

*CITY OF ST. ANTHONY
REGULAR COUNCIL MEETING MINUTES
January 8, 2015, 7:00 p.m.
420 NORTH BRIDGE, SUITE A, ST. ANTHONY, ID, CITY COUNCIL CHAMBERS*

PRESENT: Mayor Neils Thueson, Council Members Tom Erickson, Lisa Haeberle, Rick Hill, Russ Rubert and Rod Willmore.

ABSENT: Council Member Suzanne Bagley.

ALSO PRESENT: Clerk/Treasurer Patty Parkinson, Public Works Superintendent Scott Butigan, Police Chief Terry Harris and Attorney Bill Forsberg and three others in the audience.

Mayor Neils Thueson called the meeting to order at 7:00 p.m.

PRAYER was offered by Councilmember Hill. (This is a non-denominational offering and anyone who would like to offer prayer may do so by request.)

PLEDGE OF ALLEGIENCE was led by Clerk Parkinson.

GENERAL BUSINESS

Annual 2013/2014 Audit Presentation/Scott Bond of Rudd & Co – Auditor Scott Bond of Rudd & Company introduced himself and provided a brief report of the fiscal audit for the city ending September 30, 2014. Bond provided a brief introduction of what the audit process consists of, including the city's responsibilities and the auditor's responsibilities during the audit. Bond said there were two items discussed under other audit findings. One is the city's budget was exceeded in the Airport Fund. This was a result of revenues and expenditures received after the original budget and amended budget were approved. This was due to a grant received by the city for repairs made to the airport. The other is a continuing item where the city has some cash and investment items which may be subject to risk should the financial institutions, in which these investments are at should, come into financial trouble, such as a bank fail or something similar. There were no other significant items. Bond then reviewed the financial statements including an auditor's opinion. Bond said he felt the audit process was a good experience for everyone this year. The auditor's opinion is an unmodified or clean opinion. This means there was nothing which came to the auditor's attention indicating material misstatements or fraud. Bond then highlighted the major funds; the General Fund, and the Road and Street Fund, spending some time on each. Bond commented the city has a reserve now on which they can call on should an emergency arise. Bond said he thinks the city is in a great position. He then reviewed the enterprise funds; Water, Sewer and Sanitation. Bond then talked about the good return on investments this year. He also talked about the funds committed or restricted to other projects or items as specified by the city council. Bond said the Airport Fund wasn't a huge concern as he said he becomes concerned if there is a fund deficit. In this case, the

grant was anticipated and the expenses were incurred. Bond then reviewed the special revenue funds. There were no funds ending in the red. Bond then asked for any questions from council. Councilmember Erickson asked about the funds at risk. Bond said this is not an unusual thing. Bond said where the funds are currently at, Wells Fargo, he didn't see a failure of this bank, which is what would cause risk for anything over \$250,000. Bond said he appreciates working with the city, saying Clerk Parkinson is great to work with. He said every time there is a new clerk there is a learning curve and Parkinson has picked this up really well and has things running smoothly. Bond said it is good working with Mayor Thueson and the council members who have participated in the audit process. Bond said he appreciates working with the city. Thueson then thanked Bond. Thueson said he reviewed the report and it looks really good to him. Thueson said this has a lot to do with the department heads staying within their budgets.

Confirmation by Council of Mayoral Appointment of Karen Browning and Arlo Mendenhall to the Planning & Zoning Commission – Mayor Thueson said he would like to appoint Karen Browning and Arlo Mendenhall to fill some open positions on the Planning & Zoning Commission. He has spoken with both and both are willing to take on the duties of members. Thueson said the Commission has been working very hard on new zoning and development code and it is expected at the next meeting. A motion to approve and confirm the Mayor's appointments of Karen Browning and Arlo Mendenhall to the Planning & Zoning Commission was made by Councilmember Willmore and seconded by Councilmember Rubert. All members present were in favor. Motion passed 5-0.

Review Regular Bill List and Approve – Clerk Parkinson provided council with an updated regular bill list for approval. Parkinson explained each year in January the list is updated with either new vendors or those vendors which, if paid late, the city would incur late charges. This allows the city to pay these invoices as they are presented to the city for payment. Parkinson said the mileage per diem changed as the city follows the IRS guidelines. A motion to approve the Regular Bill List as presented was made by Councilmember Rubert and seconded by Councilmember Hill. All council members present were in favor. Motion passed 5-0.

