

Mendon City Council Meeting
March 10th, 2016
Mendon Station – 95 North Main
Meeting began at 7:00pm

In Attendance:

Mayor: Ed Buist

Council Members: Greg Taylor, Kelly Barrett, Karole Sorensen, Jon Hardman

Clerk: Teena Young

Recorder: Paul Cressall

Treasurer: Daphne Carlson

Public Works Director: Kirk Taylor

City Engineer: Eric Dursteler

Excused: Bob Jepsen

In Attendance: Rylan Locke, Noah Fletcher, Kevin Randall, Austin Maughan, Hunter Schroeder, Dylan Leishman, Mike Carlson, Jared Pratt, Stephanie Pratt, Breck Pratt, Adam Chandler, Katie Child, Rob Pack, Phil Pack, Roger Conrad, Bonnie Conrad, Dayton Crites,

Mayor Buist called the meeting to order at 7:00PM. Boy Scout, Rylan Locke led the Pledge of Allegiance with Teena Young saying the prayer.

February 2016 Minutes were reviewed and approved.

February 2016 Bills were reviewed. Jon stated that he hadn't seen the loan payment listed and asked which category it had been listed under. Daphne said there were two checks; she will look into when it was paid and which budget item it was under. Jon motioned to approve the Feb 2016 bills with the motion seconded by Greg Taylor. The bills were approved unanimously.

Youth Council Report

Kaden Myers stated that the council held a party on Feb 5, 17 kids attended. They got new T-shirts which were designed by Shawnie Oswald, with blue lettering was done in honor of Emilee Wright. The council will be preparing for the Easter Egg Hunt. All City Council members are welcome to join. The Youth Council has purchased a bunny suit for the activity; they will be asking for a \$1 donation per child again this year. The Easter Egg Hunt signs are too big for the Mendon City signs. They are wondering if there is a way to do something better to secure the banners. Greg stated that if there was something permanent in place it would be beneficial for all city events. Mayor Buist stated he would consider funding something like this in next year's budget. Mayor Buist asked for some suggestions on what is needed and a cost for supplies. The Youth Council is asking for an additional \$200 for the Christmas Sing-a-long. There are costs and many volunteer hours. Becki asked if this money would be set aside in a different budget or added to the youth council budget. Mayor Buist stated that it would be an increase in their budget. Mayor Buist thanked the Youth Council for their work.

Deputy Sutherland

Deputy Sutherland doesn't have anything to pass on to the city from the Sheriff's Office. Mayor Buist has discussed the May Day schedule with him, and the ATV season is also coming up. Deputy Sutherland has been with Mendon for four years. Mayor Buist appreciates what he does.

Public Hearing – Employee Promotion Policy

Council meeting closed at 7:16pm and the public hearing opened.

Mayor Buist stated that the purpose of this discussion is because the city has had several part-time employees and we have a hard time keeping good help. A promotion policy would allow the promotion of a current employee to a ¾ time benefited position. Other entities have similar policies in place. The proposed policy states: the city may promote an hourly employee to contract status if the hourly employee was hired through an interview process, has spent at least two years on the job as an hourly employee and job responsibilities do not change substantially. Mayor Buist asked for public input. Adam Chandler asked about what benefits would be provided. Mayor Buist said the city would need to provide two benefits such as vacation time, pension, sick, holiday, ect, but that they would be discussed with the employee. Mike Carlson asked if the "like duties", would limit the employee, because a ¾ time employee would likely have more responsibilities. Mayor Buist stated that the intent is that the employee would be brought in at a lower level and trained

for other duties as necessary. Mike suggested the addition of an age limit of 18yrs or older be added to the policy. Mayor Buist agreed with that requirement because the age opens up different duties. There also is a 3mo probationary period when an employee is hired and it will apply to this type of promotion also.

Public hearing closed with council meeting re-opening at 7:25pm.

