

**CITY OF COUNCIL**  
**Meeting Minutes**  
**February 13<sup>th</sup>, 2024**

**REGULAR COUNCIL AGENDA**

**CALL TO ORDER:** Mayor Gardner called the meeting to order at 6:30 pm.

**ROLL CALL:** STANFORD, MAHON, EDWARDS, AND TUBRIDY. A quorum is present.

**CONSENT AGENDA:**

- 1) Minutes of the Council Meeting on January 9, 2024
- 2) Approval of Regular & Special Bills
- 3) Approval of Financial Statements
- 4) Approval of Agenda

*Council Member Stanford moved to approve the Consent Agenda. Seconded by Council Member Mahon. Voice vote indicated no opposition to the motion, with all members voting aye: Motion Carried.*

**REPORTS**

**ENGINEER** – Andrew Kimmel-Great West Engineering

- Written Report Attached.

**AIRPORT/AIRPORT COMMISSION** – Kathy Hughes, Airport Commission

- Written Report Attached.

**CLERK-** Ashley Scott, City Clerk/Treasurer

- Our annual audit was completed on January 29 and went well. We should have the report from the auditor at our March meeting.
- Persi is providing workshops at City Hall for employees/council members on February 28. Don't hesitate to contact me if you are interested.
- Idaho Statute now allows quarterly financial statements to be posted on the City's website. If this is okay with the City Council, I would like to move forward with that rather than the expense of posting in the newspaper, and it will always be accessible on the City's website.
- AIC (Association of Idaho City's) spring meeting is on April 24. They will cover budgeting and community development. We request closure at City Hall.
- Idaho State Tax Commission – Budget and Levy training is May 7. We request closure at City Hall.
- Caselle is hosting an in-person training on April 9th, 10th, and 11th in Provo, Utah. The classes are free for those who have to travel. They will cover General Ledger, Payroll, and Utility Billing & Cash Receipting classes. We are requesting closure at City Hall the week of April 8-11th to be able to attend this training. A rough estimate of this trip will cost the City \$2,000. If you decide to approve this, it will be best for us to change the City Council meeting in April or possibly cancel it. Also, we need ample time to notify the public of the closure. Our Auditor, Jordan Zwygart, highly suggests Caselle training. If we can, this training will be very beneficial.

**PUBLIC WORKS-** Caleb Shumway, Public Works Supervisor

- Public works primarily focused on snow removal for the first two weeks of January.

- It was brought to the City's attention that several years ago, there was a water leak on the second service of Building D. When the leak was discovered, the tenants were not utilizing the water, so there was no investigation into where the leak was located. The water was turned off in 2017 and has not been turned on. Public works have determined that the leak is underground and will be replacing the service line to the building soon.
- Caleb has continued working with the clinic on their fire supply water line. Being unable to pass the required coliform bacteria sample, the contractor decided to chlorinate the line again. After flushing, another sample was collected, indicating there was still bacteria in the line. The contractors re-chlorinated the line with a higher dose of chlorine in hopes that it would kill the remaining bacteria.
- The concrete well cap at well house #2 was severely cracked and falling apart. Karra and Sean chipped the old concrete out and re-grouted the cap.
- Caleb took council member Tubridy on a tour of the drinking and wastewater treatment facilities. Tubridy noticed the shop's poor lighting and contacted a local electrician about lighting options. I met with Dan Beachy for six can lights, and repairing the lighting in two bays will cost around \$3600.

**PUBLIC HEARING-** None

## **REGULAR AGENDA**

### **1. ADAMS COUNTY HEALTH CENTER-WAIVER OF HOOKUP FEES**

*Council Member Mahon motioned to deny the waiver of hookup fees for the new Adams County Health Center building at 205 N Berkley St. City Hall can work up a deferred payment plan if necessary. Council Member Tubridy seconded the motion. Voice vote indicated no opposition to the motion, with all members voting aye: Motion Carried.*

### **2. HODGES-403 N. DARTMOUTH-RESIDENTIAL USE**

Discussion was had amongst the Hodge's Council Members, City Attorney Stephanie Bonney, and City Engineer Andrew Kimmel regarding a duplex in a commercial zone.

*Council Member Stanford motioned to give the owners of 403 N. Dartmouth 60 days to rezone the property or resolve the Residential issue. Council Member Mahon seconded the motion. Voice vote indicated no opposition to the motion, with all members voting aye: Motion Carried.*

### **3. KEN THOMASON-REQUEST FOR 3<sup>RD</sup> TYPE OF RV PERMIT**

Ken Thomason with Mountain West Surveys asked the Council Members for a 3<sup>rd</sup> type of RV Permit for businesses attempting to relocate to Council over time. The Council Members decided it was best not to create another kind of RV Permit and instead suggested staying at one of the three RV Parks in Council.

### **4. PATRICIA PAULIN-REQUEST FOR CITY CODE-ANIMAL CONTROL REVISIONS**

Patricia Paulin expressed her concern for a recent tragedy of two local dogs getting killed and discarded. She was asking for City Code adjustments that would address reporting incident requirements and also asking the City Council to address cats and allow for humane trapping to control the cat population. The City Council does not feel like it is a Code issue but more a destruction of property issue that should be addressed with the Sheriff's Office. They also do not think allowing cats to be trapped is humane.

