**MINUTES**

**REGULAR MEETING**

**DOWNEY CITY COUNCIL**

**TUESDAY, MAY 12, 2020**

**7:00 PM**

**Due to the COVID-19 pandemic guidelines, no on-site public access**

**is permitted for this meeting.** **Please note: Individuals can**

**access the meeting at the following:**

**PLEASE CALL TO ENTER PUBLIC MEETING:**

 **PHONE: 1-701-802-5015**

 **PASSCODE: 1147815#**

 **(Please mute phones during the meeting – Thank you!)**

**ATTENDANCE:** Mayor Rex Nielsen, Brenda Kay, and Tony Hancock were in

attendance at the City Office. Council members Grant Johnson, Dan Wilson, Bonnie Hill, and Gary Barnes, participated by teleconference.

**Patrons:** Rose Lee Hill and Barbara Hill were on the teleconference call.

**Call to Order:** Mayor Nielsen called the meeting to order and welcomed

everyone.

Tony Hancock offered the invocation.

Mayor Nielsen reminded patrons that comments on Agenda items only will be taken at the end of the meeting.

**ACTION ITEM - Consider Approval of the Agenda:** Bonnie Hill asked to

remove the Special Meeting Minutes for April 22, 2020, and the Accounts Payable for May 2020 from the Consent Agenda.

**Bonnie Hill moved to approve the Agenda, with the Minutes of the Special Meeting of April 22, 2020 and the Accounts Payable for May 2020, added to our regular meeting Agenda, seconded by Gary Barnes, all voted aye, motion carried.**

**ACTION ITEM - CONSENT AGENDA**

The following business items may be approved by one motion and a vote. If any one member of the Council so desires, any matter listed can be moved to a separate agenda item.

A.Council Minutes – April 14, 2020

 B. Building Permit – Peter and Angela Chilcutt – Manufactured Home and

 Garage

 C. Building Permit – Big Dog Renewable Electric Energy (for Brandi Greenwood)

 – Roof Mount Solar Array and Ground Mounted Solar Array

**Gary Barnes moved to approve the modified Consent Agenda, seconded by Dan Wilson, all voted aye, motion carried.**

**ACTION ITEM:** **Consider approval of the Minutes of Special Meeting of April 22, 2020:** Bonnie Hill stated in the Minutes of the Special Meeting of

April 22, 2020, Barbara Hill was not recorded as an attendee. The clerk reported

there is no requirement to record the names of guests in the Minutes. We are only required to record whether the Mayor and Council Members are present.

**Bonnie Hill moved to approve the Special Meeting Minutes of April 22, 2020, seconded by Dan Wilson all voted aye, motion carried.**

**action item: consider approve of accounts payable for may 2020:**

Bonnie Hill reported the Accounts Payable for May 2020 include a payment to Portneuf-Marsh Valley Canal for $960; however, this payment was approved last month. The Clerk discovered the mistake prior to the meeting and sent a new Accounts Payable list out to the Council for May 2020 with the charge removed.

**Bonnie Hill moved to approve the May 2020 Accounts Payable, seconded by Gary Barnes, all voted aye, motion carried.**

**ACTION ITEM – Consider approval of a Livestock Permit for Kelly Fly for 30 racing pigeons:**  Mayor Nielsen asked the Clerk to address this. The

Clerk reported Mayor Nielsen asked her to contact the City Attorney about the Conditional Use that was suggested last month to allow Kelly Fly to have 30 racing pigeons. Our Attorney informed the Clerk our Livestock Ordinance does not have anything in it that allows for Condition Use Permits. This is only in our Zoning Ordinance.

**Bonnie Hill moved to deny the Livestock Permit for Kelly Fly for 30 racing pigeons, seconded by Grant Johnson; Gary Barnes, Bonnie Hill, and Grant Johnson voted aye, motion carried. Dan Wilson abstained because he is related to Kelly Fly.**

**ACTION ITEM – Consider approval of transferring $1,000 from the Downey Economic Development Savings account to the City Checking Account for reimbursement of repairs on the City of Downey sign on Highway 91: Bonnie Hill moved to approve transferring**

**$1,000 from the Downey Economic Development Savings Account to the**

**City Checking Account for reimbursement of repairs on the City of Downey sign on Highway 91, seconded by Dan Wilson, all voted aye, motion carried.**

**ACTION ITEM –** **Consider approval of city council email accounts through Go Daddy:** Bonnie Hill asked to speak about this first. She stated she

brought this matter to the clerk after she attended the AIC and ICRMP meeting in December. They suggested the council have separate email accounts for City business. Bonnie feels $500 for Go Daddy emails is too much. She has done research and found local communities are using local providers. They are paying less than we do, and they have an unlimited amount of emails. She asked that we table this item until next month and talk to Bryce Hollingshead since he is our IT person. She would like to have him come to a meeting so we can ask questions. Bonnie talked with Malad City and they had a request for all emails from the Mayor for the work with the Maverik Store. Because it is a personal email, they have access to all her personal information. This is what Bonnie is trying to avoid when we look for a City based email.

