

**MINUTES OF THE
City Council Meeting for the City of Menan held October 13, 2016**

Presiding: Chauncey T. Haight, Mayor

Present: Chauncey T. Haight, Ron Jones, Noel Raymond, Brian Storms, Keith Nelson, Allyson Pettingill, Kris Meek, Matt Walker, Kyle Jones, Lt. Fullmer, Sgt. Smith, and Tim Hale.

INCOME October 13 thru November 10, 2016:

Sewer Payroll	1960.40
Garbage Payroll	124.76
Town Hall Rental	275.00
Sale of Assets- Street Sweeper	150.00
September Property Taxes	578.40
Valley Wide Beer & Wine License	50.00
State Liquor Fund First Quarter Distribution	5782.00
State Revenue Sharing Fourth Quarter Distribution-2016	8830.28
Highway User Fund Fourth Quarter Distribution-2016	6745.27
General Fund Money Market Interest	.85
General Fund Collateralized Money Market Interest	15.00
Sewer Fund Money Market Interest	2.22
Sewer Fund Collateralized Money Market Interest	1.91
Garbage Fund Money Market Interest	.40
LGIP State Pool (Sewer)-	21.71
TOTAL	24,538.20

Income from Sewer Account October:	\$11,800.98
Income from Garbage Account October:	\$ 2046.50

Meeting called to order at 7:05 pm.

Pledge of Allegiance

Police Report: Sgt. Smith reports that there is a column added to track traffic stops to help the Council have a better idea of where the hours are being spent. He then asks the Council if there are any questions or concerns they may have for the Sheriff's office. Tim Hale asks again about changing the radar sign to 3600 E to help with the speeding down that road. Lt. Fullmer explains that there is only one sign for all of the contract cities and if the sign is elsewhere he will make sure there are extra patrols on that street. Allyson gives an update on the lunch crowd at the City Park from the alternative high school. Deputy Pettingill responded to a complaint and spoke with the students and the principal, explained it is ok to eat at the park, but no underage smoking. The Sheriff's office will patrol the City Park more often during the lunch hour to make sure there is nothing illegal going on. There is discussion of the report and the controlled burns reported. The Council thanks Lt. Fullmer and Sgt. Smith for their report and all they do for the City.

LHTAC Grant, Keller & Assoc.: Kyle Jones addresses the Council about reapplying for the LHTAC grant for 3500 E. He explains that the City was close to receiving the grant last year, the more you apply the more points you accrue to go towards being awarded the grant. He explains further that the most money the City would receive would be \$100,000.00. The City would have to make that stretch as far as possible. He then talks about ways to increase points to help increase the probability of obtaining the grant. There is discussion of training that could take place to help with points. He also suggests submitting community support letters from businesses that would be affected by the improvement of 3500 E. He then explains that the grant would not include engineering costs. It is then noted that the money would be available if granted in October of 2017, so the paving would be

able to begin in the spring of 2018. Maybe the county would be interested in collaborating as they road turns into a county road. The discussion turns to the corner on Hwy 48. Noel asks about the transportation study and who was involved so he could contact them about getting that project started. The discussion turns to the transportation study. Kyle says he will do what he can on his end to push that project. He then asks if there have been any accidents on that particular corner. The Council then discusses the accidents that have occurred there. Allyson says she will get with the Sheriff's Office and the QRU and ask for the documentation of the accidents influenced by that corner in the past 5 years. Kyle says that can have a big influence on the ITD to move the project up their list. There is discussion of the streets and roads in the City. The Council expresses their appreciation to Kyle and Keller for all they are doing for the City.

Noel Raymond made a motion to approve the agreement with Keller & Assoc. to prepare and submit the LHTAC Grant application and authorize the \$500.00 payment to Keller & Assoc. for doing so. Brian Storms seconded the motion. Motion passes.

The Mayor asks if there is anything else to discuss about LHTAC before the Council moves on. The Council then discusses the City roads, City codes and Ordinances for the roads. ASHTO is discussed as the industry standard and how the City could incorporate the ASHTO standard into the City codes for street improvements and paving. It is discussed that it would make it easier for the City if it were possible to go off of industry standard. The discussion turns back to the City codes regarding road and street development.

