

REGULAR MEETING OF THE CITY COUNCIL

DIETRICH, IDAHO

November 3, 2025

Regular meeting was called to order at 7:00 PM by Mayor, Aaron Nicholes. The roll was called; those answering present were Shawna Stewart, Rex Hendrix, and Trent Hanson. Also, present were Kelly Nebeker (city maintenance operator), and Michelle Johnson (city clerk).

The Pledge of Allegiance was led by Mayor Nicholes.

A motion was made by Trent Hanson and 2nd by Rex Hendrix 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	October Paycheck		*	\$2,269.41	Direct Dep
Michelle Johnson	October Paycheck		*	\$2,402.20	Direct Dep
United States Treasury	Withholding OCT			\$1,258.02	ONLINE
Aaron Aggeler	October	\$150.00		\$300.00	2001
	Customer Service Inspection & Cross-Connection Control	\$150.00			
Aaron Nicholes	Donuts (Halloween) / Walmart			\$17.98	2010
American Vac Services, LLC	620 N Park St. / Excavation			\$6,670.00	2004
Black Mountain Software	BMS Pay - (\$1,260 - \$525.00=\$735.00 Bal. Remaining)			\$525.00	2008
Century Link	City Hall - 2102_333619173	\$80.48			
	Lift Station - 7020_333548963	\$98.77			
	Pump House - 7847_33548962	\$108.89		\$288.14	2002
City of Dietrich	Water \$44.0 / Sewer \$54.00 - City Hall & City Park	NOV		\$98.00	Online Transfer
Ferguson Waterworks	10 - 3/4 X 1/8 RUB MTR COUP GSKT	\$2.03			
	1 - 2 X 1000 UG DET WTR BLUE	\$60.18		\$62.21	2005
First Federal Credit Card Services (0250)	** Waiting on receipts or credit / Summit Facility Supply **			\$82.74	2012
	Walmart - Donuts / Halloween	\$82.74			
First Federal Credit Card Services (9915)	REQ CR - \$39.00 Late Fee / CR Issued 10/09/25 ZERO BAL				** Refunded **
	REQ CR - \$39.00 Late Fee / CR Issued 10/09/25 ZERO BAL	\$78.00			** Refunded **
Frontier Credit Card (1893)	Walmart / Halloween Supplies	\$17.87			
	US Chef Store / Halloween Supplies	\$234.34			
	Costco / Halloween Supplies	\$162.48		\$414.69	Online Transfer
Frontier Credit Card (6676)	QuickBooks / Payroll	\$826.85			
	Monitor VGA Adapter	\$30.59			
	Flash Drives	\$35.99			
	Microphone for PC / Online Trainings or Zoom	\$17.99			
	Hoop Lights / Halloween Games	\$51.99			
	Amazon Return VGA Adapter	-\$7.41			
	Costco Membership	\$130.00		\$1,086.00	Online Transfer
Grover Electric & Plumbing Supply	CRESTLINE N 4" X 10 FT. PVC 3034 BELL ONE END GLUE TYPE	\$51.92			

	IPEX (CANP 3" PVC FEMALE ADAPTER)	\$30.36		
	IPEX (CANP 3" PVC SOLVENT WELD SEWER & DRAIN THREADED)	\$11.76		
	DANCO - UNIVERSAL 8" FIXED PLASTIC BALLCOCK	\$9.82		
	ECM INDUST 2"X60YD MULTI-PURPOSE GRADE DUCT TAPE	\$10.40		
	RWC RELIAN PLASTIC TANK FLOAT	\$2.10	\$116.36	2003
Idaho Power	Lift Station - 8508	\$78.75		
	City Park - 0692	\$30.42		
	Hall - 1730	\$163.99		
	Wells - 1382	\$791.73		
	New Meter - 8367	\$25.91		
	Street Lights - 1088	\$256.73	\$1,347.53	2000
Lincoln County	SIRCOMM Communications - OCT 2025		\$714.20	2009
McHugh Bromley, PLLC	Rangen Water Mitigation		\$135.07	2006
NAPA Auto Parts	Credit Balance	-\$300.66		** Refunded **
Oxarc, LLC	Hypochlorite Solution - 15 GAL	\$131.25	\$136.25	2011
	Hazardous Material Charge	\$5.00		
Valley Wide Co-op Inc	Fuel		\$222.53	2007
		Total	\$18,146.33	

