BUDGET HEARING & REGULAR MEETING
OF THE CITY COUNCIL
DIETRICH, IDAHO

March 2, 2026

Regular meeting was called to order at 7:00 PM by Mayor, Aaron Nicholes. The roll was called; those answering present were Shawna Stewart, Trent Hanson, and Dean Grissom. Also, present were City Maintenance Operator, Kelly Nebeker; City Clerk, Michelle Johnson; Lincoln County Sheriff's Department, Deputy Caleb Rees; and Jeff Hoover, Outwest Properties.

The Pledge of Allegiance was led by Mayor Nicholes.

A motion was made by Shawna Stewart and 2nd by Dean Grissom to approve the March 2 meeting minutes. All were in favor and the motion carried. A motion was made by Shawna Stewart and 2nd by Trent Hanson to approve the February 2, February 16, & March 30 meeting minutes. All were in favor and the motion carried.

The following bills were received:

FROM	FOR	ITEM		AMOUNT	CHECK
Emily Buckway	January Paycheck		*	$1,703.45	Direct Dep
Michelle Johnson	January Paycheck		*	$2,460.62	Direct Dep
Kelly Nebeker	January Paycheck		*	$2,181.10	Direct Dep
United States Treasury	Witholding January			$1,198.40	Online
Aaron Aggeler	December			$150.00	2044
Big Wood Canal Co.	Borden Water Shares # 5212	$451.75		$538.75	2046
	City Water Shares # 7879	$87.00			
Century Link	City Hall - 2102 (# 333548962)	$98.00		$277.17	2042
	Pump House - 7847 (# 333619173)	$80.44			
	Lift Station - 7020 (# 333548963)	$98.73			
City of Dietrich	Water $44.0 / Sewer $54.00 - City Hall & City Park			$98.00	Online
Ferguson Enterprises DBA Pollardwater	SQ POST BREAKAWAY BASE X (STOP SIGNS)			$569.43	2052
Ferguson Waterworks	CABLE TR IPEARL 6 FT TRPL 2WI SEN AY	$412.44		$24.53	2041
	CREDIT / INV #0928713	($397.52)			
	Delivery Fee	$9.61			
Frontier Credit Card (1893)				$0.00	Online
Frontier Credit Card (6676)	Intuit Quick Books Payroll Processing Fee	$30.00		$2,092.10	Online
	Intuit Quick Books (CR / Online Payroll)	($200.00)			
	Intuit Quick Books (CR / Online Payroll)	($530.44)			
	Intuit Quick Books - Desktop	$1,768.00			
	USPS / Postage (4 Rolls)	$312.00			
	HP 218X Black Toner	$114.92			
	HP 218X Cyan Toner	$132.29			
	Tampered Glass / Samsung Galaxy Tab Active 5 (8 in.)	$8.99			
	HP 218X Magenta Toner	$133.89			
	HP 218X Yellow Toner	$133.89			
• Costco	Paper Towels	$20.79			
	Toliet Paper	$20.99			
	Clorox Wipes	$18.79			

	Air Freshner	$14.97			
	Garbage Bags	$17.69			
	Costco / Sales Tax	$5.59			
• Walmart	Rubbing Alcohol (2)	$7.96			
	1,500 Address Labels	$37.64			
	Glass Cleaner	$1.74			
	Floor Cleaner	$3.94			
	Hand Soap	$2.47			
	Hand Soap / Refill	$5.97			
	Broom	$11.46			
	Mop	$13.48			
	Walmart / Sales Tax	$5.08			
Grover Electric & Plumbing Supply	ASC ENGINE - 1/2" QUICKBITE FEMALE ADAPTER	$17.92		$4.98	2050
	ASC ENGINE - 1/2" QUICKBITE FEMALE ADAPTER (RETURN)	($17.92)			
	KELLER SUP - 1/2" I.D. HARD TYPE M COPPER	$4.98			
Idaho Power	Lift Station - 8508	$103.13		$1,264.52	2047
	City Park - 0692	$33.44			
	Hall - 1730	$296.23			
	Wells - 1382	$496.31			
	New Meter - 8367	$25.84			
	Street Lights - 1088	$309.57			
Lincoln County	SIRCOMM			$714.20	2048
Lincoln County Sheriff's Office	Sheriff's Agreement			$350.00	2043
Magic Valley Lab	Monthly Water Test (INV # 37633)			$27.00	2049
McHugh Bromley, PLLC	Rangan Water / INV # 1000 4993			$126.55	2045
Valley Wide Co-op Inc			*	$178.09	2051
Vance Dill Truck Repair	Starter - GMC City Truck			$431.90	2040
		Total		$14,390.79	

