SPECIAL MEETING OF THE CITY COUNCIL

DIETRICH, IDAHO

October 13, 2025

Regular meeting was called to order at 7:09 PM by Mayor, Aaron Nicholes. The roll was called; those answering present were Shawna Stewart, Dean Grissom, and Trent Hanson (via phone). Also, present were city maintenance operator, Kelly Nebeker; Community Members: Iva Lee Green, Kirsten Rosa, Tim Conant, Boyd & Joyce King, Roy & Colleen McClure, Nika Barbakabze, Steve Featherston, Valerie Hanson, Gerrick Kelley, Brady Power, Christopher & Joanna Stevenson, Colt Stevenson, Amilee Stevenson, & Austyn Stevenson.

The Pledge of Allegiance was led by Mayor Nicholes.

A motion was made by Shawna Stewart and 2nd by Trent Hanson to approve the minutes as read. All were in favor and the motion carried.

The following bills were received:

FROM	FOR	ITEM		AMOUNT	CHECK
Kelly Nebeker	September Paycheck		*	$2,800.30	2484
Michelle Johnson	September Paycheck		*	$3,123.35	2485
ID State Tax Commission	Jul-Sept Qtrly Taxes			$275.00	ONLINE
United States Treasury	Withholding SEPT			$1,241.94	ONLINE
United States Treasury Internal Revenue Service	QTRLY TAXES / 941 Reporting			$1,514.93	2504
Aaron Aggeler	September			$150.00	2486
Allen Construction, Inc.	Concrete - 4th & Main / Sidewalks			$49,652.00	2487
Century Link	City Hall - 2102	$97.75			
	Pump House - 7847	$79.62			
	Lift Station - 7020	$97.89		$275.26	2488
Dietrich Fire Department # 5	2026 Fireworks $3,500.00 & Donations $401.00			$3,901.00	2489
City of Dietrich	Water $44.0 / Sewer $54.00 - City Hall & City Park	OCT		$98.00	2490
Ferguson Waterworks	6 - Hydrant Locks	$809.70			
	4 - 6x3/4 IP SGL STRP SDL 6.63-6.90	$277.48			
	4 - LF 3/4 MIP X CTS QJ BALL CORP ST	$338.08			
	4 - LF 3/4 FIP X FIP BV	$359.52			
	4 - LF 3/4 MIP X 3/4 CTS GJ COMP COUP	$104.76			
	4 - LF 3/4 FIP X CTS GRIP COMP COUP	$110.20			
	16 - 3/4 SS INS STFNR CTS PE	$36.80			
	3 - LF 3/4X2 BRS NIP GBL	$23.82			
	1 - LF 3/4X3 BRS NIP GBL	$10.62			
	4 - LF 3/4 BRS 125# UNION	$121.72			
	4 - 4X6-12 SWR SDL 4.50	$670.32			
	1 - 2X100 10 MIL PIPE WRAP TAPE	$8.14			
	4 - 5-1/4X4 CI VLV BX LID WTR	$124.48		$2,995.64	2491
First Federal Credit Card Services (0250)	8 PK-Kleenex	$16.99			
	6 Pencils, Refill Erasers, Refill Lead	$13.99			
	10-Receipt Books	$71.22			
	24 rolls Scotch Tape	$38.13			
	Grant Writing Book	$16.49			

	Used FFED Reward Points	-$78.84			
	Shipping & Handling	$6.99			
	USPS - 3 rolls / Stamps	$234.00			
	Heavy Duty Tarp	$148.39			
	Haffners Lock & Key (6-Hydrant Locks)	$251.94			
	GoDaddy / dietrichidaho.com	$22.19		$741.49	2492
First Federal Credit Card Services (9915)	REQ CR - $39.00 Late Fee				
	REQ CR - $39.00 Late Fee	$78.00			
Heider Electric Inc.	Generator - Lift Station			$46,850.00	2493
Idaho Power	Lift Station - 8508	$108.58			
	City Park - 0692	$30.47			
	New Meter - 8367	$25.84			
	Hall - 1730	$163.66			
	Wells - 1382	$920.87			
	Street Lights - 1088	$252.93		$1,502.35	2494
Magic Valley Lab	35 W 1st St Water Test Water Bacteria	$27.00			
	Last Fire Hydrant THM & HAA	$501.00		$528.00	2495
McHugh Bromley, PLLC	Rangen Water Mitigation			$38.12	2496
NAPA Auto Parts	Credit Balance	-$300.66			
Oxar LLC	Hypochlorite Solution - 15 GAL			$144.43	2497
Rodda-Miller Paint	5-Driveline Traffic White Paint 5 GAL			$660.35	2498
Shaw Merc	Duracell AA	$5.17			
	Powers Candy	$9.48			
	Q-Tips	$5.50			
	Sales Tax - 6%	$1.21		$21.36	2499
Valley Wide Co-op Inc	Fuel			$127.78	2500
Van Kleeck, LLC	Computers / Office			$720.00	2501
Winn & Company	148.5 Tons MC-500 Pugmix Asphalt			$17,448.75	2502
Wood River RC&D	2026 Annual Membership Assessment			$13.00	2503
		Total		$134,823.05	