Mayor Buist agrees with the addition of the age limit to the policy. Karole asked if there is a list of job responsibilities. Kirk does have a list of these responsibilities. The policy was edited to read: "The city may promote an hourly employee, who is 18 years old or older, to contract status if the hourly employee was hired through an interview process, has spent at least two years on the job as an hourly employee, and job responsibilities do not change substantially." Kevin Randall asked if the two years is necessary if the employee is 18 or older. Mayor Buist stated that some 18yr olds have related experience and that we need some flexibility in the policy. Kelly stated that the policy gives the council the opportunity to promote an employee and added that the supervisor would assign the duties. Jon motioned to approved the Employee Promotion Policy as read. Karole seconded, and the policy passed unanimously.

Bonnie and Roger Conrad

Roger Conrad addressed the Council concerning their intent to purchase a parcel at 176 S Main. The parcel contains two original 1.25 acre parcels. Roger stated that they understand that Mendon has a moratorium on building permits at this time and that the city is looking for more water. They propose to build a home on the empty lot, live in the old home while it is being built, and at which point the new home is constructed, they would transfer the culinary water hookup to the new home. This would mean the old home's meter would be shut off and locked, until more hookups are allowed. Jon stated that P&Z recommended moving forward with the condition that an agreement be made in writing. Jon agreed with P&Z that a letter required that states that the water at the older home wouldn't be utilized until authorized by the city. Greg asked about how to ensure it isn't used. Kirk stated that the meter can be locked. Greg stated that the older home would then be unsellable until water is allowed again. Roger stated that he understands and would write a letter to agree to the conditions. Karole asked if his intention is to keep both lots at this time. Roger stated yes. Kelly has no issues with the proposal. Kirk stated that they would still be charged the water service and water hookup fee for the new home. Kelly motioned to approve the proposal. Karole seconded the motion, and the motion was approved unanimously.

Dayton Crites, County Trails Planner

Dayton is working to get new trails and more outdoor recreation to Cache County. Dayton presented the council with a presentation concerning the benefits of trails. We build trails for the same reason as other infrastructure. Three benefits of trails are: health, safety, and economy. Trails promote a culture of heath. Trails provide safety for pedestrians and bikers, and deter vandalism. Home values increase close to trails, tourism increases, and more jobs are brought in. Dayton's roll as a County Trails Planner is to help track down grants and help communities in the process. Mayor Buist introduced Dayton to Karole who is over trails. Kevin Randall asked if he works with scout volunteers. Dayton stated that he has worked with many volunteer groups in the past but not scouts particularly, but he is willing to enlist and help with scouting projects.

Rob Pack, Eagle Scout Project Proposal

Rob will be assisting Wayne Wheeler with the mountain bike trail to be built on city owned property at Deep Canyon. He will be helping to build and maintain the trail as his Eagle Scout project. Rob stated that the trail will be a 3- mile loop on the bench above Mendon. Mayor Buist stated that it sounds like a great project and asked that he come back and inform the council of the plan.

Breck Pratt, Fry Shack Proposal

Breck stated that she has an idea to do a fry shack on Mendon Square near the food booth. It would be open a few days a week. Gloria Gordon would help. Mayor Buist stated that his only concern would be that they have to be aware of Bear River Health requirements. Mayor Buist asked about how they will handle the grease. Breck stated that they haven't looked into what the requirements would be. Mayor Buist stated that there is already a precedence with the snow shack. Food handler's permits are required. Mike Carlson stated that they may need to have a commercial cooking and venting requirements to meet fire code as there may be stiff requirements as far as fire suppression, venting, ect. Adam Chandler mentioned that there is used venting system from a high school chemistry room that was listed as surplus recently that they may want to look into. Jon stated that a fry shack would complement the food stand as it would only be fries and onion rings as not to compete with the food stand. The Pratt's will look into what is required by the Bear River Health.