Review and Acceptance of updated Roadway Capital Improvement Plan – Each year the city updates the Roadway Capital Improvement Plan. Parkinson said she did the updates herself this year by removing the project which will be completed this year and moving the rest of the projects up the list. This year the plan is being included in the grant request to the Local Highway Technical Assistance Council (LHTAC) with a request for funding of two projects on the list, the first and second projects, sidewalk improvement on Old Yellowstone Highway from 6th South to Salem-Union Canal and the Reconstruction of West 7th South. Mayor Thueson said it is very important to keep this up to date because it is needed in grants and any work requested when working with Idaho Transportation Department. A motion to accept the updated 2014 Roadway Capital Improvement Plan was made by Councilmember Erickson and seconded by Councilmember Rubert. All council members present were in favor. Motion passed 5-

0.

PUBLIC COMMENT

Mayor Thueson opened the floor for public comment and thanked everyone in attendance.

Jim Hobbs, Planning & Zoning Member, wanted council to be aware of the many hours spent on the new zoning, not only by the members, but also by the City Attorney and Planner Chase. Hobbs said it will be nice to have new members. It is a very important job and a neat position for members of our community.

There being no other comments Thueson moved on to the next item.

INVOICES & CLAIMS - Payment Approval Reports were presented to Council. Following some questions which were satisfactory answered by staff, a motion to pay the invoices and claims was made by Councilmember Rubert and seconded by Councilmember Willmore. All council members present were in favor. Motion passed 5-0.

MINUTES - Regular Council Meeting Minutes of December 11, 2014 were presented to council. A motion to accept the Regular Council Meeting Minutes of December 11, 2014 was made by Councilmember Willmore and seconded by Councilmember Erickson. All council members present were in favor. Motion passed 5-0.

DEPARTMENT REPORTS

Police Chief Harris reported everything is going great. Harris said he is positioning the department so all training can be done in house. Currently, Officer Neff is a Firearms Instructor, a Less Lethal Instructor and an Arrest Techniques Instructor. In the past, it was difficult to get the training necessary due to having to release an officer to obtain training. Now, this can be done in house. Mayor Thueson said this is really good training. Councilmember Rubert has attended some training as well. Harris said Officer Neff and Officer Hunter were awarded a Letter of Commendation for their recent work on a credit card fraud case working with Rexburg Police and Madison County Sheriff's Office. Thueson said this show the quality of law enforcement in the City of St. Anthony. Jim Hobbs asked if he could make a comment, saying he has had some health issues lately, saying the police department is the first to arrive. After coming out of the hospital, Officer Hunter came to check on him to see how he was doing. Hobbs said if he lived anywhere else he believes he wouldn't get the same sort of care. He appreciates living in this small community and appreciates the police department for what they do.

PWS Butigan reported crews are doing maintenance work on equipment. Crews worked on the ice jam at the bridge behind the fire department. Mayor Thueson said this is still a concern of his and would like an engineer to look at the bridge and provide comment on how high the St. Anthony Hydro Plant is running the water under the

bridge. There is a sewer line that runs along the bridge and an engineer can advise the city about what should be done. Thueson said a lift station may be needed there. The work on the generator is waiting to be schedule by the electricians. The light pole at the airport has been moved.

Attorney Forsberg reported the Planning & Zoning Commission met last night and reviewed the various recommendations as to suggested changes which were made. They adopted the changes they felt were appropriate. There is one change pending on a decision to be made by a business which will be affected by it. Based on that, the zoning ordinance, development ordinance and sign ordinance will be coming before the city council at their next meeting. A copy will be provided for their review prior to the meeting. There will be a delegation from the Commission attending the next meeting to present it. Forsberg said Hobbs was very kind to express his appreciation for his and Planner Chase's involvement. However, Clerk Parkinson was "crazy" involved, attending every meeting working with the Commission to get this zoning done. She spent a lot of night hours working on this and Forsberg said he is incredibly impressed. If anyone deserves some kudos it is Parkinson and all the volunteers who, not getting much in return, worked on this code.

