

**MINUTES OF THE
City Council Meeting for the City of Menan held April 14, 2016**

Presiding: Chauncey T. Haight, Mayor

Present: Chauncey T. Haight, Ron Jones, Noel Raymond, Keith Nelson, Allyson Pettingill, Kris Meek, Matt Walker, Sergeant Allen Fullmer, Sheriff Steve Anderson, Gary Maples, Becky Nelson, and Lynn Jacobs.

INCOME April 15 thru May 12, 2016:

Sewer Payroll	5377.05
Garbage Payroll	124.76
Idaho State Liquor Fund Distribution	5382.00
Townhall donations	70.00
Business License	25.00
Sewer hookup fee	2000.00
Dog tags	20.00
Intermountain Gas Franchise Fee	4244.99
Jefferson County- Feb. Property Tax	801.81
General Fund Money Market Interest	5.10
General Fund Collateralized Money Market Interest	17.25
Sewer Fund Money Market Interest	4.71
Sewer Fund Collateralized Money Market Interest	3.05
Garbage Fund Money Market Interest	.38
LGIP State Pool (Sewer)-	16.76
	TOTAL
	18092.86

Income from Sewer Account April:	\$ 15111.96
Income from Garbage Account April:	\$ 2275.57

City Council Meeting called to order at 7:01 pm.

Mayor Chauncey T. Haight starts the meeting.

Pledge of Allegiance

Police Report: Sergeant Fullmer starts by acknowledging the Sheriff in attendance. He states there were 121 hours logged the month of March. There were 15 complaints, 2 arrests, and 17 citations given. It is noted that one of the complaints was a window reportedly looked pried open, nothing was found but there was additional patrol to that residence that night. The question was asked about the controlled burn on the report, why was it there. Sgt. Fullmer responds it is logged in the report in case the burn becomes out of control. It is then asked what the arrests were for. Sgt. Fullmer states that they were probably for traffic, they can be cited and released and still be counted as an arrest. The Council continues to look over the report and a discussion ensues. Mayor Haight asks if the Sheriff's Office has any concerns. Sgt. Fullmer says no. It is noted most of the complaints were dog related. The Mayor then asks if there have been any noise complaints, Sgt. Fullmer replies no. Noel asks if the Sheriff's Office has observed any increase in suspicious people in the County. Sgt. Fullmer replies, no, not really. He can't see any increase, it's about the same. There is a discussion of the County. Mayor Haight expresses appreciation to the Sheriff's Office and asks to be informed if there is anything the City can do to help the Sheriff's Office. The Sheriff would like to let the City know about the open house at the Sheriff's Office on Saturday, April 23 from 10am-3 pm. The Council again expresses gratitude to the Sheriff's Office.

Subdivision Annexation: Becky Nelson is asking the Council for approval to annex land into the City. Mayor Haight asks if the whole property needs to be annexed, Becky answers no, some is already annexed, and she is just looking to have all of it annexed. Noel asks if it is possible to annex more than just the land Becky is proposing. Kris replies that if it is farmland then no, we must wait until the owner of the land requests it. It is then mentioned that Evan Nef has the plat for his part of the subdivision from years ago. It is questioned if that plat is still valid. Kris says if it is final and recorded with the County, it's legal. Becky tells the Council that Evan will vacate his original plat and re-plat his property to work with her plans. This brings on a discussion of subdivisions. The Council then discusses how to pass the annexation. Kris decides it must pass as a regular ordinance. He then reads Idaho Annexation Codes. The P&Z needs to look at the comprehensive plan. They need to look at the comprehensive plan and compliance with the City Codes. The Council then discusses how the new subdivision may affect the lift stations and sewer. Matt tells them the sewer is at half capacity so it should be fine. Kris tells the Council the next step for Becky is to just get the land annexed, not to worry about subdivision approval, zoning or plating. This brings on a discussion of different annexation categories. Zoning and Comprehensive Plan compliance must go through P&Z first then come back to the Council to pass the Annexation. Kris says she must start by initiating the Comprehensive Plan and the Zoning, then conclude by an ordinance for annexation. There is then a discussion of what Becky needs. Gary Maples states that this is only an annexation ordinance change, the public is not involved until the Hearings on the development of the subdivision.