The clerk reported she talked to Bryce before she done any research, and he suggested Google Government. He sent a link to the clerk, but in her research, she found it was more expensive than Go Daddy. Bryce may be able to come up with something different.

Bonnie talked to Preston City and they are using a local provider. They are paying about $30 less than we are. The person Bonnie talked to believes they are just paying for the service and unlimited emails are included. Malad City uses someone out of Tremonton. The person Bonnie spoke to said they were picking up emails from a specialist out of Preston. She did not believe they were paying for emails either, but she could not confirm that.

The clerk reported Bryce directed her to google, but it looks like it is more expensive. She does not think Bryce hosts email, but we may need to check with him. We have five emails through Go Daddy. The annual cost is $119.88, which was paid in September.

**ACTION ITEM – Consider approval of delaying the project to redo the remaining area on the front of City Office Building:** Mayor

Nielsen reported we budgeted money to redo the remainder of the front of the City Office building. We are concerned about budget cuts and would like to ask the Council what they want to do. Grant Johnson asked if the Contractor is still committed to the bid we have. Tony has not heard anything. They are supposed to come to do the work in June. Grant feels it is budgeted and does not feel it will break the City.

Dan Wilson asked if we know what our budget cuts will be. The clerk reported when she talked to Justin, from the AIC, he estimated 15 to 25 percent. The state information just came in. The State Revenue Sharing we received in October 2019, was $6,682, January 2020, was $6,191 and this last quarter was $5,939. This and County Revenue Sharing are tied to sales tax, and they are estimating a big decline. Our New Highway User’s Revenue per quarter was $1,900, $1,800, and $1,600. The Old Highway User’s Revenue per quarter was $5,772, $5,976, and $5,867. Information received from AIC today indicates they expect significant declines in the Highway User’s Revenue. They are projecting a 13% loss for the quarter of April 1 through June 30.

Dan asked what this looks like for our budget if we spend the money, and we have a significant decline in funds. The clerk stated she wishes she could forecast this. The next quarter is where we will see the declines. Right now, in the General Fund, we have received $110,000 and spent $103,000; in the Road Fund we have received about $42,000 and spent $37,000; in the Water Fund, we have received about $83,00 and spent $106,000. The water fund expenditures are high because our loan payment comes out in October. We have received $25,00 in our Sewer Fund and spent $23,000, and the Garbage Fund is in the hole about $300. These figures have been rounded off. As far as our spending, we are within our budget, except for the Water Fund. It just depends how hard we are hit with cuts. The money budgeted for the building remodel is from a balance brought forward. Mayor Nielsen reported we are watching everything close.

Bonnie Hill agreed with Grant. We have the worst looking building downtown. She feels we need to do the project.

Dan feels we need to hold off and be careful. He agrees it is an eyesore, but we do not know what we will be hit with.

Gary Barnes agreed we have an eyesore, but there is a concern of what this economic shutdown is going to do to us. It looks like it will go on for a while.

Grant asked where we are on the budget for the splash pad. Tony is unsure. The clerk believes we budgeted $6,500 and is unsure of the expenditures to date. We budgeted $12,000 for the Park and we have spent $10,657.81, as of March. This is not all splash pad expenses. The splash pad was budgeted from a balance forward also.

Grant asked where we are on chipping. Brenda reported we budgeted $35,00, but Dan or Tony would know more about the chipping expense. Dan reported

oil has gone up, even though fuel is down because they bought the oil last year.

Tony reported they are planning to do the work on the building in June. If we put them off, it will need to be re-bid.

Mayor Nielsen suggested delaying the project a couple of months to see where we are.

Bonnie asked when they bid the project if we told the contractor we accepted their bid. Tony reported yes, we told them we wanted them to do the project. Bonnie feels we more or less made a contract with a vendor. This is a vendor we like to use, and we do not want to put a bad taste in their mouth.

Mayor Nielsen asked the Council whether they want to put a hold on it or go ahead with the project.

**Bonnie Hill moved to proceed with the project to re-do the remaining area of the front of the City Office building, seconded by Grant Johnson, Dan Wilson, voted nay, Gary Barnes, Bonnie Hill, and Grant Johnson, voted aye, motion carried.**

**Comments from the Audience on Agenda Items Only:** No comments.

**REPORTS**

**Tony Hancock:** Tony reported on the following items.

* The spring flow is about 540 gpm.
* Tony had to put a new pump in for the chlorinator
* Tony and Matt have been doing some work up Nine Mile
* They will pour concrete for splash pad on Friday, or next week if the weather is bad. Grant asked if this is the last thing to do on the project. Tony reported they need to hook up the sewer and water, make a valve box, and run the controllers. They will also either need to put some sod down or plant grass seed.
* The park restrooms are open at the park. The RV Park is open, but the restroom is not open.
* They still need to do some weed spraying.
* They are getting the roads ready for chipping.

Grant asked about the fence that got hit. Tony reported we sent a letter to them. They have insurance on the car. Either they will pay for it, or we will turn it into the insurance. Grant asked if we have the materials. Tony said we do but feels they should pay for the damage.

