

*CITY OF ST. ANTHONY
REGULAR COUNCIL MEETING MINUTES
January 28, 2016, 7:00 p.m.
420 NORTH BRIDGE, SUITE A, ST. ANTHONY, ID, CITY COUNCIL CHAMBERS*

PRESENT: Council Members, Suzanne Bagley, Tom Erickson, Rick Hill, Rodnie Nichols, and Rod Willmore (Council President).

ABSENT: Mayor Neils Thueson and Council Member Russ Rubert

ALSO PRESENT: Clerk/Treasurer Patty Parkinson, Public Works Superintendent Scott Butigan and 10 others in the audience.

CALL TO ORDER AT 7:00 P.M.

Council President Willmore called the meeting to order at 7:00 p.m.

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

PLEDGE OF ALLEGIANCE was led by Councilmember Bagley.

Council President Willmore excused Mayor Thueson as he is in meetings in Boise and Councilmember Rubert as he was on his way back from a trip and his plane was delayed. Attorney Forsberg is also in Boise at meetings.

GENERAL BUSINESS

Annual City Audit Report / Scott Bond / Rudd & Company – Scott Bond, Auditor with Rudd and Company gave a report on the 2015 fiscal year audit. There were two documents provided to council, one the auditor’s letter, which is an oversight of the audit and two, the 2015 Financial Report on the City of St. Anthony. Bond said overall the audit went well this year and the performance of the city, financially, was very positive. Bond then went into the Financial Report providing a detailed report on the audit. The auditor’s opinion being issued is an unmodified, or clean, positive opinion. Bond highlighted each of the major funds; General, Road & Street, Chip & Seal, Water, Sewer and Sanitation Funds reporting all funds ended in the positive and are all performing well. Bond reviewed some of the footnotes, one being cash and investments. The city has some cash reserves over and above the FDIC insurance limits. This means there is some risk to that cash. There is also a new footnote requiring all governmental entities in the United State are required to disclose their pension liabilities. The city participates with the Public Employment Retirement System of Idaho (PERSI). In the past the only disclosure was the number of employees, the rate of premiums and the total cost each year to the city. GASB, or the Governmental Accounting Standards Board, now requires each municipality to disclose their share of unfunded liability in the financial statements. Bond reviewed that number with council and discussed how each year it can change depending on how fully funded PERSI is at the time of reporting and how the current market is doing. Bond then reviewed the other, “non-major” funds, Airport, Drug Enforcement, Police Grants,

Industrial Park, etc. The audit is required to disclose if any of the funds ended in a deficit. There were no deficits this year; all funds were in the black, which is very positive. There was one instance of a fund expending over budget. The Airport Fund ended with expenditures exceeding the budget adopted. However, additional revenues came in. Overall, a very positive year and the city is in a very strong financial position. Bond said they appreciate the help of Clerk Parkinson, she does a great job. He said they also appreciate Mayor Thueson and Councilmember Erickson spending about a half hour to 45 minutes reviewing the audit in detail. A motion to accept the audit was made by Councilmember Hill and seconded by Councilmember Nichols. Councilmember Bagley asked why it had to be done now, as she thought council should take it home to read it and review it. Hill then withdrew his motion. A motion to table this item to the next agenda was made by Hill and seconded by Bagley. All council members present were in favor. Motion passed. 5-0.

Auction East 7th South Street west of South 1st – Council President Willmore asked if there was anyone present wanting to bid on the property, East 7th South street, west of South 1st. There was. Willmore opened up the bidding at \$7,082 plus all costs incurred by the city to sell, including the costs of the market analysis of \$350. Councilmember Bagley asked why we wouldn't be getting title insurance on the property. Council discussed and decided if the buyer wanted title insurance they could pay for this. Clerk Parkinson reported there shouldn't be any liens on the property, as it's been a city street for a very long time and the city has no liens on their streets that she is aware of. Willmore said it would be up to the buyer to obtain title insurance. One buyer, Trost Feed and Seed Company, 113 E 6th S, St. Anthony, bid. There were no other bidders. Willmore closed the bidding. The winning bidder was Trost Feed and Seed for a total of \$7,082, plus all costs incurred by the city to sell, as stated earlier. Willmore instructed Parkinson to prepare a sales receipt for the buyer and have the property deeded over.

Extend Listing/Representation Agreement with Realty Quest and Judith Hobbs – Realtor Judy Hobbs said the listing for the St. Anthony Business and Industrial Park is about to expire. Hobbs said there has recently been some interest in three of the lots, which has been on again and off again, as there has been some trouble contacting the buyer. She said she received a text from the potential buyer who apologized for not being in attendance tonight. Hobbs said she reviewed other business parks in the area and nothing has happened at the Sugar City or Artco Business Parks. The business park in Sugar City has had some activity outside of the park. Hobbs said she is seeing new interest in the housing and commercial markets. There have been a couple of inquiries over the last year about the business park, but nothing has come to fruition. This extension would take the listing through January 31, 2017. Last year, Hobbs came to council and talked about the CCRs (Covenants, Conditions and Restrictions) for the park, thinking it was a project she could undertake. However, she believes this is something which needs to be addressed by the city's Planning & Zoning Commission (P&Z). The original CCRs were put together in 2007, a different time. The CCRs have very extensive building design and landscaping issues. However, these may be too aggressive. There has been some discussion with staff to look at the south east portion zoning to change to Higher Impact Commercial (HIC2) versus High Impact Commercial (HIC1). Hobbs said she would be willing to help P&Z, but feels it is something they need to address for the city. Currently, the city has 30 total lots, 4 of which have been sold. Two have never been developed. One has