P&Z Commissioners

P&Z suggested Rusty Myers, Ron Campbell, Rick Shelton, Terrell Fletcher and Evan LeFevre as possible commissioners. Jon stated that Rusty was on the Board of Adjustments for a while. They are looking for someone with some experience. They will need to call three. Council accepts all the names. Mike Carlson stated he is willing to help on Board of Adjustments.

Austin Barrett – Eagle Scout Presentation

Austin stated that he took pictures of all the signs in Mendon and checked their condition. He has put the information into an online system so that the city can find and maintain the signs. There are 161 sign locations with 30 signs having damage currently. Austin demonstrated the map, each sign can be selected and it shows a picture and condition of the sign. Kelly stated that there are four different layers. Layer with damaged signs, a layer with all the speed limit signs, and another with all the stop signs. Kirk stated that occasionally there are grants that come through for safety that can be used to repair or replace the signs, this project is very helpful. Mayor asked if there are any additional grants such as life safety grants. Kelly will check into possible grants. Kirk stated that there is a reflectivity law that signs should meet; we need to have a plan to get some signs replaced to meet the requirements. Kirk stated that public works would maintain it the work Austin has done. Kelly will give Kirk the link. Mayor Buist stated that it is a great job and thanked Austin for his work.

City Building and Library Bids

The Bid opening was last Thursday. Eleven bids were submitted. The low bid was \$634,800, and the high was \$938,000. There was a meeting last night to discuss some value engineering with the apparent low bidder. The contract has not been signed yet. They should be able to get about \$575,000 for the project which would allow for money to cover any change orders. They would like to start right away with a completion in 4-5 months. The library board has been getting things lined up. Paul Willie has secured a conference table and chairs. Mayor Buist has money in the budget to get the city staff up and running. Karole motioned to approve moving forward with the process based on the numbers provided by the Mayor. Kelly seconded the motion, and the council approved unanimously.

APWA (American Public Works Association) Standards Policy

Kirk stated that issues have come up in the developments in the last year. There were some holes in our standards and specs, and it is going to take some time to bring our standards up to what we are needing. Until this time, there are a lot of communities in the valley that have adopted these APWA standards as supplemental. Kirk's thought is that if it is adopted as supplemental to our standards; it would fill any holes that may come up. In doing so, there would be clarification for builders, who are familiar to these standards. We already have a section in our standards, that contractors will be held to the higher standard. Jon noticed some typos in the policy, which were corrected. Jon asked if there would be any case that we would feel like the APWA standards would be way over the top. Eric stated that there is a chance of that but not a significant amount. Kirk stated that they are mostly very general; He would like to get specific on our standards. Eric stated that we just found something in our standard during the planning for the new building. The current Mendon standards on the thickness of the concrete was not sufficient. This policy would cover these problems. Kelly stated that the policy would be beneficial so we don't have to have a standard for every little thing. If we want something to be more stringent or less stringent than the standard, we can make those changes. Karole asked that the phrase "many municipalities" be changed to "municipalities". Jon motioned to approve the policy with the corrections. Kelly seconded and the motion passed unanimously

Kirk Taylor, Public Works Director

There were three interments at the cemetery. Kirk has the new backhoe which has an annual lease amount that is much less than last year. Last year the spring was flowing higher but this will increase when the snow melts. The booster station isn't recharging as quickly as last year. It may not be as affected by the runoff as the spring is. Eric stated that it isn't pulling from one layer, it is perforated and pulls at many layers. Kirk stated that we will watch it. Logan will be starting next week. Kirk stated that the drinking fountain cabinet is getting finished, and there has been some electrical work done there. Gloria Gordon offered to donate an upright freezer for the food stand. Daphne stated that the scouts that were here tonight need to do 8 hours of service. Daphne is the merit badge counselor and will have them contact Kirk to make arrangements to do some service. Kelly asked if we are mixing the two wells yet. Kirk stated mixing will begin mid-May. Kirk stated that he did patch a few pot holes to buy some time. Mayor Buist thanked Kirk for all he does.

