

MINUTES–CITY OF ASHTON

REGULAR CITY COUNCIL MEETING

Wednesday, December 13, 2017

7:00 p.m.

714 Main (North Entrance)

*The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of **Public Hearings**. The Mayor will not normally allow audience participation at any other time. Idaho Law prohibits council action on items brought under this section except in an emergency circumstance.*

CALL TO ORDER & WELCOME

PRAYER OFFERED BY: Teddy Stronks
PLEDGE LED BY: Jerry Funke

In Attendance: Teddy Stronks, Becky Harrigfeld, Tadd Atchley and Jerry Funke.

Also in attendance: City Clerk Stegelmeier, City Attorney Angell, Rachel Hatton, Delray Jensen, Michelle O'Malley, Kyle Baldwin, Sara Bowersox, Sheryl Hill and Marvin Fielding.

Mayor Stronks welcomed everyone and opened the meeting at 7:01 pm.

1. AMEND AGENDA:

Any items added less than forty eight (48) hours prior to the meeting are added by Council motion at this time.

4. UNFINISHED/OLD BUSINESS: C. WWTP Phase II Administration – Rick Miller

D. City Park Project – Rick Miller, Marvin Fielding

5. NEW BUSINESS/PETITIONS: J. Police Building Heat System – City Clerk Stegelmeier, Chief Griffel

K. Street Light Replacement – City Clerk Stegelmeier, Todd

Martindale

Councilwoman Harrigfeld made a motion that the Amend Agenda be approved as presented. Councilman Atchley seconded the motion. The motion passed unanimously.

2. CONSENT AGENDA:

Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilman or a citizen that one or more items be removed for later discussion.

A. **Minutes** – Approval of Regular Meeting Minutes 11-8-2017

B. **Treasurers Report & Financial Statement**– As Submitted

C. **Payables** – Bills for Council approval as a result of City expenditures

D. **Employee Expenses** – As submitted

E. **Budget Report** – Worksheet showing the revenues and expenditures for the current fiscal year to date

Councilman Atchley made a motion that the Consent Agenda be approved as presented. Councilwoman Harrigfeld seconded the motion. The motion passed unanimously.

3. ORDINANCES/RESOLUTIONS:

A. Resolution 17-03 – State Deferred Compensation Adoption

City Clerk Stegelmeier explained that for the City to be able to allow employees to contribute to a Nationwide deferred compensation plan, the City would need to adopt this resolution. There are a few employees who would like to contribute.

Councilman Funke made a motion that Resolution 17-03 be approved as presented. Councilwoman Harrigfeld seconded the motion. The motion passed unanimously.

4. UNFINISHED / OLD BUSINESS:

Each speaker will be allowed a maximum of 5 minutes unless repeat testimony is requested by the Mayor/Council.

A. Sewer Project Update – Marvin Fielding

Marvin is here to discuss the sewer project. He explained that there is not a lot of progress on the project. The electrical work is progressing. He has asked for an explanation from the contractor

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who has provided a response which City Clerk Stegelmeier has included in the packets. Delray Jensen is particularly concerned about whether the City will be able to discharge according to the NDPEs permit requirements. There are two aerators running now. The City has paid out quite a lot of money, especially with the pay requests for this meeting (\$600,000+). That covers most of the materials such as the aerators and the pond liner. These materials are on site and there are invoices to back up their purchase. Marvin then reported that he has received preliminary seepage test results showing that the lagoon is doing well. It is losing .06% a day and the allowable percentage allowed is .25. He reminded the Council that it was critical to have that information prior to final design on Phase II of the project. The surveyors have also completed the survey in order to complete the design. City Clerk Stegelmeier inquired as to who would be responsible for any fines if the system was not ready for discharge. Marvin explained that it is his experience that as long as the City is working to complete the project, the DEQ and EPA will work with the City. The contract did not have that specific item (fines) included.

B. Transportation Plan Update – Marvin Fielding

Marvin explained that the transportation plan is getting started. Right now they are compiling crash data, etc. They will start the field work in the spring. The application for the White Pines Avenue project has been submitted. Later in this meeting, Marvin will be discussing a project that was a priority in Ashton's last transportation plan.

C. WWTP Phase II Administration – Rick Miller, City Clerk Stegelmeier

Rick Miller is here to discuss the procurement process for the administration for Phase II of the sewer project. The City did put out an RFP to three grant administrators. There was only one proposal received – the one from the Development Company. The City can select this firm if it meets the requirements or they can try again to get other proposals. Rick did not bring a contract yet. The City will enter into a contract if they are selected for funding. The minutes will be submitted to the Department of Commerce so that the application gets more points. Mayor Stronks asked, "For now they just want to see that we have selected you (an administrator) and then we can sign a contract later?" Rick explained that the Mayor is correct.

Councilwoman Harrigfeld made a motion that the City select The Development Company for the grant administrators for Phase II of the wastewater project. Councilman Funke seconded the motion. The motion passed unanimously.