Clerk/Treasurer Parkinson asked the council members about setting up a Finance Committee Meeting and a Personnel Committee Meeting. The members present on the Finance Committee decided to meet on Monday, January 26, 2015 at a time which works best for Councilmember Bagley. Bagley wasn't present, so Parkinson would contact her and get back to the other members. The members on the Personnel Committee decided to meet on January 14, 2014 at 5:30 p.m. Parkinson also reported the city council and staff have met the requirements through ICRMP to receive the ICRMP discount again this year. Public Works placed a windowed door at the hallway to the back bathrooms next to the Senior Citizens Center. This should help by keeping everyone a little safer, as now one can see through to the hallway before opening the door. Everyone should have their W-2s. Please check to make sure everything is correct. Parkinson also included in council's packets a letter from Mrs. Pope's Fifth Grade class at Henry Fork Elementary. This letter was used in the recent grant submission to LHTAC. Parkinson also provided the Annual Road and Street Financial Report, as published in the local newspaper and the Fund Summary ending November 30, 2014. She also provided council with the Planning and Zoning Commission meeting minutes from October 15, 2104 and the zoning and fence permits from October, November and December. Finally, a copy of the Teton View Perspectives Holiday Edition was provided. This is an update on the HUD Consortium grant. Councilmember Erickson asked what the rail road decided on the bridge at the Greenway. Parkinson reported the rail road thought about leasing the bridge to the city, but in the end decided against either leasing, selling or giving the bridge to the city. Parkinson said other options are now being looked at.

COUNCIL & MAYOR REPORTS

Councilmember Rubert had nothing to report.

Councilmember Erickson reported attending the Local Emergency Planning Committee meeting with Chief Harris and Public Works Employee Henry. As part of the HUD grant they have hired someone to update Fremont County's All Hazard Mitigation Plan. They identify risks and if there is ever a national emergency it becomes easier to work with FEMA (Federal Emergency Management Agency).

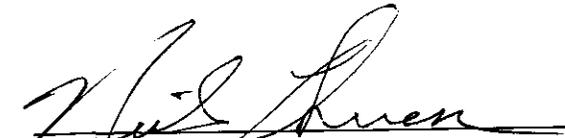
Councilmember Haeberle had nothing to report.

Councilmember Hill had nothing to report.

Councilmember Willmore wanted to know how the reimbursement request is coming along on the airport grant. Clerk Parkinson said she has contacted Bill Statham who instructed her to contact Brandon Harris, Public Works Director of Fremont County. Parkinson was told Harris would be able to give her the equipment rates to utilize in the grant reimbursement request. Parkinson is still waiting to hear back from Harris, after making several attempts. Willmore said he would maybe visit with Harris to see if that will help out any. Willmore said he would like to compliment the police department. Willmore's wife is an EMT (Emergency Medical Technician) and she goes into some scary situations. Willmore says it is nice to know the police department is sent to the same calls ensuring things are safe for the EMTs.

Mayor Thueson reported he and staff continue to work with engineers from JUB on the Greenway and developing a river crossing to connect the north and south sides to create a loop. Meetings were held and he and Clerk Parkinson met with one property owner, Mike Wolfe, to talk about accessing his property to continue the south path. Wolfe said he would consider the path continuation on the north side of his property, closer to the rail tracks. Thueson said he is in favor of the Greenway, just not in his back yard. Wolfe also has some ideas for the city in crossing and using suspension bridges and he may also be interested in assisting the city in some of the planning and possibly engineering or constructing. Thueson said he would speak to his neighbor, Jerry Carter and then get back to the city. Thueson said these are long range things which he and staff will continue to pursue. Thueson said he also contacted Mrs. Pope's Fifth Grade class about the letter they sent regarding the state of some of the city's sidewalks. He said the kids had good questions and they were a really good group to speak with. Thueson explained how timely their letter was as the city is applying for a grant to create some sidewalks on the south side of town. He encouraged the kids to grow up and take part in their community. Thueson said he also spoke to Paul Scoresby of Schiess and Associates regarding the use agreements for the Main Street Project. These agreements need to be done. Scoresby is in the final stages of the design of the road. If the city doesn't get a signed agreement then it will be impossible for the city to go on to the property and remove any old sidewalk or do any work on the property. Thueson asked if Clerk Parkinson had a signed Local Agreement with the Idaho Transportation Department on the Bridge Grant for the bridge located by the city shop. Parkinson said no. This is pending and the city needs to meet with LHTAC to get the agreement signed. This bridge is slated to begin in 2019.

There being no further business to come before the Council the meeting was adjourned at approximately 8:11 p.m. by Mayor Thueson.


Neils Thueson, Mayor

Attest:


Patty Unruh Parkinson, City Clerk-Treasurer

