

**CITY COUNCIL MEETING  
JUNE 15, 2016  
SALMON, IDAHO**

**Mayor Leo Marshall** opened the regular City Council meeting at 6:00 p.m. Those in attendance were:

**COUNCIL MEMBERS:**           **Jim Baker**  
  **Jim Bockelman**  
  **Russell Chinske**  
  **Ken Hill**  
  **Rob Jackson**  
  **Neal James**

**CITY ATTORNEY:**       **Fred Snook**

**Decisions/Action Items:**

- 1) Council approved Calvary Chapel's request to close Church Street between Shoup and Shanafelt Streets July 1<sup>st</sup> between 8:00 a.m. and 2:00 p.m. for Salmon River Days.
- 2) Council approved "Rock the River" at Veteran's Memorial Park August 12, 13, and 14<sup>th</sup> with set up on the 11<sup>th</sup>.
- 3) Council approved an amendment to Section B. of Consulting Agreement with William R. Gibbs, PLLC.
- 4) Business and Innovation Center Requesting Funds – was asked to attend the budget meeting next week.
- 5) Council accepted the change order by Ecosystem Research Group for \$4,168.
- 6) Council accepted No-Rise Application change order #3 in the amount of \$915.00 from Northwest with final documentation schedule to be due by June 28<sup>th</sup>
- 7) Engineering Contract for Island Park Bridge Completion was tabled until next regular meeting.
- 8) Engineering Contract for Main Street Sidewalk Completion was tabled until next meeting.
- 9) The City Clerk will get an assessment of neighboring properties for the Idaho Avenue property.
- 10) Council approved the site plan for the Beers/Slavin property.

**Consent Agenda**

- a) Minutes of June 1, 2016 regular meeting and Work Session June 7, 2016.
  - b) Bills for approval
- Motion to approve regular meeting minutes and bills by council member Hill.  
Amended by council member Bockelman to include work session minutes for June 7, 2016. The motion carried unanimously by roll call vote.

**Application for Special Event – Calvary Chapel Salmon River Days**

The Calvary Chapel would like to close Church Street between Shoup Street and Shanafelt Street for Salmon River Days July 1<sup>st</sup> between 8:00 a.m. and 2:00 p.m. Council approved the request unanimously.

**Application for Special Event – Calvary Chapel Rock The River**

The Calvary Chapel would like to hold “Rock the River” at Veteran’s Memorial Park August 12, 13, and 14<sup>th</sup> with set up on the 11<sup>th</sup>. Council approved the request unanimously.

**Amendment to Section B. of Consulting Agreement with William R. Gibbs, PLLC.**

The Current contract with William Gibbs has exceeded the \$12,000 limit. The amendment will increase the limit to \$15,000 which will terminate June 30, 2016. Council member Baker made a motion to accept the amendment. The motion carried with a unanimous aye vote.

**Salmon Valley Business Innovation Center – Tammy Stringham – Request for Funds**

Joe Proksch and Tammy Stringham gave an update and proposal to council. They said they are looking at a \$20,136.60 shortfall in their budget. Cost cutting efforts and raising of rents has brought the shortfall to \$13,256.00. They are requesting that the city discontinue charging the Business Center for water which is approximately \$4,000 per year and contribute \$10,000 annually for operating cost and repair and maintenance of the building to be reviewed annually until sufficient occupancy covers the shortfall.

Council asked them to attend the budget meeting next week.

**Breann Green Whitewater Park Update**

Breann said they are still working with NOAA and the Fish and Game to incorporate juvenile passage into the design. They will meet again in late August or September with Council. They had a great Riverfest the first weekend in June with about 35 boats floating from Shoup Bridge to Tower Creek.

**Public Comments**

Robert Dunlop, 603 Riverfront Drive, said someone asked him to mention ample opportunity for the accumulation of dog residue at Veteran’s Memorial Park now that people are crossing the area to get to Island Park. It was suggested that dog handlers keep their dogs on leashes until they actually get to Island Park. Hopefully

they clean up after them on the way. Also, he disagrees with the City Clerk's suggestion that Council limit their agenda to one public comment period. The reason why is the public may perceive it as "they just don't want us participating".