D. City Park Project – Rick Miller, Marvin Fielding

Rick Miller is here also to talk about the City Park Project. The City has received notification that it has been awarded about \$100,000 from the Department of Commerce for the project. This is \$50,000 less than had been applied for by the City. The Department of Commerce did not fund all the parking. They funded the swimming pool repairs, the walking path, the restroom pad, the handicap upgrades and 11 parking stalls. City Clerk Stegelmeier inquired as to whether the City could have everything designed and then bid it out separately. Maybe that way, what the Department of Commerce doesn't fund – the City may be able to find other sources for funding in order to complete. Mayor Stronks asked City Clerk Stegelmeier to bring everyone a copy of the plan for now for review next month. Rick will be back to discuss this at the next meeting.

5. NEW BUSINESS/PETITIONS:

Each speaker will be allowed a maximum of 5 minutes unless repeat testimony is requested by the Mayor/Council.

A. Conditional Use Permit Addition to Code – Kyle Baldwin

Kyle is here to report that the P&Z Commission has been working on the conditional use permit that the Council discussed earlier this year. They have now held their public hearing and have given their approval. Councilman Funke asked if the forms have to be filled out when someone is applying for a building permit. Kyle explained that only if they are wanting a business or something in an area which that is not allowed under the code. It is a zoning exception or a use that is not

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allowed otherwise. Councilman Funke reported a typo in the copy. Kyle thanked him for catching it. City Attorney Angel explained that the Council will need to have a public hearing on adding it to the code. He explained that the traditional use of a conditional use is to control certain uses that may not be allowed by the code. It is not a way to destroy current zoning. City Clerk Stegelmeier asked if the Council would like to have a special meeting or have the hearing at the next regular meeting. It was decided to have the hearing at the January meeting.

Councilman Funke made a motion to set a public hearing on the addition of the conditional use section of the Development Code at the January meeting. Councilwoman Harrigfeld seconded then motion. The motion passed unanimously.

- B. Property Tax Refund – Devin Burton, City Clerk Stegelmeier.\$165.37
Devin Burton is here at City Council because the annexation amendment did not get completed through the Idaho State Tax Commission or Fremont County prior to tax notices being completed. He is asking that the City again reimburse him as his property is not supposed to be annexed into the City.

Councilman Atchley made a motion to reimburse Devin Burton for the tax charge. Councilwoman Harrigfeld seconded the motion. The motion passed unanimously

- C. Park Facilities Application – City Attorney Angell
City Attorney Angel had been working on a sort of agreement for the City to use when allowing use at the City Park. A draft is in the packets for the Council. The application has an area for requiring insurance – making the applicant get liability policy. There could be different fees with larger events having an extra fee. It also has a user agreement which would indemnify the City for damage. The City may want to use it for other items too like shutting down streets as well as using other City property or facilities. Mayor Stronks would like to see a fee structure before putting this application into effect. There needs to be some discussion on how many people will be involved, etc. Mayor Stronks called on Rachel Hatton in the audience who mentioned the need for a sign reading 'Use by Permit Only' in order to let people know that they need to be getting permits for their parties. There was more discussion and City Clerk Stegelmeier was asked to bring a fee update to the Council for consideration.
- D. Art Fair at Visitor Center – Mary Cory
Mary Cory was at Council to discuss the Art Fair she held last year at the Visitor Center Park. Councilman Funke expressed his opinion that the Fair was a benefit to the City. Mary explained that she held three Fairs; one in June, July and August. She did have insurance indemnifying the City. There were a couple of mishaps such as the agreement not being ready and a power outage that switched up the watering schedule but other than that – it turned out well. She expressed her appreciation for the public works guys and how nice the area looked. Councilman Atchley asked her to make sure to contact the City prior with dates, etc. so that everything can be in good order for her. He explained that a paper schedule would be great.
- E. Urban Renewal Sidewalk Project – Sara Bowersox, Marvin Fielding
Marvin explained that the Ashton Urban Renewal Agency (AURA) would like to help the City continue the sidewalk, curb and gutter for the two blocks on the east side of town between 8th Street and North Fremont High School. AURA has already completed a survey and would like to apply for an ITD grant called the Children Pedestrian Safety Project. It is a \$250,000 grant and the application is due soon (December 15th). The project has to be designed and ready to bid in April. Marvin had put together costs and proposed a contract with AURA for design. The grant will pay for construction but not design. The City will need to provide the administration of the grant funds in order for the project to qualify for the grant. There are some decisions for which the City will need to provide direction. One is whether the City would like to have parallel parking for those two blocks and whether a turn lane is needed. The Council did not feel that the parking was necessary

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but are very happy that the street lights and sidewalk will be continued. They feel that the school kids need somewhere to walk on both sides of the street and the town will be sort of 'finished'. There was no decision on a turn lane discussed. Marvin explained that at the City limits, AURA will not be able to participate but they have spoken to the Fremont County School District and the superintendent expressed interest in participating. There is some more work to be done on design as well as participation from entities but everyone seems to want to work together. Sara Bowersox explained that AURA is excited for this project and happy to be involved. There could also be some collaboration with the new construction of the Ashton Medical Clinic. After the grant application is in it is just a waiting game to see what is next.