Eric Dursteler, City Engineer

Willowstick will be doing the electrostatic water study. We will start at cobblestone to see where the water is coming

from. The idea is to intercept the water above the contamination areas. Eric will be getting started at the end of March.

Council Reports:

Karole Sorensen

Karole has talked to Breck Rushton who has overseen the food stand in the past. Typically, the Mendon 1st ward or Mendon 4th ward have done the food stand this year. Last year the Mendon 1st ward did it. All the wards have declined to do the food stand. In the past the city has split the revenue at an 80/20 split with a minimum of \$1000. Though most of the city's money has been given in tickets at the 24th celebration. Typically, a group can make \$3000-\$4000 per year with the food stand. Breck Rushton recommends that possibly the Fire Department or the Youth Council or a family run the stand this year. In the past, sports teams have done it. Paul stated that hiring someone to run it would be an option; they could hire kids to work there. Karole will talk with Gloria Gordon, Breck Rushton, or Brad Franke about hiring them to run it or at least be a consultant to help. Paul stated that there are enough kids that want jobs and could be employed there. Juliene Robbins may have to do something besides giving the tickets on the 24th. Paul stated that it would be better to just pay one person to run it and they pay those who work there. Mayor Buist stated that it would be ok if it was a pass through in the budget.

Karole attended the library meeting; they have bought a lot of books for the library. Mayor Buist stated that the library board may want to run the food stand to get some more funding for the library.

Kelly Barrett

Kelly stated that he and Kirk will get together to talk about the roads budget. We had an average year with the sand needed for the roads. They will figure out what the priorities are and probably do something substantial with the remaining budget money.

Jon Hardman

Over a year ago, there was an opportunity to purchase some land and some water associated to it. The city made an indication of what we were willing to pay for it at that time. The parties involved weren't wanting to make a decision and thought it was worth more. Two weeks ago the Mayor was informed that this property was listed and on the market. Mayor Buist and Jon met with the real estate agency and talked through what the owners were thinking and determined that the land and water would be lost if they didn't act quickly. They submitted a bid for the property and the water. The city offered to purchase the land and water at \$309,000; the land owners wanted substantially more, but the bid was accepted within 24 hours. Currently, Daphne is finalizing the numbers, the bid was structured so that the city would provide \$175,000 down, plus \$1000 earnest money, borrowing \$135,000 approx. Cache Valley Bank has been working with this loan and have approved the city for a 10-year loan at 4% interest with a 5yr interest reset. The loan needs to close next week.

The water shares are from Mendon Central with 112 total shares. The water originates from the Maple Bench Spring that is on Forest Service land. We would develop the spring at the source and it would be used for culinary purposes. Eric has contacted the Division of Drinking Water to get advice about the development of the spring. They measured the flow which has stayed at about 65 Gal per Minute and may flow higher after the snow pack melts. The thought would be to develop the spring, and then with permission from land owners, we would pipe it to the Cobblestone Well. This will save the city money in pumping costs because it is downhill.

Jon met with Mendon Central on Tuesday night. Shareholders, Carlos Lemon, Gene Hiibner, Heber Hardman and other shareholders were present. They had a mixed reception concerning the plan to develop the water. Some said they would like to hook into Wellsville, instead of "band-aiding" the situation. There are five sources for the Mendon Central Canal Company and we are only taking one of them. Jon stated that we are not taking all of the water and there will be a study done. We can supplement their system if it would impact the shareholders adversely at all. We will only use what we are entitled to. A straw poll was given at the meeting. A majority was in agreement to have Mendon City to proceed. They are searching their bylaws. It may just be a decision for the board to allow the development, but when the purchase is done next week, Mendon City is one of the major shareholders and the city will vote in favor of the development.

In order for the loan to be approved and to close, we need to have a Special City Council Meeting to review a resolution that the attorney is preparing. The Special City Council Meeting will be held on Monday, March 14, at 6pm. Bruce Jorgensen, city attorney, will have the resolution prepared in time for the meeting. A quorum is needed to review the

resolution. The payment will be \$1366.81 per month. Jon's hope is that we could pay it off early with no penalty. If approved, the resolution needs to be delivered to Mark Howells at Cache Valley Bank, signed by the Mayor and attested by Paul.