## **Team Meeting Reports**

### **a. Public Works Team Meeting Minutes**

Public Works Team Meeting

June 8, 2016

Submitted by Jim Baker

The Publics Works Team meeting was held at 2:00 p.m. on June 8, 2016. Present were Councilmen Jim Baker, Ken Hill, and Rob Jackson, Public Works Director Harry Shanafelt, staff personnel Mary Cerise and Mary Benton, participants, US Forest Service: Larry Vogel, Alex Sholes, and, Steve Frazee.

- 1) Additions /corrections: None.
- 2) Presentation by Larry Vogel and Alex Sholes on the possible availability of the City's sewerage treatment plant to receive fecal materials currently being collected at North Fork, Idaho from the Middle Fork of Salmon River float trips. City staff time will be required for engineering input in preparation of an action plan to determine feasibility for this proposal.
- 3) Street signs/City addresses/non-connecting streets: Discussion to continue – no action at this time.
- 4) Review of water/sewer non-standard service account per prior agreement with City Council. Staff will complete review of prior Council minutes to availability at the July Team Meeting.
- 5) Review preliminary survey plat presented by Tom Taylor on the Beers/Slavin property realignment and exchange. The revised plat and proposed action will be on the July 15, 2016 Council meeting agenda.
- 6) Steve Frazee presented a proposal for vacation /exchange on Copper St. between Court House Drive and Bryan Ave. Discussion will continue at the Public Works Team meeting in July.
- 7) Round Table: No further discussion.

The next Public Works Team meeting will be June 8, at 2:00 p.m. at City Hall.

Submitted: James Baker

## **b. Parks and Recreation Team Meeting Minutes**

### Parks and Recreation Team Meeting Minutes: June 8<sup>th</sup>,2016 3:30 pm

Present: Lenard Hatch, Gordon Stephenson, Neal James, Jim Bockelman, Jamie Phillips, and Rob Jackson.

Jamie Phillips came to the meeting representing the Softball Association with the intent to discuss possible changes with the contract with the city. She has a letter detailing all the changes that the association would like changed. After reading over them we moved it to Gordon to look over and come back with what he would like to see and what the parks can do.

Second on the agenda was dogs running loose in the parks (which includes the Sacajawea Center) and signage. We had a short discussion on what has been going on and don't have any answers on how to fix the problem. The issue will be carried over to the next meeting after some research is done.

After looking over the south side of the Veteran's Memorial Park and the issues of parking on the lawn, we also talked about the access issue for dogs and dog owners to get into the Island Park. There are a number of problems that stem from the end of VanDreff Street and we discussed carrying over the parking issue onto both public works to discuss possible curbs and gutters and to public safety to help determine the proper parking and number of parking spaces.

#### Round Table

Jim Bockelman brought up the need to define the sexton and their duties at the cemetery.

Lin Gray has Sacajawea Center Updates.

The Interpretive Center is open as of Memorial Day with 363 people visiting since May 30<sup>th</sup>.

Steve, the grounds keeper, is working at the cemetery one or two days a week as per Harry.

A toilet in the Learning Center backed up and overflowed 3 weeks ago, causing water damage in the basement. We worked with ICRMP to hire a restoration company from Idaho Falls. They have dried out the basement ceiling and the slate floor upstairs. We will be hiring a local contractor to install a new drywall in the basement ceiling. All of this is covered by our insurance. We will also be looking into sealing the bathroom floor to prevent this from occurring again.

The RV Volunteers are trained and onsite.

This is Lemhi County History month.

June 18th will be the Sacajawea Center's second Annual Father's day shoot.

Next Meeting will be July 13th 3:30 pm at the Veteran's Memorial Park Pavilion.

**c. Finance Team Meeting Minutes**

**Finance Team Meeting Minutes: June 8, 2016; 11:00 p.m.**

Presented by Jim Bockelman

Present: Jim Baker, Jim Bockelman, Amy Fealko, and Ken Hill.

The May financial were discussed with nothing of significance to report. The fiscal year is 67% complete and most of the departments and line items are at that percent. Those that are not have explainable variances.

There is another motel that is two months delinquent in their Local Option Tax payments. A letter has been sent and the team feels that the issue needs to be monitored closely and handled promptly. The first motel that was delinquent is moving forward with payments and a payment plan. There was discussion as to if governmental agencies are required to pay the Local Option Tax and is so, are the motels collecting it. Amy will check up on that.