Keith Nelson made a motion to request P&Z start the process of annexation of the proposed property. Noel Raymond seconds the motion. Roll Call: Ron Jones-aye, Keith Nelson-aye, Noel Raymond-aye. Motion carries.

Ron Jones makes a motion to amend the Agenda for Gary Maples to discuss a 4-H project with the Council. Noel Raymond seconds the motion. Roll call: Keith Nelson-aye, Ron Jones-aye, Noel Raymond-aye. Motion passes.

4-H Service Project: Gary Maples starts by informing the Council of a phone call he received from a young woman named Mikayla asking if there were any opportunities for her 4-H group to do service projects in Menan. Gary says he is bringing this to the Council to see if there is anything special the Council would like to see them do. He has the suggestions of maybe cleaning up the flower beds by the RR Park, or the flower beds on the east side of town, or even cleaning trash from the ditch banks. Ron mentions he likes the idea of cleaning up the flower beds. Noel notes that he would like to see a project that the group could look at all summer and feel pride over. Gary says they are looking for something the City would like to see done. There is a discussion of the 4-h group and the some ideas are brought forward. Gary says he will take the ideas back to the group. Gary then mentions he would like to see them take care of the flower beds all summer. Mayor Haight mentions that if the group would like to come back to a Council meeting and make a presentation, the Council will make the time for them, whatever they need. Gary then asks if it is ok with the Council, he will oversee the service project for this 4-H group. The council agrees and thanks Gary for his continued service.

Noel Raymond makes a motion to amend the Agenda to add a discussion of the City of Menan clean-up day. Ron Jones seconded the motion. Roll call vote: Keith Nelson-aye, Ron Jones-aye, Noel Raymond-aye. Motion carries.

City of Menan Clean-up Day: Mayor Haight starts by saying he has had several people asking about a clean-up day for the City. The Mayor then says the E-Cycler company is still interested in coming and taking large appliances and items he can recycle at no charge to the City. He is regulated and can take items not able to put in dumpsters. Matt makes the comment that he doesn't want just anything dropped off. Last year there were dumpsters but there was no one regulating what was dropped off. We need to avoid taking things that we have to pay to get rid of. There is a discussion of what to do this year. Matt also informs the Council we can't burn brush. There is discussion on how to run the clean-up day for City residents. Keith mentions that in the past there have been a few groups scheduled to do clean-up around the City, and the dumpsters are available from 8-5. It is noted there is no way to stop all abuse. Kris states that Lewisville puts signs on the dumpsters of what is not acceptable. It is suggested that the Council pick a day and inform the residents that the dumpsters will be here from 8-5. There is then a discussion of burning debris and burn permits. Mayor Haight asks Allyson to put Burn Permits on the agenda for next month. It is then decided that May 7 will be the City clean-up day. There will be 2 large dumpsters available. The only thing allowed to be dropped at the maintenance shop will be scrap metal in

good condition. Becky asks if it would be possible to have the day also a free burn day to get rid of your brush without requiring a permit. The council informs her it can't, simply because you never know what the weather will be. If there are high winds, you can't burn. Mayor Haight says he will contact the E-Cyclers guy and have him here for the appliance recycling. The Mayor then asks Allyson to call PSI and make sure we can have 2 large dumpsters delivered Friday night. They will need to call Matt to know where to place the dumpsters.

Old City Building Asbestos Report: Mayor Haight starts by referring the Council to the report from Great Basin Services, Inc. Asbestos was found in the floor tile and the caulk around the windows and doors. The question is asked if we have to notify any agencies of the findings. Yes, they have to be informed. There is then a discussion of the report. This leads to a discussion of the bidding out to have the asbestos removed. Kris says we could provide notice to potential buyers and give them the report. Matt makes mention that when we put out to bid, the demolition has to take place after the 4th of July.

Noel Raymond makes a motion that the City issues requests for bids for the removal of the Old Menan City Building. Removal to take place following 4th of July activities. There will be disclosure of asbestos report and the removal of said asbestos will be the responsibility of individual or contractor purchasing building. All costs of asbestos abatement to be paid for by individual or contractor with the winning bid. Keith Nelson seconded the motion. Roll call vote: Ron Jones-aye, Keith Nelson-aye, Noel Raymond-aye. Motion carries.