Old City Building and Street Sweeper Bid review: Allyson explains there is only one bidder on the street sweeper and one bidder on the building. Colin Radford of Radford Auto bid \$150.00 for the street sweeper and Brian Storms bid \$1000.00 for the Old City Building.

Noel Raymond made a motion to accept the bids of \$150.00 for the Street Sweeper and \$1,000.00 for the demolition and removal of the Old City Building. Ron Jones seconded the motion. Roll call vote: Ron Jones-aye, Keith Nelson-aye, Noel Raymond-aye, Brian Storms-abstains. Motion carries.

Kris Meek passes out a copy of the contract of sale for the Old City Building. There is then discussion of the contract and the timeline to be expected for the demolition and removal of the building. The date of June 15th is discussed as being a possible reasonable date to have the building removed. Kris advises to add an extension in the contract in case a longer period of time is needed. There is more discussion on the topic. Kris states he will fine tune the contract and hopes to close on the contract in the next two weeks. He will work with the Mayor and finish up the contract. He then says he will work up a bill of sale for the street sweeper. He then asks about sales tax. He isn't sure if the City will have to collect and report sales tax on both items. Allyson says she will contact the Tax Commission and find out.

Valley Wide Beer/ Wine License: Allyson presents the Beer/ Wine License to the Council for consideration. The Council starts to look into the City Code to determine what is required of Valley Wide to have the License renewed. There is discussion of the Code. It is determined to be confusing for corporations and the Council would like to fix the code in order for corporations to be able to apply for the license. It is decided to look into ways to make the code friendlier for corporations and less confusing before the first of the year when Valley Wide will have to re-apply.

Keith Nelson made a motion to approve the retail Beer & Wine License for Valley Wide Coop for the last half of 2016. Ron Jones seconded the motion. Motion passes.

Allyson mentions she has had a hard time finding the amount of the fees the City charges. Kris says that there is a fee schedule, but it should be set by resolution. It is asked to be placed on next month's agenda to look into setting in resolution the City of Menan's fee schedule. The Mayor asks Allyson to start compiling a list of those things in the City codes that need to be looked into and adjusted.

Planning and Zoning checklist: The Mayor passes out checklists he has started for both the Village and Traditional Residential zones. He explains he would like to have a decent and understandable check list and plan for anyone asking for building/zoning permits in the City. There is discussion of survey points, setbacks, and property lines. It is mentioned that it would be less confusing if the building codes were in one location in the code book, Title 8, Chapter 8. That way anyone needing to find the information doesn't have to search all of the codes. The Mayor asks everyone to look over the lists he has handed out and make notes of adjustments or things needed to be added. He will also continue to fine tune the list. It is suggested to add a line for the Building

Inspector to sign off on. Also initial lines next to the signature line so it will make it easier to establish whose initials are on the form. It is also suggested to add a printed name line in case the signature is difficult to read.

4th of July 2017 set up: Noel starts by saying that the Council needs to start planning where to move the activities as the City will not be able to set up any activities on the LDS church property in 2017. The Council starts to discuss the idea of keeping the activities in the same general area, just shut down part of 3550 E. and use the SD 251 property currently being acquired. There is discussion of blocking the street for booths and vendors and only having it accessible to residents living on the street. It is further discussed how to make it work on the Old City Building property, also. The Council will discuss the option with the homeowners affected by the street being blocked and then make further decisions.

SD Land Acquisition Update: Kris asks Allyson to contact the Superintendents Secretary to schedule the times for the Hearings. Her name is Monica Pauley. He suggests setting both Hearings the same week so the process can proceed at a faster rate. Allyson asks if there are any dates that make it impossible for the Mayor and Council to attend the Hearing. There are no conflicts so Allyson will contact Monica and set the Hearing dates and have the notice published. The Council then discussed looking at installing power on the north side of the Town Hall Building for the 4th of July. There is discussion on how to proceed. Keith says he will map out and figure from last year's data. Noel asks if the City could get bids on the electrical job to keep it competitive.

County Chip Seal- Contract approval: Kris has it drafted and Matt looked it over and approves. Kris then reads a section to the Council. He added cinders to the agreement for the winter. It states that the City and County will work in good faith and negotiate the best price. There is then discussion of using the County to do work instead of private contractors. Kris says he will email it to Allyson to have the Mayor sign.

