

Mendon City Council Meeting
June 9th, 2016
Mendon Station – 95 North Main
Meeting began at 7:00pm

In Attendance:

Mayor: Ed Buist

Council Members: Karole Sorensen, Bob Jepsen, Kelly Barrett, Jon Hardman (arriving at 7:10 PM)

Clerk: Teena Young

Recorder: Paul Cressall

Treasurer: Daphne Carlson

Public Works Director: Kirk Taylor

City Engineer: Eric Dursteler

Excused: Greg Taylor

In Attendance: Jill Pack, P&Z Secretary; Katelyn Buist, Diane Buist, Lisa Robbins, Katie Child

Mayor Buist called the meeting to order at 7:04 PM. Mayor Buist lead the Pledge of Allegiance with Karole Sorensen saying the prayer.

Council approved the May 2016 Minutes and reviewed the May 2016 Bills. Kirk stated that the Buzz Electric bill in the cemetery budget should be moved to the water department budget as it was for the cemetery tank. Daphne checked the invoice. Kirk stated that it was actually a split bill, some work was for the parks and some for the water department. Bob Jepsen motioned to approved the May bills, Karole seconded the motion and the motion passed.

Deputy Sutherland was not present to the meeting.

Jon Hardman arrived at 7:10 PM

PUBLIC HEARING -Adjustments to Fiscal Year 2015/2016 Budget.

Public Hearing opened at 7:10 PM

Paul Cressall reported that the Cache County Population Grant was put in parks \$1624.00 and the fire department had \$12,897 grant also. Daphne stated that she is tracking the CERT donations separate. Mayor Buist had put the building in the Capital Projects and there was a bill for the building coming in for \$85,000 to be paid in the current fiscal year. Paul said that there are the two budget items that need to be adjusted: the parks and the fire department budgets. The Lawyer fee is over budget, but no adjustment is needed there. No public comment was given.

Mayor Buist closed the public hearing at 7:14PM and opened council meeting.

Kelly Barrett motioned to approve the adjustments to the Fiscal Year 2015/2016 Budget. Bob seconded, and the motion passed unanimously.

PUBLIC HEARING - Fiscal Year 2016/2017 City Budget; including the setting of the Tax Rate, Salaries, and the General, Water, and Capital projects Funds

Public hearing was opened at 7:15PM

Kirk proposed that Mason's wage be increased to \$10 per hour for general labor. Mason has been an employee for many years and has been at \$9 per hour. Snow plow drivers are at \$12, and Mason has covered for snow plowing in the past. Kirk was excused from the meeting while discussion continued.

Mayor Buist distributed the proposed FY 2016/2017 Budget.

Administration \$67,000 this is the catch all for anything not accounted for. Buildings raised to \$12,500. The Mendon Station has increased to \$11,500. Greg will be getting new tables for the Mendon Station, and some of the older ones in good condition will be needed at the new building.

Mayor Buist reminded council that we have a ¾-time employee, Logan Tidrow, so some of the budget items have increased to compensate Logan. Streets has increased to do what we need on the Main Street side of the new building. The Fire Department has increased \$100. Kelly stated that Ray will have an issue with that. Kelly stated that Fire Department has stayed the same for several years, and council has talked about increasing their budget after the building

is completed. Mayor Buist asked about how much more the fire department needs. Kelly stated that he hasn't had the budget to buy new turnout gear, and they expire every five years. The needs outweigh what's available. Kelly stated that Ray has been very patient, but Kelly thinks we should give them more. Mayor Buist stated that he is supportive of Ray's proposed process to replace equipment that was discussed at a previous meeting. Paul stated that several years ago it was proposed and turned down because residents felt it was another hidden tax. Mayor Buist stated that we should have a public hearing to get input. Bob asked about what percentage of the calls are from the county; Mendon citizens have to pay even though people in the county benefit. Jon stated that the county provides a fire truck and some equipment. Jon added that we all benefit by their fast response as it keeps insurance rates lower. Kelly stated that the fire department is rated high, and we all save money on insurance. Mayor Buist stated we will discuss the options for the fire truck at a different time.