Kris will be in touch about the bid and will start drafting the contract of sale.

Online Payments: Keith begins by sharing some of the information he has discovered while looking into taking payments online. He explains that Zions has an option to take payments, there is a link on the website (Zions) to pay your bill. Keith then asks to pause on this issue to discuss it further at a later date. At this time Matt does ask if the City could look into direct deposit for payroll checks. He and Allyson both feel this would be more convenient.

Menan Community Activities Committee: Keith states there is a problem with the insurance for the 4th of July activities, or any activity being run by the Committee. The City of Menan is covered for these events, the Community Activities Committee is not. He has also discovered that there are issues with taxes and reporting as the City is running the Committee and keeping the finances. He then makes the suggestion to the Council that the City absorb the Committee, there is no tax liability if done. This leads to a discussion of absorbing the Committee. Kris recommends the absorption. There would have to be a name change, it could no longer be called the Menan Community Activities Committee. It would just be absorbed into the City, use the City letterhead and change the name on the bank accounts.

Keith makes a motion to dissolve the Menan Committee Activities Committee, Inc and absorb those funds and responsibilities into the City. Ron Jones seconded the motion. Roll call vote; Noel Raymond-aye, Ron Jones-aye, Keith Nelson-aye. Motion carries.

4th of July Activities and Fund Raising: Keith starts by stating that when soliciting funds it should be generic, because if the funds being solicited are said to be used for a specific event or purpose that is how they are to be used. Keith then reports to the Council what he has discovered about the Square. He reports that if the City opened a Square account to collect donations with a credit card, the City would receive an E Commerce site in the Square system. That way anyone could go to this site and register for events and make a payment online. The cost of the Square service is 2 3/4 % of whatever is sold. Keith assures the Council this is the cheapest way to go and be able to be set up online before the 4th of July. The Auditor did suggest that it might be best to only use phones owned by the City to use the Square with. Keith does state that Square has software in place to protect against fraud. It is asked if just the Council and Mayor could use their phones. This leads to a discussion of the Square. Keith lets the Council know that whatever funds are taken stay in the secure Square account until the transaction is complete. Square then puts the funds into your account. Donations can also be made through online payments. Zions would be \$20 per account, one for General, Sewer, Garbage, and one for donations. There is then a discussion of online processing fees. Keith is asked to set up the Square account. It is noted that the LDS Church has given the ok for the City to use the Church property for this year, but not after this year. They will require a Hold Harmless Clause written out. Kris says he will take care of that. Keith tells the Council that the individual committees are moving forward. The Council asks if it would be a good idea to have someone from the Star come out and write about the progress being made toward the 4th activities. It is noted

that Ashley Munns is coming to interview Keith. It is stressed that the Council wants all of the information is out there for the public. Each committee is documenting all aspects of their respective activity so a packet can be made and handed down next year to the new activity volunteers. It is then discussed that the City booth should be accessible to inform visitors and receive donations. The Council would like to create a banner for the City booth that would recognize donors. They would also like to but the large donors on the back of the Tshirts for those representing the City that day. Keith is looking at a brand to unify all together. Lynn Jacobs asks about the breakfast. Keith tells him about the committee and tells Lynn to contact Roger Young.

The Use and Maintenance of Church Ball Diamond: Noel asks Keith if he spoke to the Stake President about the baseball diamond. Keith says no, the Church will not maintain the ball diamond. The City will need to accept responsibility of maintaining it. Noel reports that the Church thinks there is no surface water for irrigating or sprinklers. Noel spoke to Dennis at the Department of Water Resources and he said there water allocated to that portion of the Church property. Noel suggests the City continue to water as Dennis said there is water for that piece of property. This turns to a discussion of how to water the ball diamond. Kris suggest maybe having a formal contract or written agreement drawn up. Noel will talk to the Stake President and inform him the City will pay the electricity to run the sprinklers and Matt will mow the grass. Matt assures the Council that he will make the lawn/property look great. Noel will talk to the Stake President about taking over the maintenance.