The following credits were received:

FROM	FOR	ITEM	AMOUNT	CHECK
ACCT TRANSFER	From Water Collections to General Fund - NOV (OCT Bills)	Frontier	\$6,219.04	Online Transfer
State of Idaho	Revenue Sharing		\$9,137.83	Automatic Transfer
State of Idaho	Highway Distribution		\$3,909.05	Automatic Transfer
10/30/25	General Fund - Deposit:		\$3,387.49	
	Dog Tags	\$20.00		5503
	NAPA Credit from Overpayment	\$300.66		172816
	ID Power Quarterly - Q3	\$555.83		0001784518
State of Idaho	State Liquor Distribution	\$2,511.00		151023667
10/30/25	Water Collections Acct - Deposit		\$1,331.00	
10/23/25	Water Collections Acct - Deposit		\$3,459.81	
10/16/25	Water Collections Acct - Deposit		\$2,040.98	
	Transfers Between Accounts - Total			\$6,219.04
	Automatic Deposits / General Fund			\$9,137.83
	HWY DEPT / TRANSPORTATION -			\$3,909.05
	Total Deposits Into Water Collections Account -	FRONTIER		\$6,831.79
	Total Deposits Into General Fund Account -	FRONTIER		\$3,387.49

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

Law enforcement was not present at this meeting.

Report On Assignments

- Mayor:

- The mayor inquired about the signatures Karla Davis requires from the city on paperwork for new construction sites. The clerk spoke with Karla regarding the necessary signatures. The following considerations must be documented before Lincoln County can approve a building permit:
 - Setbacks: 20 feet from the front door and 10 feet around the structure
 - Culvert placement: Whether a culvert is required on the property
 - Irrigation ditch: Documentation from either the Big Wood Canal Co. or the City of Dietrich (letter) confirming the presence and maintenance of a ditch, regardless of whether shares are owned
 - Water and sewer lines: Any specific notifications regarding their placement
 - Drainage: Proper drainage for water or rain runoff

These requirements must be recorded to move forward with the permitting process. The clerk placed the forms on the city website under the Planning and Zoning section.
- The mayor will contact First Federal regarding Deborah Moon's credit card late fees and request closure on it.
- Council Member, Shawna Stewart:
 - Shawna is planning to meet with Karla Davis from the county to discuss the county RV Ordinance information. Since Karla will be out of the office for the next two weeks, Shawna will follow up with her as soon as she returns. Shawna also requested that the mayor forward a text message he previously sent to the council concerning a meeting with the lawyer. Shawna emphasized that the county ordinance takes precedence in situations where the city does not have its own. After her discussion with Karla, Shawna intends to draft a letter to inform the community.
- Council Member, Rex Hendrix:
 - Halloween was successful.
- Council Member, Trent Hanson:
 - Nothing to report currently.

Maintenance Report

Kelly indicated the generator is scheduled to be in the end of November and possibly installed by Dec. 1, 2025. Bill Corrigan may be interested in purchasing it. The mayor and council will research the surplus sale process.

The water and sewer are installed at 775N Washington St. The mobile home is supposed to be delivered on Friday.

Kelly is working with Scott Zimmers (Dietrich Highway District) regarding the chip sealing and patching projects for the city streets.

Clerk Report

The QuickBooks Payroll is unable to be set up until prior data from Jan 2025 thru current is entered for all past and current employees and city officials.