Streets changed to \$66,000 and surface water to \$4000; which will increase the fire department to \$45,000.

Animal control and law enforcement are fixed costs based on the contracts. Library match of donation and budget of \$10,000 each, totaling \$20,000. The softball league is pass through. Youth Council was increased \$200 totaling, \$1,200. Sanitation was increased to match the cost increase.

Bob stated that there is a need at May Day, but it will stay the same for now. P&Z was decreased to \$2,500. Bob stated that they would like to get tablets for the chair and co-chair. Bob wondered if they should be city property, because of the turn-over. If they are kept as city property, then they have the devices for those who are in the position. Bob has asked Shawn Osborne about startup costs, it could be \$700 for each tablet. Kelly stated that they should start with the chairman and co-chair, adding others in coming years. Paul stated that a lot of the cost is legal notifications for planning and zoning. Mayor Buist isn't foreseeing a lot of building permits in the next year. Bob said he will need at least \$1400 to set up two people for tablets and asked that if there is a need, could P&Z be covered by Admin. Mayor Buist said that is what happens and is fine with that. Bob will contact Shawn to get two devices.

Building permits has decreased as it will just be for accessory buildings or other small structures. The Fire Hall payment is fixed. Water Conservancy is fixed. Jon stated that the name should be changed because it covers other secondary water shares. Mayor Buist will rename the budget item as Secondary Water Assessment.

Engineering fees is at \$10,000, last year it had increased because of a grant. The attorney budget will remain the same. For the City Building, since \$85,000 will be paid from the current fiscal year, the next fiscal year budget has been adjusted to \$540,000. The water fund is kept high in case something comes up. We generally use a fraction of that, but it needs to remain in case something is needed. There are no capital projects this year. Total budget, not including the Water Fund, is \$970,195.

No public comments were given.

Kelly asked about the \$460,000 from the current year for the new building and the current \$540,00 this year. Mayor Buist stated that he had the \$460,000 just to show what money we did have available, since then more donations have come in and it has increased. Jon asked about revenues. Mayor Buist stated that the city auditor reported revenues have been about \$480,000 and expenditures about \$420,000, leaving \$60,000. So the city is living within its means.

Salaries were discussed. Logan will stay at $\frac{3}{4}$ time until 17/18 FY where he will be moved to full-time status. No change to Mayor and Councilmembers salaries. Mayor Buist suggested that city employees except minimum wage be increased 2%. This would be for the Recorder, Clerk, Treasurer, P&Z secretary, Kirk, and Logan. Bob stated that he is supportive. Mayor Buist stated that we are blessed to have two fine public works employees. Keeping minimum wage, custodial, and parks scheduler the same rate. Bob stated that he would like to see more but understands the budget limitations. Paul stated that we will be getting a new building and sees that a percentage increase is fair. Mason will be given a \$1 increase. Council is comfortable with what has been proposed. Wages for Recorder, Treasurer, Clerk, P&Z Secretary, Kirk, and Logan all increased by 2%. The backhoe operator line item will be removed as it is not needed. The Food Stand line item will be removed also, because it needs to be a case-by-case basis. Fire inspection costs will also come from the P&Z Budget.

The certified tax rate will remain the same, it hasn't been adjusted for 8 years. Council will address this item further in September 2016.

Public hearing closed at 8:06PM. Council meeting re-opened.

Paul stated that if the building is moved to capital projects, then anything left-over can still be used. Mayor Buist stated he is comfortable leaving it in the general fund, because it will be used to set up the offices. Daphne stated that it has been in Capital Projects in the past and it may be easier for the audit to leave it classified in the same line. Mayor Buist stated that he is fine with that, so the building will be moved to Capital Projects

Mayor Buist read Resolution 2016-04 – Fiscal Year 2016/2017 City Budget

Listing the General Fund at \$430,195; the Water Fund at \$400,000; the Capital Projects at \$540,000 with a property tax rate as 0.001638 which will provide \$85,2000 revenue to the General Fund.