**Brenda Kay:** Brenda reported we already discussed the budget information she

received. The budget manual is finished and will be sent out soon. There should be more fund projections in it. Along with that, if anyone has any changes or additions to the budget, Brenda would like to start receiving this information. She would like to start working on the budget.

**Gary Barnes:** Gary thanked the staff for their efforts. We have a good community, with

good people. We need to go forward with the situation we are dealing with. He

thanked the council and community for their efforts in befriending others and encouraging everyone.

**Bonnie Hill**: Bonnie reported the County put in two new fair board members. Steven

Hadley and Cody Miller are new board members.

The County is working to update their flood ordinance. The flood administrator is the County Engineer, Michael Jaglowski.

Bonnie received an email from the Association of Idaho Cities about their Annual Meeting being held June 10-12, which will be done virtually. She does not know if there is money in the budget, but she would like to go.

Bonnie asked Brenda if she talked to the lady about the accounting software.

Brenda talked to the guy about it because of some concerns about the bid. The lady did make some mistakes on the bid, but they will stand by it. They do not have a trial program to run, but they have some videos on their website. He said it is like their utility billing program, so it should be okay. Brenda will try to watch the videos and call him with any questions.

Bonnie asked if we are registered to be reimbursed for the Covid-19 expenses. Brenda reported she has registered the City. Because this program was not budgeted for and the office hours have been shortened, Bonnie wondered if this might qualify for reimbursement. We need to investigate this with the state to see if we can get some money for it.

Bonnie asked if we are going to have our budget meeting with our meeting in July. Brenda reported we may need to start talking about it in June. If there are projects anyone would like to budget for, we need to start working with these numbers. With this, Bonnie requested a copy of the invoices for Accounts Payable for April, May, and June, so she can see where our output is. Brenda reported the amounts are on the Accounts Payable; however, Bonnie would like to see the invoices. Bonnie would like the invoices scanned and sent to her.

Bonnie asked if the collection of online payments has gone up. Brenda reported she has not seen a big change. We do not get a lot of online payments. We may get 20 payments per month.

Bonnie asked the Mayor if we can start looking at one ordinance per meeting. All our ordinances, with the exception of the Livestock Ordinance, are 20 years old. We need to start reviewing them and approving them or changing them. Mayor Nielsen stated there are several we need to look at, but he’s not going to say we can do one every month. We can start working on one, and spend whatever time it takes us to complete it. He cannot make a promise of getting it done in one month. We will do what we can do.

Bonnie thanked the staff for what they do. She thanked Matt and Tony for the work they are doing on the splash pad.

**Daniel Wilson:** Dan asked if the cleanup day is still on. Tony reported it is on May 23.

Dan thanked the staff, council, and community for all the work they do.

**Grant Johnson:** Grant reported he is planning to participate in a skype meeting on

Thursday at 10:00 a.m. on the airport program. He is alone at work on Thursday and is unsure how much he is going to be able to be involved. Bonnie reported she would be happy to attend the meeting. Grant will email the information to her.

Grant thanked everyone. Things are a little unsure, but we just need to go

forward with a little bit of faith. He feels the City is in good shape financially.

**Mayor Nielsen:** Mayor Nielsen reported last month we talked about going ahead with

the selling of the city property. He has not had anyone contact him since then. As far as the sale of the property, we will not worry about it yet.

As Brenda said, we are up to date for the Covid-19 information. We are registered with the state. Rex is continuing to meet with the County and other Mayors. The Governor’s call is Wednesday, and he is sure he will move forward with Phase Two. This week the beauty shop and the gym can be opened. Paperwork has been sent to them about opening safely.

The playground is now open. City hall will remain closed for the near future. Things are working out well the way we are doing it. We have had a couple of complaints, but most people have been good about it. For the safety of our employees, we will continue this way. We will get back to our regular hours soon.

On the last call with the County, they are planning to continue with the fair. It is kind of a wait and see. Our Memorial Day celebration will on May 25, at 10:30. The Thunder Run was approved for this.

The Bible Church wants to rent our community center to hold their church meetings. They wanted it for a couple of months. We told them we will allow them to use it for one month because we want to allow others to use it as things open. They will take care of the cleaning and plan to social distance. After one month, we will look at it. The normal rent will be charged.

Rex thanked Tony, Matt, Selena, and Brenda for everything they are doing. They

are staying busy, as we are still getting a lot of information on the Covid-19. He thanked the Council and asked if they have any concerns to please let us know.

Bonnie asked if the Bible Church is paying a cleaning deposit. Brenda reported we did not get a security deposit, because they are doing the cleaning and disinfecting the building.

Mayor Nielsen reported as things open, we will look at meeting here at the office.

**ACTION ITEM** **– Adjournment: Grant Johnson moved to adjourn at 8:08 p.m.,**

**seconded by Dan Wilson, all voted aye, motion carried.**

 **APPROVED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Rex Nielsen, Mayor**

**Attest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Brenda Kay, City Clerk**