### **5. PARKER ARRIEN-PROPOSED DUPLEXES ON SOUTH HORNET CREEK STREET**

Parker Arrien proposes building seven duplexes at 415 South Hornet Creek Street, and he asked the City Council if a multi-family would be allowed and if he had to pave the road. The City Council stated that they must follow the City Code and pave the road.

**6. AIRPORT COUNTY TAX LEVY**

Kayla Brown with JUB Engineering allowed the City Council to explore tax levy options before communicating with the County. The City or the County can pursue the tax levy; however, the tax base would be less if the City proceeds with the levy instead of the County. City Attorney Stephanie Bonney will explore the City's options and see the best option.

**6. CODE REFRESHER ON CITY GOVERNMENT-DISCUSSION WITH THE CITY ATTORNEY**

City Attorney Stephanie Bonney provided a short discussion with Council Members and City staff regarding code and Idaho Statutes.

*Council Member Stanford motioned to go into executive session pursuant to Idaho code 74-206(1)(a)(f) at 8:14 pm Council Member Mahon seconded the motion. Roll call on the motion resulted as follows: YEA Stanford, Mahon, Edwards, and Tubridy. Motion Carried*

*Executive session ended at 8:47 pm.*

*Council Member Stanford moved to adjourn the meeting at 8:47 pm Council member Mahon seconded the motion. Voice vote indicated no opposition to the motion, with all members voting aye. Motion Carried.*

Minutes submitted by:

  
Ashley Scott ~ City Clerk

Minutes approved by:

  
Bruce Gardner ~ Mayor



Water Project:

The contract has been sent to the City for review and signatures. The City Attorney has reviewed the contract, and all comments were addressed. Great West will work closely with Caleb to identify any areas that need to be addressed due to changes in priorities since the funding application was submitted one year ago. The largest item that needs to be dealt with is the location of the new well and storage tank. Great West will work closely with the Mayor and City Attorney on the currently proposed lot.



**Andrew Kimmel, PE**

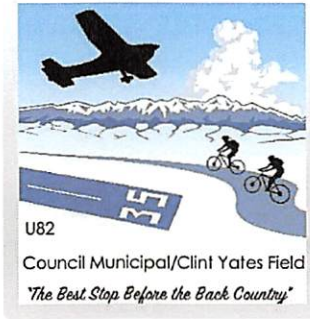
Business Unit Manager

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Airport Commission Report to City Council - February 13, 2024

- Fuel Sales Summary since fuel card reader installation in 2019:

Financial analysis 7/19/22 - 1/10/2023 annual P&L	
Epic Base Plan	-\$945.00
Annual cellular service	-\$480.00
Fuel nozzle repair	-\$786.01
3% transactional fees to date	-\$407.29
Net fuel sale revenue	\$1,970.00
Annual donation	\$1,500.00
<b>Net</b>	<b>\$851.70</b>

		Balance
Fuel pump install	-\$5,777.00	-\$5,777.00
2022 net	\$851.70	-\$4,925.30
2023 net	\$1,873.52	-\$3,051.78
2024 net	\$3,250.00	\$198.22
2025 net	\$1,750.00	\$1,948.22

Projected 2023 P&L	
Epic Base Plan	-\$945.00
Annual cellular service	-\$480.00
3% transactional fees	-\$825.00
Net fuel sale revenue	\$2,623.52
Annual donation	\$1,500.00
<b>Net</b>	<b>\$1,873.52</b>

Projected 2024 P&L	
Epic Base Plan	-\$945.00
Annual cellular service	-\$480.00
3% transactional fees	-\$825.00
Net fuel sale revenue	\$4,000.00
Annual donation	\$1,500.00
<b>Net</b>	<b>\$3,250.00</b>

Projected 2025 P&L	
Epic Base Plan	-\$945.00
Annual cellular service	-\$480.00
3% transactional fees	-\$825.00
Net fuel sale revenue	\$4,000.00
<b>Net</b>	<b>\$1,750.00</b>

- The \$5,777 that the City paid for the fuel card reader installation and fuel nozzle repair in 2022 will be recouped through fuel sales by the end of 2024 at the current rate of predicted fuel sales.

- Fuel sales since January 1 is 110 gallons, net revenue to the airport \$75. Poor weather has had an impact on flights and fuel sales.

- \$25 in courtesy car donation received since the last City Council meeting.

- Hercules mine helicopter operations from U82 concluded, they flew January 25 and January 29 (weather delayed the flying that was originally planned the week prior). The helicopter is owned by Base Camp Aviation in McCall, Kurt J Hoffman Mine Services was the subcontractor that arranged the flights out of the Council Airport. The City charges fuel flowage fees of \$0.20/gallon according to the Council U82 Minimum Use Standards, John Gunner from Hoffman Mine Services will submit a summary report to include funds payable to the City for fuel flowage.

- The next Airport Commission meeting will be held February 26, 2024, at 6:30 pm at the airport in Hangar 5, with a Zoom meeting invite as an option. All are invited to attend!

Join Zoom Meeting

<https://us02web.zoom.us/j/81364747167?pwd=NmVEdlcrdkJybzMlRldpeFhJT2R2UT09>

Meeting ID: 813 6474 7167

Passcode: 146514

Or by phone 1-669-444-9171

- The direct website link for the U82 weather system is:

<https://map.eye-n-sky.net/SitePages/Council>

Kathy Hughes

Terry Powers

Murray Carter