Jon Hardman motioned to approve the resolution. Karole seconded, the resolution was approved unanimously.

Deputy Sutherland

Deputy Sutherland was not able to make it, but Mayor Buist speaks with him often and is happy with his service. Paul stated that now that school is out there are youth on 4 wheelers with no helmets going through town. Mayor Buist will ask him to patrol areas other than the highway. Next month we can discuss Pioneer Day Celebrations.

Kirk Taylor, Public Works Director

New tables for the station were priced at \$80 per table, they are looking at getting 15. Also they will look into getting the steel door repaired. Mayor Buist stated we will need a few tables at the new building. Kirk has started both wells the tests have been good. For the parks, Buzz Electric gave a quote for a permanent panel, but they are waiting for a final cost. It should be \$3500 with the ability to expand south at some point. Spider boxes would be an option, we could rent them, but that is a risk because of other celebrations happening at the same time throughout the county. They will get the initial part installed now. Kirk stated that the fence project is coming along slowly, and they should have the south section done by Saturday. It has been steep and rocky, and it has several corners. Mayor Buist stated that the cemetery looked great for Memorial Day. Kirk stated that he did order some flags and has some spares for the future.

Eric Dursteler, City Engineer

Mayor Buist stated that Eric has been a great help to the city. Eric mentioned that the water study will be done in 2-3 weeks: it does look promising. Eric suggested that when the results come out, we hold a work meeting, and then hold a public meeting. The building is progressing as scheduled. The 100 E 300S road project will add 7-8' of road on the west side. The cost estimate is \$39,000. Kelly stated that it is more than we have, he would like a statement that we can adjust the quantities to meet the budget. Kelly was hoping for a \$20,000 cost. Eric stated that you could do the west side now and do the east side next year. We don't have bids yet, so we don't know the cost. Kelly stated that we have \$13,000 for this year and then more from next year's budget. Bids are due the June 17th and we would like to start before the end of the month.

Mayor Buist stated that there may be some money available for road development. The CCCOG (Cache County Council of Governments) makes suggestions to the county council on how to spend available funds. We should have a shot at some funding. The city would need to put in 10% of the cost; the estimate being \$200,000. They have talked about improving the road up 5th North and then over and up 4th North. Kelly stated that we don't have the \$20,000. Mayor Buist stated that we may need to hold off this year, and apply for it next year. Kelly stated that he hates to pass up on an opportunity to get funding. Mayor Buist stated that it would be available in the future. We have other work needed and rather than risk it, we won't apply.

Council Reports:

Jon Hardman

Jon, Eric, Kirk, and Ed will meet with Kathy Holder, State Flood Plain Manager on June 27, 1:30 PM. Shutoffs notices will go up 5 days prior to July 1st for those with delinquent accounts. Bob asked if there is a turn-on fee, Daphne said there is a shutoff fee and turn on fee. Any questions will come to the Special City Council meeting on June 30th. Jon stated that the water is in the canal; some repairs were needed initially. In reference to the water study, the council will hold a work session on July 7th at the Mendon Station to discuss the results of the study.

Bob Jepsen

Bob stated that the letter sent in regards to the delinquent accounts was well written.

No improvements have been made with the 380 E swales. Council will remind the citizens again about the restoration of the swales. Jon stated that we must document how many times they are notified. Teena will write a second notice for council to review.

The list of homes approved in Oct 2015 was reviewed. The Johnsons, who are purchasing a Powell Sub lot, came into P&Z in June. The Powell's are talking about backing out of the agreement to sell the property to someone else. Chairman Jay Apeidaile will call Jeff Powell, because if they sell it to another buyer they would forfeit the approval as they will not be able to begin by July 1st. The Johnson's were given approval to build on condition of closing on the property.