Ron Jones made a motion to accept the Memorandum of Understanding with Jefferson County regarding Road Construction and Maintenance. Brian Storms seconded the motion. Motion passed.

Discussion of Water Study/ what is next: The Mayor and Council discuss how they would like to proceed. Brian sent the locations of the past studies to Matt, he knows where the locations are. Several properties are mentioned for the testing, including properties owned by Kent Clark, the LDS Stake Center, Roy Wright, the City Building, Don Gunderson, and Andrea Klukis. The Mayor also suggests Victor Camman's property. There is further discussion of the best wells to test. The Council then discussed how often to test, quarterly, biannually, or annually. It is decided to wait and see what the results are from the first round of tests, then set a testing schedule. Matt says he will start in the next couple of weeks and have the results at the next Council meeting.

Maintenance Update: Matt explains he is finishing up all of the maintenance required to start winter. He then reports that Roy may finish out the month of October, maybe work into November then be done for the year. Straight Arrow has agreed to install the sidewalk from Valley Wide to the Post Office. The project is on their schedule this year, so it will be sometime soon. The discussion turns to the maintenance Matt has done on the Rail Road property. The Council discusses how nice it has been to work with the RR, and they would like to send a thank you card to them. Matt then mentions some property next to the sewer lagoons that Dennis Poulsen approached him about. Dennis is selling said property and has asked if the City would be interested in purchasing. It is across the dry bed from the sewer ponds. It is pointed out that the land is in Lewisville's area of impact. Matt says the City would have to land apply if the ground is purchased.

Bills: Allyson explains the payment on the USDA loan. She tells the Council that when she asked for the payoff amount from Amy at USDA, the amount was 16,000.00 more than the budget allowed. This had to do with the pivots last year, some of the money for that payoff came out of the loan payoff fund. The problem being that there is no money in the budget for the loan in 2017, as it was assumed the loan would be paid off. She further explained that after talking to Amy, the City will make the final payment for the USDA loan on October 1, 2017 allowing for it to be budgeted in the next budget and then it will be paid off.

The discussion turns back to the possibility of the land purchase. It is mentioned that if one day the city can take on Lewisville's sewer utilities, that would be a perfect property to add to the lagoons. The Council discusses contacting Lewisville about their impact area and possibly land applying the land. If Matt could get a firm price then the Council could go to Lewisville and find out if it would be a possibility to use the land as the City would like to. The discussion then turns to how to purchase the land. Allyson suggests looking at the USDA for another loan for the land. There is further discussion on negotiating for the land and how to purchase. Keith mentions he has a concern about the final Budget to Actual report from last fiscal year. His concern is the fact that the City is budgeting to spend more than the income coming in. Allyson says she will contact the City Auditor, Dana Izatt,

and ask if he could come to the next Council meeting and explain the Audit given in March again. There are questions the Council would like to ask to clarify a few things.

Noel Raymond made a motion to pay the bills for October. Ron Jones seconded the motion. Motion passed.

Treasurer's report: As most of the financial discussion took place during the bills, Allyson explains there isn't anything else to report.

Noel Raymond made a motion to accept the Treasurer's Report. Ron Jones seconded the motion. Motion carried.

Minutes:

Keith Nelson made a motion to accept the minutes from the September 8, 2016 Council Meeting as written. Brian Storms seconded the motion. Motion passed.

Ron Jones made a motion to enter into Executive Session per Idaho Code 74-206 (1) (b). Noel Raymond seconded the motion. Roll call vote: Noel Raymond-aye, Brian Storms-aye, Keith Nelson-aye, Ron Jones-aye. Motion carries.

**Enter Executive Session at 10:13 pm.
Personnel**

Ron Jones made a motion to come out of Executive Session. Brian Storms seconded the motion. Roll call vote: Noel Raymond-aye, Brian Storms-aye, Keith Nelson-aye, Ron Jones-aye. Motion passed.

Out of Executive Session at 11:13 pm

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

Council Meeting ended at 11:15 pm.

Allyson Pettingill, City Clerk/Treasurer