Michelle Johnson stated that during the October 24, 2025, meeting, the mayor inadvertently recorded the executive session. She asked to address the council without interruptions or questions until she fully presented the information. The clerk then provided the council with the following details regarding concerns arising from the recording:

- Clerk highlighted extensive efforts over several months to resolve five prior years of disorganization:
 - Establishing a new company
 - Updating banking information with government entities
 - Correcting reporting documentation
 - Payroll & Tax Discrepancies

- Concern was expressed regarding compensation comparisons, emphasizing unequal benefits despite significant personal investment in restoring order for the city financial management.
- Raised ethical question about family members serving in similar roles (city clerk and assistant city clerk); requested clarification of rules.
- Objected to assumption of opposition to hiring another clerk; clarified full support for additional help due to workload.
- Encouraged constructive feedback rather than contradictory praise and criticism; stressed importance of honesty over behind-the-back comments.
- The clerk explained that being “hyper busy” reflects focus on multiple responsibilities, including record cleanup, billing, phone calls, walk-ins, year-end reporting, learning new systems, and assisting with maintenance billing.
- Division of responsibilities was outlined: Maintenance reads meters and prints bills, while the clerk enters readings into QuickBooks for financial accuracy.
- The clerk explained that being “hyper busy” reflects focus on multiple responsibilities, including record cleanup, billing, phone calls, walk-ins, year-end reporting, learning new systems, and assisting with maintenance billing.
- Division of responsibilities was outlined: Maintenance reads meters and prints bills, while the clerk enters readings into QuickBooks for financial accuracy.
- Requested that any concerns about boundaries or oversight be discussed directly; unaware of interventions being necessary currently.
- Communicated inability to take on additional tasks (e.g., planning and zoning permits) until February due to year-end reporting and tax deadlines. It is reasonable for employees to communicate when workload is at capacity.
- Asked that any moratorium on hours be communicated directly; noted mayor has observed workload firsthand and checked in personally.
- The clerk stated that personal judgments, belittling, slander, or abuse from leadership would not be tolerated.
- Responded to mayor’s description of being “skittish” or fearful, clarifying diligence and commitment to legal compliance along with ensuring adherence to Open Meeting laws - rather than “paranoia.”
- Expressed concern about disconnect between direct communication and comments made behind the clerk’s back.
- Stated unwillingness to participate in administration if transparency and proper procedures are disregarded.
- Noted mayor’s frustration with meeting minutes not being completed within one week but highlighted turn-round was within an appropriate time frame according to the training commitments for that week.
- Reported delay in receiving receipts for mayor’s credit card charges (from his personal business) on August 8, 2025; raised concern about inconsistent accountability.
- Raised issue of selective enforcement of rules (dog tags, RV living, etc.); emphasized need for equitable application to both residents and city officials.
- Questioned appropriateness of comments regarding clerk’s “past childhood trauma” and “trauma prior to moving to Dietrich;” asked about qualifications to make such a diagnosis.
- The clerk clarified that her commitment to serving others should not be interpreted as financial hardship. Michelle’s personal finances, family aspirations, and her spouse’s employment are private matters, entirely separate from her professional performance, and therefore inappropriate for discussion in a business meeting or executive session.
- The business activities the clerk pursues on her own time are independent of council oversight. It is inappropriate and unprofessional for council members to discuss her personal financial or business matters to characterize her as someone in need of money. Such judgments have no relevance to the clerk’s private financial goals & dreams for her family or future. Those characterizations are also irrelevant to her city clerk’s role or job performance.

- The clerk objected to ridicule, including being referred to as paranoid, for seeking to follow city procedures, and questioned the motivation to continue working under such circumstances.

The clerk reminded the mayor and council to maintain professionalism during executive session discussions and to refrain from statements, references, judgments, ridicule, mental diagnoses, or speculation concerning any individual's personal life, well-being, or welfare.

The mayor and council apologized for their participation in the inappropriate discussions. Mayor Nicholes indicated he would like to schedule November 17 to discuss issues/concerns point by point and to come up with a game plan to improve the situation. Training from AIC or ICRMP for everyone was suggested. It was expressed that comments are sometimes made from fear because of past events and the responsibility of protecting city funds. The clerk expressed gratitude for the opportunity to discuss these concerns and issues, so a solution for improvement may be implemented. It was suggested to have a nepotism form for accountability with responsibilities for the clerk and assistant clerk duties/roles.

The mayor expressed the need to improve the city ordinances. It was suggested by AIC to evaluate the wording and include statements such as (ordinance information) ... "the mayor and council shall." The absolute is defined and will portray a clear picture of what the ordinance is requiring.

