until 8:13 p.m. at which time Council returned to regular session. No actions were taken, or any announcements made regarding the Executive Session.

**Appoint Code Enforcement Officer and Swear In** – Mayor Parsons nominated Tim Snyder for City Code Enforcer. Council President Tessmer made a motion to accept the nomination of Tim Snyder. The motion was second and passed. City Clerk Cahalan performed the swearing in.

**Introduce and Swear In New Assistant Deputy Clerk** – The City announced that they hired a new Assistant Deputy Clerk, Josie Smith, who will fill this position. City Clerk Cahalan performed the swearing in.

**Maintenance Lead Tim Snyder to discuss Quotes on a Lawn Mower** – Mr. Snyder, Maintenance Lead for the City presented the Council with six different quotes for a new commercial mower which would replace the mower that has met its service life this past summer. Councilwoman Reese reported that the price range for a new Lawn Mower is from \$18,000 to \$20,000. Mr. Snyder and Maintenance Supervisor Chisham both agree with the quote that includes the best price with a five-year warranty, as well as being produced in the United States. The Mayor and Councilmembers reviewed the quotes. Councilwoman Reese made a motion to purchase the mower with the best warranty from A1 for \$18,449. The motion was second and passed.

**Maintenance Lead Tim Snyder to discuss Sidewalk in front of the Post Office** – Mr. Snyder spoke to the Council on issues with repair of the section of sidewalk in front of the Post Office. The concerned sidewalk section has been removed but the ground underneath has some drainage issues that are much bigger than just replacing the sidewalk. The Council discussed the chances for creating drainage to pull rain and melt water away from the base of the sidewalk. Although, without re-sloping the entire block, or a local french drain, better drainage is not possible. City Maintenance Supervisor Chisham said that the drainage for the entire Post Office block needs to be addressed in an updated Transportation Plan. An engineered solution is needed. (During Roundtable, a proposal for an updated City Transportation Plan was discussed.) Council President Tessmer recommended finishing the temporary repairs for now.

**Change or Cancel Meeting of Monday, Oct. 14, due to Holiday** – The next regular Council meeting scheduled for Oct. 14 falls on a Federal Holiday. After a brief discussion, Council President Tessmer made a motion to amend the meeting scheduled to Tuesday, Oct. 15. The motion was second and passed.

**3<sup>rd</sup> and Final Reading of City PZ Ordinance 17, 17.04** – tonight, the third reading by Council President Tessmer, was by title only, as was the first reading of the revised Ordinance 17.04 read in its entirety, and as well as the second reading, by title only. Then, Council President Tessmer made a motion to approve Ordinance 17.04as revised and read. The motion was second and passed.

**Bills** – Bills in the amount of \$34,164.62 were reviewed and approved for payment.

**Roundtable** – Clerk Cahalan once again reminded the Council Members that the Auditor hired for the City’s annual audit finances will be visiting the City of Friday, October 4<sup>th</sup>. Clerk Cahalan asked how many Council members are available to attend the meeting with the Auditor. Councilwoman Reese said that she could attend, only if the meeting was set for 11 a.m. Councilwoman Darland said she would plan to call in at that time.

Deputy Clerk Jensen read a letter from the Pretty City Committee thanking the City for the participation and facilitation of atomic Days. Ms. Jensen gave a report on the ITD roads conference in Salmon, Idaho was very valuable. Ms. Jensen said that ITD staff were extremely helpful and attentive to problems and questions asked by the City staff. The City staff were able to request and discuss funding resources to pay for a new Transportation Plan for the City. Ms. Jensen also said that for now, the Arco Transportation Pan from 2018 has been posted on the City website. Ms. Jensen asked Maintenance Supervisor Chisham if he could update the Council on the availability of the Jetter/Vacuum truck that is for sale in New Mexico. Mr. Chisham said that the vehicle did not sell and is posted again as “make offer”. Council President Tessmer advised Mr. Chisham to notify the seller that the City’s offer still stands. Ms. Jensen asked Maintenance Lead Snyder if he could update the Council on the progress of the Greenbelt paving. Mr. Snyder said that the old pavement had been milled, except 150 yards short of the crossing at the cemetery road. Compaction of the soil was started. Compaction testing will be conducted by Forsgren on Tuesday. And Landscaping is scheduled for Wednesday. Mr. Snyder reported the contractor stacked overburden and asphalt scrapings at the Science Center parking lot, contrary to the pre-construction meeting discussed. Council President Tessmer asked Ms. Jensen to contact Forsgren and the contractor to advise of this problem.

Councilwoman Darland asked when the effective date for the City Utility rate increase will be. Deputy Clerk Jensen stated that the rate increase will take affect October 1, 2024, as has been posted at the City Office. Residential rate payers will see a \$2 per month increase. Ms. Darland reported that the trip to Salmon for the ITD Roads Conference was worth the trip. Steve Freiburger from ITD was very responsive to questions. The City staff and Council members were able to submit a short list of arterial streets that need attention and discuss funding sources and information about applications to fund a new Transportation Plan. Those who attended also learned about the various Local Highway Technical Assistance Council (LHTAC) project funding programs, especially the possibility for funding through the Children Pedestrian Safety Program,

City Planning and Zoning Chair Rebecca Lange spoke to the Council about the next commission work meeting that is scheduled for Wednesday, September 25, at 9:30 a.m. Also, with questions about zoning for multi-family dwellings the commission will discuss and will edit three versions of the draft Arco Area of Impact maps to discuss with the Butte County Planning Commission on October 17 at their regular meeting at 7:00 p.m. Ms. Lange recommends that the City Council members attend to participate in negotiations. The City’s PZ will also take up additional work on drafting updates to City zoning ordinances.

The Newly appointed City Code Enforcer, Tim Snyder, reported that several violation notices have already been issued. Mr. Snyder met with neighbors next to the properties where the violation notices that were given to provide feedback on status and process. Mr. Snyder also shared that the City staff plan on meeting with an ITD representative to inspect a gravel source that is being offered by ITD (not Chip Seal Gravel). ITD stated that the closest Chip source is at Lone Pine. Councilwoman Darland noted that it might be worth hiring a contract hauler for the City if ITD has Chip material available at that location.

A motion to adjourn the meeting was made at 9:07 p.m. as there was no further business. The next Regular Council meeting will be held on Tuesday, October 15, 2024, at 7:00 p.m. at the City Office, as Monday, October 14 is a Holiday.

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*Grady Parsons, Arco Mayor*

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*Maribel Cahalan, City Clerk*