Jon stated that no more approvals will be given until additional water sources are developed as per the motion. Kelly stated that he thought we were waiting to see how much can be mixed from the wells. Jon stated that Eric had those figures, and we are at the threshold. There is no confidence that if we allow more homes, we can provide enough water.

Kirk commented that there was a recent scenario where the Deep Canyon tank was down to 2 ½ ft. It took 36 hrs to catch it back up. Mayor Buist verified with Jon that the state is very aware of our situation and the state is supportive that we halt building permits. Jon stated that we don't have anything in writing from the state. Mayor Buist stated that there are a few people who want to sew Mendon City, because we are not giving any building permits. Eric will get some information from the Division of Drinking Water that says that they concur with the city's calculations and that Mendon should not give more building permits at this time.

Bob stated the following names are suggested to replace P&Z Commission members who are stepping down: Mark Shelton, Rick Shelton, Todd Shelton, Amber Myers, Rex Bradshaw, Ryan Rasmussen, Darryl Rasmussen, Brandt Wilcox, Steve Jensen, Gloria Gordon, Holly Gordon, Bob DeGasser, Andy Hopkins. The council approved the names.

Jill asked about lot-line adjustments. The County requires a property description, but there isn't anything that says a survey is needed. Bob stated that it should be surveyed: the placement of septic tank, any buildings on the property, and other structures, need to be on the survey to make the decision. There is currently a \$150 fee for a lot-line adjustment. Jill will draft an application to present to the city council for approval.

Karole Sorensen

Lisa Robins was present to represent the Library Board. Karole mentioned that they would like to hire a part-time librarian and an assistant in August, so they can start cataloging books. The librarian will be a city employee and paid from the library budget. Mayor Buist stated that P&Z and City Council meetings will be held in the library. The library board may also be offering some classes to utilize the building.

Karole stated that the trail needs to be sealed, Kirk and Kelly will look at getting a bid. Karole asked about continuing the trail along 100 N. Mayor Buist stated that we need someone over the trails committee to push it through. Kirk is concerned about where the maintenance funds will come from. Mayor Buist stated that the trails committee should look at concrete coming up 100 N. Kelly stated that there are other sources such as SNAP grants. Karole will call Bruce Andersen and see if there are suggestions moving forward.

Kelly Barrett

Kelly plans to spend the year end streets budget on the 100 E 300 S project. For storm water they have a little work left at 100 S Main. Kelly didn't get a chance to talk to Fire Chief Ray Olsen, but he is concerned about replacing old equipment. Mayor Buist will talk to Wellsville to see how they got a truck. Then a public hearing may be held. Kirk is interested in getting his vehicles in a rotation also. River Heights buys new vehicles and then surpluses the vehicle every 2 years. They actually make money, because they get the truck for a such a good price as a government entity. The snowplow truck is 10yrs old. Karole mentioned that Top Job has filled in their ditch; Kirk has told them to stop filling it in and remove the material. They will take it out and put a culvert in. Kelly stated that they talked in general what their plans are but didn't present a business plan. They had talked about fencing and a building, but haven't constructed that yet. P&Z will discuss Top Job at the next meeting.

Mayor Buist

Mayor Buist thanked everyone for what they do and thanked council for keeping within the budget. RAPZ notification came in at \$2278 for the population grant. Mayor Buist got a call from Nibley City Manager, who is looking into folding their court system. The state is making them spend more money on the court system. They are losing money. Mayor Buist spoke with Hyrum's mayor, Stephanie Miller. She said they would take Mendon with the same agreement. It makes no sense to go back to Wellsville, as they will also have a lot of increased costs. In the future it may be a North Cache and South Cache Court. Mayor Buist would like to do a summer cookout Friday, June 24th at 6:30 PM. Jill will contact P&Z Commissioners.

Jon motioned to adjourn, Karole seconded and the meeting adjourned at 9:40PM.