

Minutes of the Special Meeting of the City Council of the City of Lava Hot Springs, Idaho held on Thursday, March 17, 2016 at 5:30 p.m. at the Lava City Hall, 115 West Elm Street, Lava Hot Springs, Idaho.

Present: T Paul Davids III, Mayor  
Tamara Davids, Councilperson  
George Linford, Councilperson  
Jon Thomson, Councilperson  
Brian Hinz, Councilperson  
Canda Dimick, City Clerk

Excused:

Mayor Davids called the meeting to order at 5:30 p.m.

Guests: Kit Tillotson, Les Bocek

#### **Fire Station Sewer Line Project Bid Opening & Award:**

The City sent an invitation to bid to Vaughan Smith Construction, Craig's Backhoe and KT Excavation, LLC. Mayor Davids opened and read the sealed bids received from Vaughan Smith Construction – Soda Springs \$74,257.70 and KT Excavation – Lava Hot Springs \$24,985.00. City budget for project is \$15,000.00. Kit Tillotson with KT Excavation presented explanation of the exceptions regarding his bid. There was a Digline called in prior to quoting and based on where the easement appears to be according to the legal description and his interpretation of the legal description, the sewer line is directly beneath three major phone lines that run in the county's easement. Kit called Centurylink's new installation department about relocating the service line and was only able to leave a message on an answering machine that said they would get back to him within 12-24 hours. He has noted on his bid that there is no way he can do the project without relocating the phone lines. It is his understanding with the research he has done, that the phone company will relocate the lines at their cost if it's in regard to another government entity's easement, but he cannot verify it at this time. The other exclusion on his bid is regarding the septic tank and drain field system removal. Kit is not sure how he removes a drain field. He has included the cost of pumping and physical removing the septic tank of the existing sewer but not disturbing the drain field area. Kit proposed capping the line that goes from the tank to the drain field and leaving the drain field undisturbed. There is an exclusion for rock in his bid and it's spelled out very clearly. Councilperson Thomson questioned when the project budget was set if the phone lines were taken into consideration. Councilperson Linford responded that it wasn't because they didn't know the phone lines were there. Councilperson Thomson stated that the rocks would be cost plus to any contractor. Kit Tillotson commented that because the service is installed in a county right-of-way, there are some traffic control county requirements. The road will probably need to be reduced down to one lane traffic. There will be some cost incurred for traffic control. Mayor Davids asked how long the excavation will take. Kit anticipates 1 week. The county's requirements were disclosed in the invitation to bid. Kit has contacted Bannock County. The county has required a traffic plan, which will include one lane traffic control with flaggers. Councilperson Thomson asked if the traffic control was included in KT

Excavation's bid. Kit confirmed that it was. The county is requiring a permit to be pulled and they require that the contractor guarantees the trench for two years. Idaho law requires you to call dig line before digging. Kit called dig line for his quote. Councilperson Davids made a motion to wait for Centurylink's response to KT Excavation phone call, talk to the Idaho Department of Environmental Quality regarding the easement situation and ask for an extension on the plans they have approved and relook at the budget to try and figure a way to fund the project. Councilperson Hinz seconded the motion. All voted aye, unanimous.

#### **Approval of Minutes: Table**

#### **Review, Approve or Deny 1st Quarter 2016 1% Proposal(s) A) Utah Bulletin Board – Lava Lion's/Lioness:**

The Lava Lion's proposal to share in the cost of funding an advertising bulletin board in Utah was considered. The proposal was for \$2,850 to be funded from the 1% tourism and development funds. Councilperson Linford made a motion to approve proposal. Councilperson Hinz seconded the motion. All voted aye, unanimous.

#### **Review, accept or deny Lawn Tech's cost estimate for additional tree trimming/removal contract items:**

Mayor Davids read additional contract items: 1) Tree and shrub removal for two trees along the hot pool bridge by the river \$340.00, 2) Tree and shrub removal for the willow tree on the hot pool side of the East Main Street Bridge - top and remove entire tree to the ground \$700.00 and grind stump/kill \$420.00, 3) elevate and remove lower branches to provide vertical clearance from tree on East Elm Street \$60.00, and 4) remove dead tree along river bank by Thayne Hacking pedestrian bridge \$408.00 and grind stump/kill \$176.00 for a total cost for all items: \$2,104.00. Councilperson Thomson made a motion to accept bid with completion for the additional work to be done within the extension date granted on the initial bid for the Buddy Campbell Park tree trimming project. Councilperson Linford seconded the motion. All voted aye, unanimous.

#### **Review revised Request for Proposals for Architect Services for Buddy Campbell Park Improvements Project:**

Mayor Davids reported that the scope of the project has been consolidated to one. Councilperson Hinz made a motion approving the request for proposals as revised. Councilperson Davids seconded the motion. All voted aye, unanimous.

#### **Adopt Resolution 2016-2 regarding mandatory garbage service policy:**

Canda is working on drafting the resolution with legal.

#### **Annual Clothing Allowance \$500.00:**

Canda questioned how to handle opening new accounts for the maintenance crew for annual clothing allowance from Red Wing & Tractor Supply. Mayor and City Council instructed that all new accounts

need to be approved by the council before they are established. Council approved setting up the accounts for Red Wing and Tractor Supply.

**Off Street Parking Development – 175 East Elm – Donna English Owner; Shane Tillotson, Contractor:**

Mayor Davids asked for clarification on the block wall that Shane Tillotson installed for Donna English adjoining East Elm Street. The council agreed the wall is not on City property. The owner will take the dirt off the city property to develop an off-street parking spot in the back yard off of the alley. The wall will be installed on the owner's property and they will retain the dirt. The council discussed the option for future budget to widen the road in that area and discussed how to handle other walls and steps in that area on city property. The City Council will review it at a later date. Mayor Davids reported to Council that he is going to meet with Shane Tillotson and City Maintenance Supervisor, Tony Hobson, tomorrow to discuss the wall, retaining the dirt and verify the stability of the slope.

**Work Session – For Cause Personnel Policy:**

Council reviewed Section I and II. Veteran's preference was updated from 90 days to 1 year to comply with Idaho Code. Base introductory period of 90 days was discussed. It was agreed to add that the base introductory period may be extended up to an additional thirty (30) days for three increments, ninety (90) additional days total at the discretion of the employee's supervisor if the supervisor determines that the additional time will enable the employee to meet the requirement of the employee's position. Elected officials receive mandatory PERSI retirement. Part time/regular employees who work less than 19 hours per week are not PERSI eligible. Canda will update policy and council will review at next meeting.

**Adjournment**

Councilperson Hinz made a motion to adjourn. Councilperson Davids seconded the motion. All voted aye, unanimous. Meeting adjourned at 6:55 p.m.

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Amantha Sierra, Transcriber

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T. Paul Davids, III, Mayor

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Canda L. Dimick, City Clerk