According to Bruce Jorgensen, the city could surplus the land, but the city cannot sell the water rights. In the short term, the city would lease the land to Gene Hiibner. It will not be a big money maker, it's just pasture, and there won't be water to irrigate. Paul asked if the city could buy more Mendon Central shares, if needed. Jon stated that we could but what we are proposing is to take that whole spring which, by his calculations, is equivalent to the 112 shares

There are some hoops to go through, such as the Division of Drinking Water, the Forest Service, and some easements to get it to the Cobblestone well. The Forest Service discussions will take 6 months. Jon stated that Mendon Central has the oldest filing for the spring from the 1860's. The Forest Service has a junior right to the spring. At some point the Forest Service altered the spring to make it a cattle watering station, which they didn't have the legal right to do. Jon stated that he is confident that the Forest Service will work with us.

Daphne stated that we are required to have some money in the reserves because of the state water loan. She is working with the auditor to confirm the amount needed. Karole asked if there was a conflict to offer the lease to Gene Hiibner. Jon stated that Gene is currently leasing it and he is comfortable having Gene continue to use the property. Kelly asked about the cost to develop the water. Eric stated the unknown is the spring element and what is needed at the spring. The cost would range from \$100,000 to \$130,000. Kelly asked about how the city would fund the development. Jon stated that there is money left in the loan, but the cost would go up because the project would have to go out to bid. Otherwise, the city could serve as contractors and subcontract out the project. If we serve as the contractors, we can't utilize the loan money. The 65 gal per minute water flow would provide enough culinary water to supply approximately 65 homes. Annual pumping costs so far this year have been \$6000; these savings can offset a lot of the loan payment each year. At least 2/3 of the payment will be covered by the savings in the pumping costs.

Greg Taylor

Greg talked to Kirk about the door at the shed, they will get a price for the cost of installation. A new water heater is needed at the food stand. Greg will be talking to a contractor to check the Mendon Station corner that has weather damage. Richard Watkins has been doing some work at the station. He has the kitchen outlets working and is wanting to install rope lighting in the Station. Another item that Richard is working on is putting a door and a sheet rocked wall downstairs, separating the costumes from where the tables are stored. Greg also is looking into purchasing some new tables for the Station. Daphne stated that he could talk to a rep from Lifetime to get a city discount. Kirk stated that the old tables could go to celebrations but the problem is the storage.

Mayor Ed Buist

Mayor Buist just got an email from the Nibley City Manager, who has invited Mendon City officials to an emergency preparedness fair. He will forward the email to council and staff. Justin Andersen would like to get a plaque installed at the ball diamond to recognize those who had a hand in putting together the ballpark. Rulan Ladle and Rae Leishman will be invited to city council next month for recognition.

Mayor Buist is working on next year's budget. He has talked to Logan Tidrow who wants to continue to work for Mendon City. Mayor Buist will work out a ¾ time contract to where Logan could get to a full-time position in the future. Mayor Buist proposes the ¾ time promotion begin on April 1st and suggested Logan get with Daphne to arrange for benefits through URS. ¾ time is equivalent to 6 hours a day 5 days a week. Because Kirk needs him more in the summer, he could build up comp hours in the summer to cover time in the winter and get a full paycheck throughout the year. Logan will keep a time card. His vacation would be for a 6-hour day. Flex could be offered to him, but it comes out of his paycheck. Salary would be \$18,750 per year.

Becki Taylor texted Greg concerning the food stand; she would be willing to do the food stand with the youth council if she had more adult help to do it. Mayor Buist stated that he would prefer the youth council or the library council do the food stand. Karole will work through the options.

Jon Hardman motioned to adjourn at 9:47pm. Karole Sorensen seconded the motion, and the meeting adjourned.