There was discussion regarding if there is a Purchasing Procedure in place that is being followed. Amy said there is one but it is probably outdated. Amy explained how business is being done presently. Amy stated that she would like to review the system and readdress the procedure. The team will continue with the discussion at future meetings and then bring to Council.

There was discussion about the need to increase the fee for the dumping of human waste collected by the forest service. Amy will check with other communities for a comparison and report to the team.

Jim Bockelman has been in contact with a solar energy consultant and will keep the team updated as more information is available.

Amy gave an update on what was coming in the budget meeting later in the day. Discussion followed as to how we the Council members would like to have the process go.

Next Finance Team Meeting: July 13; 11am; City Hall Meeting Room

**d. Public Safety Team Meeting Minutes**

Presented by Ken Hill

In attendance: Chair, Ken Hill, Neal James, Police Chief KV Felker, Officers Rick Carlson and Brad Cable.

1. New officers Brad Cable and Rick Carlson were introduced.
2. A brief discussion of the Police Department upcoming budget requests held with no major changes from last year.

#### **Informal Discussion/Round Table**

- 1) Council member Chinske said he would like to revisit the current policy on facility refunds. The Finance Team will discuss the issue at their next meeting.
- 2) Council member Jackson congratulated the Public Works crew on the straight lines up the bar hill. He also stated that he would have liked the new officers introduced to the whole council, not just the Public Safety Team.

#### **Ecosystem Research Group Scope Modification and Revised Cost Estimates – Island Park Bridge Project**

The work has been completed and the bill is being submitted as a change order. Mary Cerise said the Gibson Hartwell, Ecosystem Research Group went ahead and completed the work because they knew we were under a time crunch. They stated that the amount of effort and character of the project has changed since they began work on the project.

Jim Bockelman said Amy Fealko has voiced her concerns about the increasing cost and available funds for the project.

Council member Baker made a motion to accept the change order by Ecosystem Research Group for \$4,168. All were in agreement and the motion carried. After some discussion on incorrect numbers/calculations, there was an amendment to approve after numbers were corrected. It was determined that the actual cost billed was correct. The motion carried unanimously.

#### **No-Rise Application Funding – Island Park Bridge**

The design and footprint of the bridge project has changed. Mary contacted two firms, S2O and Northwest. S2O said they were not likely to be competitive, probably around \$3,500. Northwest quoted \$915.

Council member Hill made a motion to accept change order #3 in the amount of \$915.00. The motion carried unanimously. Council member Jackson made a motion

to amend the final documentation schedule to be due by June 28<sup>th</sup>. All voted aye and the motion carried.

**Engineering Contract – William R. Gibbs, Island Park Bridge Completion**

Mary Cerise asked that a State of Idaho certification requirement be added to the contract. Council member Jackson made a motion to approve the contract subject to the amendment in the amount of \$18,095. Council member Baker asked about a time frame. There were concerns about setting a fixed amount. It was suggested that the contract could have “not to exceed” added.

Amy said she suggested it because the original contract had been exceeded. Also, the majority of the engineering has been done. For budgeting purposes we do not have a budget for the bridge and she is doing the best she can with the information she has. This would provide another piece for budgeting for the bridge. In reviewing of the bills there were several times where two engineers were present so we are essentially paying \$230.00 an hour for a meeting. She felt that this fixed fee would help control the cost. It was decided that the contract will be reworked and brought back for council approval. The motion was then rescinded by council member Jackson and the discussion was tabled until the next regular meeting.

**Engineering Contract – William R. Gibbs, Main Street Sidewalk Completion**

Tabled until next meeting.

**Idaho Avenue City Property Sale Discussion**

Council asked the City Clerk to get the property assessment of neighboring property and bring back for next meeting.

**Beers/Slavin Site Plan**

Council member Baker made a motion to approve the site plan. All were in agreement and the motion carried.

**Committee Meetings / Public Information**

- a) Public Works Team – July 13, 2:00 p.m.
- b) Parks and Recreation Team – July 13, 3:30 p.m.
- c) Finance Team – July 13, 11:00 a.m.
- d) Public Safety Team – July 13, 4:30 p.m.
- e) Budget Special Meeting – June 23, 6:00 p.m.

**Future Council Meeting Agenda Items**

1) Public comments and how many

**Adjournment**

The meeting was adjourned at 8:30 p.m.

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**Mayor, Leo Marshall**

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**City Clerk, Mary Benton**