Councilwoman Harrigfeld made a motion that the City administer the grant funds and partner with the Ashton Urban Renewal Agency to complete the project. Councilman Funke seconded the motion. The motion passed unanimously.

F. Sidewalk Plowing – Mayor Stronks

Mayor Stronks explained that at the City employee meeting there was a discussion about sidewalk plowing. Some businesses pay to have people clean their sidewalks and some do not. Councilman Atchley talked about wanting the City to look uniform or at least pedestrian friendly. Mayor Stronks said that for now – the City is going to plow both sides except for those who do NOT want them plowed (and are plowing themselves). The ordinance needs to be updated so that it makes it so the City has a way to either charge for removal or regulate the plowing of the sidewalks. Mayor Stronks asked City Attorney Angel if he would get an ordinance ready. City Attorney Angel explained that he needs to have an outline of what the Council wants. After some discussion it was concluded that everyone would discuss the problem and come back to the next meeting with some ideas. City Clerk Stegelmeier was asked to check with other cities through listserv to find other solutions that may work for our City. Mayor Stronks said that as of today we will do the plowing as described but then update the ordinance as soon as possible.

G. American Dog Derby – Derby Committee Representative

Rachel Hatton is at City Council concerning the American Dog Derby. She is here in John Scafe's absence. Rachel explained that last year was an exceptional year. This year is looking good. The committee will be honoring Dave Harmon (most people know him as Rosey) this year as part of the race. The committee is working on road permits and insurance. They will not be having the 100 or 60 mile races. They are catering to the mushers in having the size of races they prefer. Rachel is asking for the Council's support of the Race. The Council said they would be supporting the race. She also asked that all booth enquiries be forwarded to her home phone number.

H. Shop Lighting Bid – Councilman Funke

Councilman Funke explained that the lighting in the City shop is in need of replacement. He has worked with Rocky Mountain Power in order that the City receive a rebate on the project. It is a small rebate but it is still good. He contacted three electrical contractors to bid on the project but the only bid received was from Sessions Electric. The project will also include the addition of an outside light for the shop doors. The new lights will be more efficient and that should help with the bill. Councilwoman Harrigfeld expressed her opinion that bad lighting can be a safety issue for employees. Councilman Atchley feels that it will really improve the employee work.

Councilwoman Harrigfeld made a motion that the City accept the bid for lighting replacement from Sessions Electric. Councilman Atchley seconded the motion. The motion passed unanimously.

I. Police Building Heat System – City Clerk Stegelmeier, Chief Griffel

Councilman Atchley reported that the system put in last summer is not cutting it for heating. It doesn't work well when the outside temperature is under 30 degrees Fahrenheit. He explained that there is a new cove type of system that is efficient and easy to wire that could be installed. The police contacted Sessions Electric to see if they would add it to the shop bid. It turned out a

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separate bid but very reasonable. They can install it next week if approved. The other system will still work well for cooling in the summer.

Councilman Atchley made a motion that the City approve the bid for Sessions Electric to install a cove hearing system at the Police office. Councilwoman Harrigfeld seconded the motion. The motion passed unanimously.

J. **Street Light Replacement – City Clerk Stegelmeier, Todd Martindale**

City Clerk Stegelmeier reported that there has been discussion of exchanging the current street light ballast & bulb system with a LED bulbs. It would be a savings because the LED bulbs last longer with less problems with ballasts, etc. Councilman Funke volunteered to help work with Rocky Mountain Power on rebates with this project also. He also thought maybe the heating project would qualify.

Councilman Atchley made a motion to approve the LED bulb retrofit on the Main Street streetlights. Councilwoman Harrigfeld seconded the motion. The motion passed unanimously.

K. **Scheduling – City Clerk Stegelmeier**

City Clerk Stegelmeier went over the schedule with the Council.

6. COUNCIL DISCUSSION:

Councilmembers will bring items to be discussed with the other Councilmembers & Mayor. No action should be taken on these items as they have not been specifically listed on the agenda.

There was no further discussion by the Council.

7. ADJOURNMENT:

Councilman Atchley made a motion to adjourn. Councilwoman Harrigfeld seconded the motion. The motion passed unanimously.

The meeting ended at 8:24 pm.

NEXT MEETING

- ♦ Regular Council 7:00 p.m. – Wednesday, January 10, 2018, Council Chambers, Ashton City Building – 714 Main, Ashton.
- ♦ Questions concerning items appearing on these Agendas or requests for accommodation of special needs to participate in the meetings should be addressed to the Office of the City Clerk or call 208-652-3987.

Minutes respectfully submitted by Cathy Stegelmeier, City Clerk.

Attest

Cathy Stegelmeier
City Clerk

Theo R. Stronks
Mayor