The following credits were received:

FROM	FOR	ITEM		AMOUNT	CHECK
ACCT TRANSFER	From LGIP Account to Water Collections	FFED		$100,000.00	Online
ACCT TRANSFER	From Water Collections to General Fund	FFED		$100,000.00	Online
10/09/25	Deposit - General Fund - Borden Water, Dog Tags	FRONTIER		$55.00	
10/09/25	Deposit - Water Collections Acct	FRONTIER		$3,183.50	
10/10/25	Taylor Astle / City of Dietrich Settlement	FRONTIER		$11,250.00	0029216726
09/12/25	Deposit - Water Collections Acct	FFED		$1,667.17	
09/18/25	Deposit - Water Collections Acct	FFED		$6,971.68	
09/18/25	Deposit - General Fund - Borden Water	FFED		$43.82	
09/23/25	Deposit - Water Collections Acct	FFED		$6,128.03	
09/30/25	Deposit - Water Collections Acct	FFED		$3,640.97	
	Transfers Between Accounts - Total			$200,000.00	
	HWY DEPT / TRANSPORTATION -			$0.00	
	Total Deposits Into Water Collections Account -	FFED		$18,407.85	
	Total Deposits Into General Fund Account -	FFED		$43.82	

	Total Deposits Into Water Collections Account -	FRONTIER		$3,183.50	
	Total Deposits Into General Fund Account -	FRONTIER		$11,305.00	

A motion was made by Shawna Stewart and 2nd by Trent Hanson to approve the monthly bills. All were in favor and the motion carried.

No law enforcement is present at this meeting. Shawna Stewart asked to review the sheriff's agreement at the next council meeting.

Property proposals:

- Brady & Abby Power: Single 1884 ft^2 stick-built home with an attached garage and concrete foundation on 260 N Waucanza St. A motion was made by Shawna Stewart and 2nd by Dean Grissom to accept the plans as presented by Brady & Abby Power. All were in favor and the motion carried.
- Brian & Kirsten Rosa: Adding an un-attached garage and storage space – as close to the house as possible. Kirsten showed the council and mayor where it will be located on the plans. The council asked what the crawl space was for, and Kirsten indicated it was for extra storage and electrical access. Kirsten stated, "there is no water or sewer in the plans". A motion was made by Shawna Stewart and 2nd by Dean Grissom to accept the plans as submitted by Brian & Kirsten Rosa. All were in favor and the motion carried.
- Christopher & Joanna Stevenson: 2,026 ft^2 new mobile home unit on a stem wall foundation due to the slope. The manufacturer may take two weeks to build the home unit & they hope to have the foundation installed before the end of the month – and moved in by Thanksgiving. A motion was made by Dean Grissom and 2nd by Shawna Stewart to accept the plans as presented by Christopher Stevenson. All were in favor and the motion carried. Tim Conant mentioned double-checking the permits that are being issued, just to make sure you get the right one.

Aaron Aggeler stated that he is currently working for the courthouse and if the City of Dietrich is planning to use the licenses for water and sewer – he has the water license renewed, but not the sewer. His wastewater license expires November 15, 2025. A motion was made by Shawna Stewart and 2nd by Dean Grissom to pay for the renewal for the wastewater license for another year. All were in favor and the motion carried.