Land Acquisition Update: Noel reports that everything is still about the same. There has been some push back from some LDS church members in one of the Wards. Mayor Haight asks about the Fremont SD property. No one has heard anything. There is discussion of the land. Noel will report back next month after he has spoken to someone at the district on whatever progress he can find. The Mayor asks if he should contact the Superintendent and ask what is going on. Noel says he will contact her. The question is asked if the City's equipment can handle the addition of that much property. Matt says yes, for a while. Eventually we will need more equipment. Noel asks if the City is interested in purchasing another piece of property in the city. This brings on a discussion of land and the location of this property. Mayor makes the comment that it would be wise if it is feasible financially. A discussion of purchasing land ensues.

The Mayor asks Allyson to add and Executive Session to next month's agenda for discussion of acquisition of property in the city.

Rushton Trailer park Laundromat: Mayor Haight lets the Council know he has spoken to Mr. Rushton. Mr. Rushton has been out of town, he was going to try to make it back in time for the meeting tonight, but obviously couldn't make it.

Ron Jones makes a motion to table the Rushton Trailer park Laundromat agenda item to next month. Keith Nelson seconded the motion. Motion passes.

Planning and Zoning Update: Donn Bordewick called Matt, the sidewalk will be laid as Matt had suggested. Valleywide is also looking into adding a sewer dump station at the CO-OP. They want to have customers be able to dump for free to bring in the customers. This starts a discussion on a sewer dump station. Matt would recommend the dump station to keep people dumping their waste the correct way. It is discussed that there would have to be a sewer charge each month. It is pointed out that the City can't charge one business and not another. In the City Code, a Sewer Dump Station is recorded as 5.0 units, there would have to be a charge. It is also noted that the City has expenses that have to be covered.

Maintenance Update: Matt says they have been busy. He has the lagoons ready, the ditches are ready, and he has widened the driveway at the shop. The City Park has already been mowed. He has just been getting everything ready. He should have the pumps and the parks up and going soon. Merrill Landscaping is coming to fix and replace the sprinkler heads. The diesel mower should be out of the shop this week. Matt is concerned about one of the tractors making it through the summer. The hydraulic lift is going out. If it can make it through this year, it will need to be replaced next year. If he continues to maintain it, it should make it through the summer. He then reports he will start to hire seasonal workers sometime in the next month. Matt then discusses replacing some of the lights in the shop, to make them more energy efficient. We should be able earn rebates for going with the energy efficient fixtures.

Bills: Ron Jones makes a motion to approve the bills as submitted. Keith Nelson seconded the motion. Motion passes.

Treasurers Report: Allyson explains that the dance class held at the Town Hall is paid once a year, not twice. The payment has been \$850 per year. It is believed that the payment is made in September, but Allyson will look into it. The Mayor asks if the Council could look at the cost of the gas and power bills per month for the year to decide what a fair price for the rental of the Town Hall would be. It is also decided that there should be a written contract in place for this next year. The Mayor asks Allyson to put the rental of the Town Hall for the dance class on next month's agenda.

Allyson then informs the Mayor and Council that the Rhett Watson farm lease is up. The lease was a 5 year lease that ended in March. Matt recommends renewing the lease with Rhett if possible. He isn't sure if we can just renew or if it has to go to bid. Rhett is paying \$165 an acre to rent the land. Kris says he would like to see the contract so he can decide what the best course of action would be.

Noel Raymond makes a motion to accept the Treasurer's Report. Keith Nelson seconded the motion. Motion passes.

It is mentioned that Snake River Blasting will set off the fireworks for the 4th for a fee. The City needs to look into whether or not the insurance will cover just anyone to set off the fireworks. It is then suggested that a fundraiser or raffle to set off a firework during the show would be a good idea. Kris says there would need to be a liability release waiver and an age limit with a few other criteria, but a good idea. Maybe a couple of ceremonial fireworks to alert that the show is starting. The City could definitely run a bid to raise funds.

Ron Jones made a motion to adjourn the meeting. Noel Raymond seconded the motion. Motion passed.

Council Meeting ends at 10:03 p.m.

Allyson Pettingill, City Clerk/Treasurer