The following credits were received:

FROM	FOR	ITEM		AMOUNT	CHECK
ACCT TRANSFER	Water Bond Fund (Transfer From Water Collections)			$1,500.00	Online
ACCT TRANSFER	Reimburse General Fund JAN 2026 Bills (Transfer From Water Collections)			$6,482.18	Online
ACCT TRANSFER	Reimburse General Fund JAN 2026 Bill (Transfer From Highway Funds)			$569.43	Online
Withdrawal / General Fund	From Gen Fund to Water Collections / FFED Acct			-$56,848.81	Online
ACCOUNTS CLOSED - FFED 01/16/2026	Into General Fund (Water Collections)			$56,848.81	34057756
ACCOUNTS CLOSED - FFED 01/16/2026	Into General Fund (General Fund)			$30,743.47	34057755
Withdrawal / General Fund	HIGHWAY DISTRIBUTION (NEW ACCT)			-$5,767.03	
NEW ACCT SETUP / Deposit - 01/16/2026	HIGHWAY DISTRIBUTION (NEW ACCT)			$5,767.03	
HIGHWAY FUND - Deposit	From Gen Fund to Highway Fund 01/23/26 Vendor Remittance			$4,132.55	Automatic
ID State Liquor Distribution	Liquor - 01/12/26 Vendor Remittance			$2,511.00	Automatic
ID State Revenue Sharing	01/28/26 Vendor Remittance			$8,945.72	Automatic
Deposit -01/22/26	Into Water Collections Acct			$1,966.93	

Deposit - 01/15/26	Into Water Collections Acct			$1,636.24	
Deposit - 01/08/26	Into Water Collections Acct			$1,557.98	
Deposit - 01/29/26	Into Water Collections Acct			$1,406.91	
Deposit - 01/19/26	City Hall & City Park Utilities ($54 Sewer / $44 Water) JAN 2026			$98.00	Online
Deposit - 01/22/26	Into General Fund - Lincoln Co. / Taylor Astle Restitution	$11.00		$4,823.99	
Lincoln County	HTR / PTR & Occupancy	$1,358.06			
	2025 Tax Receivable	$3,417.72			
	2025 Tax Penalty Receivable	$2.44			
	2025 Tax Interest Revenue	$34.77			
Deposit - 01/08/26	Into General Fund - Dietrich Merch Liquor License			$18.75	
Deposit - 01/29/26	Into General Fund - M.Richie Damage Reimbursement	$140.58		$695.17	
	Idaho Power Quarterly	$554.59			
ACH - DEC 2025	Water Collections - Automatic Deposit			$459.16	
ACH - JAN 2026	Water Collections - Automatic Deposit			$1,472.41	
CCD - DEC 2025	Water Collections - Automatic Deposit			$1,011.90	
CCD - JAN 2026	Water Collections - Automatic Deposit			$2,702.95	
	Transfers Between Accounts - Total			$6,482.18	
	HWY DEPT / TRANSPORTATION -			$3,563.12	
	Total Deposits Into Water Collections Account - FRONTIER			$69,161.29	
	Total Deposits Into General Fund Account - FRONTIER			$47,738.10	
	Total Deposits Into Water Bond Account - FRONTIER			$1,500.00	

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

Michele McFarlane with Pioneer Community Resources, formally Region IV Development indicated their CSI office existed for over 50 years. The office is designated by the US Dept. of Commerce for collaboration of regional development for Southern Idaho. Their board consists of 24 individuals – founded in 1975. The have several revolving lending funds where small businesses can partner with the bank and them under a second lien position, to support funding opportunities.

Michele works with city councils and county commissioners to seek state and federal grant funds for improvements. These grants usually come with strings attached. The city can hire Pioneer Community Resources to handle the grant management and reporting. They generally do not work with transportation grants, but they do work with Water and Wastewater projects. It wouldn’t be beneficial to hire Pioneer Community Resources unless the project exceeds $500,000.00. Depending on the grant, it may cost between $2,000.00-$10,000.00 for them to prepare a grant. If we receive the grant, they will set up a “scope of work” regarding the grant. Michele stated the city council would need to properly procure services to begin the process. If the city submitted a Request for Quotation (RFQ) for an engineering firm independently (without the procurement with an agency), the city may be obligated to pay directly and not allowed to submit reimbursement to the grant.