Community Members

- There was a question on the livestock ordinance regarding chickens and pets. It wasn't clear how many chickens were allowed. The council indicated that the number of chickens as pets is limited to three. The chickens are allowed as livestock if they are outside of the home.
- The council explained they need to implement an ordinance because of damages that were being done to community members properties (this occurred for at least 7 months or more - without a resolution amongst neighbors).
- The council started reviewing this ordinance for more than a year.
- The dog licenses were questioned as to why this came about. The council gave examples of nuisances and harmful situations involving dogs. A community member shared that last Friday, one of his dogs dug under the fence – the dog was in the grass, in his yard and a deputy was trying to call his dog out of his yard. The deputy mentioned that he didn't have a collar. The council informed the community member that this wasn't instigated by the city or city council. It was suggested to contact the Lincoln County Sheriff's Office if there's a complaint involving an officer or deputy. The council informed the community member that the process for dog tags and licensing helps protect the owners and their dogs. Trent Hanson shared a situation about his dogs being accused of chasing horses that got out of the fence. The sheriff came to Trent's house, yelled at his daughter before he was able to discuss the situation with him, and assumed it was his dogs that caused the problem. The sheriff didn't know Trent's dogs were in an invisible fence and didn't leave the yard. There were husky dogs (like Trent's) that were on the North side of town and running all over town. The council explained, if dogs have tags, then officers & others can find out more information on who owns the dog(s) to contact owners.
- The council said they are not trying to cause problems, they are trying to solve problems.
- The $100.00 fee is there for the city to implement when community members are in violation of the ordinance. The goal is to continue to help each other and work together to solve issues

when they arise – to be a good neighbor. It is equally important to have a violation for those individuals who don't want to resolve issues.

- A community member asked about dogs that are brought into the city (like farmer's dogs) and dogs that are at the Merc.
- The mayor indicated that we could suspend this ordinance again, but we absolutely need community input.
- A community member asked how many people attended a city hall meeting in the last 3 months. No one attended.
- The community expressed their concerns of communication. The suggestion was to have community members attend to be able to provide feedback.
- Shawna Stewart expressed concerns with creating new ordinances and Iva Lee Green offered to assist with locating information regarding past ordinances. The clerk suggested to post pending ordinances that are being considered for change, ordinances in process and changing, 1st reading, 2nd reading, and 3rd reading/waiting for codification to our website – to close the limited communication. The mayor suggested sending a letter or making a note on the billings to notify patrons of the reason that an ordinance is being reviewed. The council expressed concern with the additional mailing or publication costs. This discussion is tabled for the next meeting as "Community Communications".
- Puncture vine is in the rocks that the city placed next to Iva Lee Green's property. The mayor indicated the city will treat the weeds.

<u>Report On Assignments</u>

- <u>Mayor</u>:
  - The mayor met with church activity committee and Rex Hendrix about Halloween.
  - The mayor is trying to meet with the attorney for advice about the issue with the water on the road.
  - The Frontier Credit Union bank accounts are set up.
  - First Federal card services didn't credit the $39.00 late fee as indicated, which caused another late fee with a balance now of $78.00.
  - Need to post the maintenance position.
- <u>Council Member, Dean Grissom</u>:
  - Nothing to report currently.
- <u>Council Member, Shawna Stewart</u>:
  - Not getting any response from ETS regarding internet at the city park for cameras and will research other vendors.
- <u>Council Member, Trent Hanson</u>:
  - Nothing to report currently.

Financial Budget and Review – Once we have a month of data collected, then an evaluation of expenditures can occur.

<u>Maintenance Report</u>

Kelly went around the city and completed the patch work on the roads. He will hold off until Spring to complete 3rd Street because of the cooler weather.

There's an issue with the meter at the Dietrich Highway District. Kelly stated the city should pay for the cast pit construction to have access to the meter. Kelly will get quotes from American Vac Services (Jason) to the city council. Once the cast pit is installed, the highway district will obtain a device to connect for water access, ensuring an air gap is maintained.

Water and Sewer hook-ups are done at 620 N Park St. The clerk asked about the prior council's agreement regarding the growth in the Miller Estates lots. The council explained that lots 6, 7, & 4 are owned by a contractor in Nampa, ID and the property owner is required to put in a turn around road for the fire department.

We received the sidewalk paint so the project can be done.

There was an issue with the fire hydrant on the west side of 7th Street and pretty sure someone accessed the hydrant for livestock water.

Clerk Report

It's time to prepare for the end-of-year audit and the auditor has documents that need to be signed to collect information from the bank, as well as collect files/information from the city. The mayor wanted to speak with the auditor prior to signing the documents. The clerk gave the paperwork and contact information to the mayor.

The clerk asked for a copy of the public works license information for American Vac Services LLC. Kelly stated he would contact them.

The clerk asked about the credit from Summit Facility Supply and to collect receipts for $66.63 & $74.63 on 08/08/25 from the mayor. The mayor stated he will be going to the company tomorrow and will get those.

The clerk asked about creating a direct deposit form to collect information to set up the direct deposit. The clerk has a message in to Anthony from Frontier Credit Union to see what the options are for direct deposit (ACH, Wire, or Payroll) and to see if there's a way to set up check numbers on the online banking checks that generate. Anthony is on vacation the week of Oct. 20-24.