BMS training is scheduled every Wed. through December. The "Go Live" date is tentatively December 10th. SCO training is also on the clerk's schedule for the year end reporting.

A resolution needs to be set for the forgone amount. The numbers should be finalized within about a week, according to Jennifer Hohnhorst's email.

Brandon Rasmussen was not in attendance at this meeting.

The mayor met with Michelle McFarland with Frontier Community Resources, and she plans on presenting at the December council meeting. She is willing to write the grants for the city, so the mayor gave the six grants he was working on to her. She was able to get a copy of the 2011 Water Report. She gave suggestions of required, suggested, and probable to do in order to qualify for the upcoming grants. The first step for the water system is to complete another study, so she is contacting the 4 engineering firms in Twin Falls to provide an RFQ for the city. It will take 6 months to complete the study and then the city can apply for grants to improve the water system. The clerk advised the council of the DEQ webinar scheduled for November 4, 2025, for the letters of interest to apply for the upcoming grants for improving water and sewer systems. The clerk will record the webinar for the mayor, since he will be out of town. The council asked about the cost for the study. The mayor indicated he did not know what the cost would be and if the cost could be incorporated with the grant funding.

Idaho Smiles Grant is a \$5,000.00 annual community grant with her organization for an improvement within the city. If the grant is awarded, the council suggested funds be used for one of the following categories: internet services at the park & city hall, removing trees, care for the city park building/grounds/roof, activity/community events, movies in the park, BBQs, etc. The application is due at the end of the year. It was suggested to table the discussion until the next meeting.

Property Proposals:

- Steve Thomsen was unable to attend the meeting. He left a phone message to see if his son could present mobile home information that was close to what they were wanting to put on the property. Nic Clinton-Thomsen did not attend the meeting.

The mayor and council discussed the pros and cons of maintaining the relationship with American Legal Publishing. It is cheaper to codify ordinances once a sheet of paper is completely full because they charge per page. The mayor and council will seek legal advice before deciding to continue the codification of ordinances.

The mayor met with the mayor of Wendell, ID about their Facebook presence. They post pictures within their page, to keep the community updated. Shawna suggested a quarterly newsletter, post a letter on the website, or use social media. There are several pages for the City of Dietrich, and the city officials are not the administrators for these pages. The clerk suggested contacting Meta (Facebook) to delete all pages, so we can set up an official page that is owned by the city. Shawna will reach out to Shania Quiroga to see if she knows how to update the Facebook administrators.

The clerk asked the council to consider setting up a new highway distribution fund bank account to use for road repairs, chip sealing, signs, snow plowing, etc. This will remove it from the general fund to be accountable for the usage of these isolated funds. A motion was made by Trent Hanson and 2nd by Shawna Stewart to approve the bank account for the highway distribution funds. All were in favor and the motion carried.

The mayor and council discussed the proposal of increasing the water and sewer hook-up fees. Shawna will review ordinances 52.21 & § 51.015 and draft a first reading for the next council meeting.

NSF funds charged to the city are \$35.00 from Frontier Credit Union and \$15.00 from Nuvei on our credit cards. The council discussed setting the fee to \$55.00 to cover administrative costs on the chargeback items. Shawna will draft a first reading to establish a new ordinance (Possibly § 50.23 – Under § 50.20 for Account Fees) for NSF/Chargeback items.

The mayor had a meeting with Stefanie Shaw, Superintendent at Dietrich School District. She asked the mayor if the city would be interested in potentially using the old shop as a community center. She accepted the offer for a \$500.00 community scholarship award from the city to a student. The council indicated they need to set the parameters for the award. It was suggested to have a student attend three city hall meetings and see what they can come up with as a community project in an essay form possibly. The council was concerned about the time frame of accomplishing the project before graduation. Trent Hanson suggested opening the award to other grade levels. The council expressed concerns about holding the award until they are enrolled in a college - instead of issuing checks to the individual. The council decided to get suggestions from Stefanie.

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

A motion was made by Shawna Stewart and 2nd by Rex Hendrix to adjourn the meeting. All were in favor and the motion carried. The meeting was adjourned at 9:38 PM.

_____ Mayor _____ Clerk