The city needs to publish in the newspaper (twice) to submit a Request for Quotation (RFQ)/Bid for design/engineering (individual project(s) or 5 years for multiple projects) services. Michele indicated she could provide a template that works with procurement for them (or whomever the council chooses) to start the specifications for the project, including the grant writing. The City of Dietrich need to have an updated facility study completed prior to completing a letter of intent for grants. It can cost $40,000.00-$50,000.00 for a facility study. Michele indicated she would help to write the RFQ for engineering services and get it published in the Camas Courier – asking for engineers to contact city clerk to petition for the “scope of work” bids and then she will assist with the writing of the contract for January 2027 grants. The mayor stated he has a lunch meeting with Keller & Associates tomorrow in Pocatello to get information. Michele, the mayor, and the city council discussed which project would be a good starting point – water is the most urgent (including Jefferson St.), then sewer (Waucanza St. and Jefferson St.), roads, and economic business once the water infrastructure is completed. Michele will get a template ready for the next council meeting.

The City of Dietrich is not within a "poverty" level of 51% to qualify for USDA/Community Development Block grants – Dietrich is currently at 37.5%, because of the way people responded to the income brackets on the last Census.

DEQ loans money and once the cities repay the loans, there is more money to generate back to other cities. They look at the facility study and the user base rates – DEQ doesn't like to fund projects when the rates are too low. The city clerk asked about the match funds for the grants and how much funding the city needs to budget for these infrastructure projects. Michele spoke about the options with the bond and about negotiating what to set up based on the capability of the community.

The mayor asked about the milestones to complete the 2027 Letter of Intent. The application process opens usually in October. Generally, you want to allow 4-6 weeks for the engineer to complete those letters, and you'll find out about the application in May/June. The application needs to be completed each year if you're not selected. If awarded, DEQ will give a loan (with a bond) for the infrastructure. The DEQ grants are not allowed for "growth". Grants that are awarded, generally provide an award of 20-30% of the project. If you are applying for a grant, how do you intend on paying for the difference? The bond will help with this. It's important to explain the "why" for the next generation and explain the need for change.

Shawna Stewart asked about the ID Smiles Grant. Michele McFarlane indicated the application was received. Even though she isn't a part of the decision-making process, they hope to make the decisions on the applicants by the end of February.

The mayor informed Brandon Rasmussen he hopes to hear from the America 250 grant by February 19, 2026 – but he will let him know as soon as he knows. Brandon stated the firework show should last 15-18 minutes.

<u>Report On Assignments</u>

- <u>Council Member, Shawna Stewart</u>:
  - The City of Dietrich abandoned the Area of Impact mapping with the county because it would need to be implemented within five years.
- <u>Council Member, Rex Hendrix</u>:
  - Rex asked the mayor & council what they would like to set as guidelines for the scholarship. A motion was made by Shawna Stewart and 2nd by Dean Grissom to provide a "gift" of $75.00 for this 17 graduating Seniors ($1,275.00) as a scholarship kick-off.

Law enforcement was not present. The mayor will reach out to the Lincoln County Sheriff's Office to see what services are being given to Dietrich for the $350.00 agreement.

<u>Maintenance Report</u>

A new tablet was purchased because the current tablet is obsolete for the billing program.

The mayor asked about the old generator. The city can take a picture and submit it to the newspaper for two weeks to request a closed bid on the generator. Kelly suggested to take it to the Magic Valley Auction. The mayor asked Rex Hendrix to check on what the process is (fees) and report back next month.

Kelly asked the mayor and council if they want to expand the office space to the garage area. They stated it wasn't a priority at this time. The council stated they would like to purchase tables long enough to have the mayor and council sit along the west wall - without having their backs to the community & clerks. It was suggested to eventually get folding chairs for the community and council members. The mayor and council asked for pricing to be presented at the next meeting.

Kelly asked about ordering the chips and oil for the chip sealing and patching in the spring. The cost would be approximately $27,000.00. The city will have to take money from the general fund to cover the cost since the highway funds will not be enough to cover the cost. Kelly indicated the roads may deteriorate if the sealing and patching is not done. Kelly will ask Scott if the roads can last another year and the clerk will check with AIC to confirm if we can use the funds in another FY.

Kelly will check with Trent Hansen next week about the specs and maintenance for the new generator.

The clerk shared the information about the domestic wells.

<u>Clerk Report</u>

Emily Buckway informed the council we have scanned the current bills and payment receipts to attach them to the QuickBooks entries for a digital copy.

The mayor & council asked about a cheaper feature for the copier. Emily will get pricing from HP plans, and the mayor will check with Integrated Technologies in Twin Falls, ID.

The mayor will send login information to the clerk for Facebook and Shawna Stewart will provide the app information to view ownership information regarding properties.

The mayor tabled the remainder of the agenda to a Special Meeting on January 19, 2026, at 7:00 PM.

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 8:51 PM.

_____________________________ Mayor _____________________________ Clerk