The clerk stated that it is cheaper to purchase checks from Costco and asked about getting a membership. A motion was made by Shawna Stewart and 2nd by Dean Grissom to purchase the Costco Membership. All were in favor and the motion carried.

There's a return on the amazon order for the VGA device that is faulty. Amazon issued credit for the return.

The clerk informed the council that she is unable to take on the planning and zoning permit process for the city. The council asked about when the financial affairs are going to be balanced out a bit. The mayor replied that the end of the quarter came with transitioning to a new bank, new QuickBooks file, transitioning to a new billing program, end of quarter and end of year stuff. The mayor stated the piles on the desk have dropped some.

The revenue shares/distributions go through the state controller's office. The clerk is working with them to set up the new bank account information for the direct deposits (Highway Users/Distribution, Revenue Sharing, & State Liquor Distribution). The clerk stated that the controller's office didn't even have the City of Dietrich set up with a user id to complete the annual reporting. Shawna Stewart stated she helped with completing some tax or reporting forms last year.

The mayor stated the clerk can go ahead to purchase QuickBooks Payroll to process the payroll more efficiently.

The clerk pointed out there is no codified ordinance for return check fees (Chapter 50), Trent Hanson suggested setting a $45.00 fee and the council tabled the discussion until next meeting.

The mayor is reporting on behalf of Rex Hendrix and Debi Bingham regarding the Halloween Trunk or Treat. The trunk or treat will be at the school, a pumpkin carving contest in the bus lane, & food/games at the city park. There will be a donut eating (from a string) contest and two glows in the dark games. There will be some treats/prizes for the contest winners.

American Legal Publishing codifies and organizes the ordinances. The clerk called to speak with them and was informed a per page fee is charged if there are new ordinances that need codified. The process was to have the three readings and once the ordinance was approved, then send it to them for review with their legal team (confirming state & federal regulations are met). If the legal team has questions, they will reach out to the city; otherwise, they will codify them. The mayor stated that when he spoke with them, he was under the impression that all they did was organize the ordinances into a nice format and provide a link to access the information online and when he asked what the legal team did, he got evasion. The mayor and council didn't think they were reviewing the ordinances to consider state/federal regulations/laws. The council discussed taking back the ordinances to post them on our website manually like we used to verse continuing with them and it may be something the assistant clerk can do. The council has tabled the discussion for next month.

The council spoke about having an executive session to discuss personnel needs on October 24, 2025.

The council read Ordinance § 32.02 to reflect the new bank as Frontier Credit Union. A motion was made by Dean Grissom and 2nd by Shawna Stewart to adopt Ordinance § 32.02 as read and to bypass the second and third readings. Roll call vote as follows: Shawna Stewart - Aye, Dean Grissom - Aye, and Trent Hanson – Aye.

Ordinance § 32.05 needs to be eliminated because elections are run by the county and run from 8:00 AM to 8:00 PM. A motion was made by Shawna Stewart and 2nd by Trent Hanson to eliminate Ordinance § 32.05. All were in favor and the motion carried.

Since the notification letter was sent to patrons, no progress has been made in clearing debris or removing items from the roadways in preparation for winter. (Ordinance § 91.01) The council discussed the trees causing issues throughout the city that will cause issues for snowplowing and chip sealing in the spring. A motion was made by Shawna Stewart and 2nd by Dean Grissom to mail the notifications for tree trimming with the request for a 20 ft. clearance. All were in favor and the motion carried.

The council discussed Black Mountain Software – BMS Pay features. The mayor spoke with the City of Cambridge about the pros and cons of BMS Pay. A motion was made by Shawna Stewart and 2nd by Dean Grissom to setup the BMS Pay feature. All were in favor and the motion carried.

Shawna Stewart looked at the hook-up fees for Shoshone, ID and they charge $2,500.00 for water and $2,500.00 for sewer, not including the supplies/materials or excavation. The reason for the ordinance review is the costs have increased, and the ordinance has not changed for ten years. Trent suggested considering a $500.00 increase for each. (Ordinance § 52.21 & § 51.015) The council tabled this discussion for November.

The council discussed setting up a $500.00 or $1,000.00 community involvement scholarship for a DHS graduating Senior. The mayor will meet with Stephanie Shaw to create the criteria/guidelines and bring the information back to the council for review. The clerk let the council know about the apprenticeship program through IRWA.

The mayor spoke about establishing a council president and asked if anyone wanted to volunteer. Shawna Stewart responded that she would.

A motion was made by Shawna Stewart and 2nd by Dean Grissom to adjourn the meeting. All were in favor and the motion carried. The meeting was adjourned at 9:05 PM.

______________________________ Mayor ______________________________ Clerk