the USDA building on it and the other has Glenwood Meats. Lots 1 through 7, adjacent to the airport, can establish their own taxi way to access the airport with planes. There has been some talk about extending that airport agreement on down to the 16th lot or all the lots adjacent to the airport. A motion to authorize the Mayor to sign an extension of the Listing/Representation Agreement with Judy Hobbs of Realty Quest was made by Councilmember Hill and seconded by Councilmember Erickson. All council members present were in favor. Motion passed 5-0. A motion to instruct P&Z to review the current CCRs and zoning of the Business and Industrial Park and to provide council with a recommendation was made by Councilmember Nichols and seconded by Councilmember Bagley. All council members present were in favor. Motion passed 5-0.

Ordinance to Vacate Alley – An ordinance vacating an alley within the City of St. Anthony, particularly describing the alley; authorizing and directing the Mayor and City Clerk to execute and deliver a quitclaim deed conveying the vacated alley to the owner of the adjacent land was provided for council's review. This is the alley located in Block 7 of South St. Anthony, where the new Maverik store will be located. The ordinance would vacate the alley in favor of the landowner, Maverik Inc., 880 W Center St., N Salt Lake City, Utah. This alley vacation was approved at Council's last meeting. A motion to suspend the rules and read the ordinance by title only on one day was made by Councilmember Erickson and seconded by Councilmember Nichols. All council members present were in favor. Motion passed 5-0. Councilmember Bagley read Ordinance no. 2016-01 by title out loud. A motion to adopt Ordinance no. 2016-01, an ordinance vacating an alley located in Block 7 of South St. Anthony, to Maverik, Inc. was made by Bagley and seconded by Nichols. A roll call vote followed with Councilmembers Bagley, yes; Erickson, yes; Nichols, yes; Hill, yes; and Willmore, yes. Motion passed 5-0.

Request for approval of Liquor Catering Permit/Mule Deer Banquet/Armory – A Liquor Catering Permit was received from the Star Bar for the annual Mule Deer Banquet at the Idaho National Guard Armory, for one day to be used March 19, 2016 from 4:00 p.m. to midnight. A motion to approve the catering permit as applied for was made by Councilmember Nichols and seconded by Councilmember Bagley. All council members present were in favor. Motion passed 5-0.

A motion to amend the agenda to add the Recommendation on a Minor Subdivision Application was made by Councilmember Willmore and seconded by Councilmember Hill. All councilmember present were in favor. Motion passed 5-0.

Recommendation on Minor Subdivision Application St. Anthony Seminary / Parkinson – Clerk Parkinson reported receiving an application for a Minor Subdivision called the St. Anthony Seminary. This will split the Seminary building from the rest of the five acres, creating two lots, one 1.16 acres and one 3.84 acres. The Seminary would sit on the 1.16 acre parcel. The property is located in Section 36 of Township 8 Range 40 and is currently zoned Mixed Use Commercial 1(MU1). The property is located at 850 North Bridge Street, St. Anthony, Idaho. The application was reviewed to determine if it was complete and met the criteria for a minor subdivision. The application is in accordance with the city's code 16.06, Procedures for Minor Subdivisions and 17.06, Establishment of Zoning Districts. A review with the applicant and a hearing was conducted with appropriate staff and consultants. A Notice Requesting

Public Comment was sent to all property owners within 300 feet of the proposed Minor Subdivision and appropriate time, at least 14 days, was given for comments. No comments, either written or oral, were received. The granting of the Minor Subdivision of this property will not substantially affect the comprehensive plan or zoning in the city and is, in fact, a good fit for the current Preferred Land Use Map. It is the recommendation of the Planning and Zoning Administrator (Clerk Parkinson) City Council approve the Minor Subdivision Permit Application. A motion to accept the recommendation as describe and approve the Minor Subdivision Application for the St. Anthony Seminary was made by Councilmember Erickson and seconded by Councilmember Nichols. All council members present approved. Motion passed 5-0.

PUBLIC COMMENT

Council President Willmore opened the floor for public comment.

Judy Hobbs, citizen, said she would like to take this opportunity to thank the city council and city staff for what she thinks is an excellent job. A great report from the auditor showing the city is staying within its budget, having reserves so that they are ready to move forward on any new needs the city might have, is not a small task. It takes a lot of fiscal responsibility and number squeezing to make that sort of thing happen. Hobbs said she really appreciates it as a tax payer and citizen who lives here and is concerned about our city. Hobbs said Clerk Parkinson does a great job and any interaction or questions she has with Parkinson is always good. Hobbs said the new electronic sign looks great. Hobbs continued by saying the city does an awesome job with snow plowing and clearing the streets and she just wants to say thank you.

Willmore asked about three ladies in the audience if they had anything to say. They said they were just observing and were students at Brigham Young University – Idaho.

Jim Hobbs, Planning & Zoning Member, reported that at the last Planning & Zoning meeting an application for a new free standing sign was received and ultimately approved. The application was from Fremont Family Medicine and Urgent Care. Willmore said the sign is already up and looks good. Hobbs said as a citizen, he really thinks the plowed streets are being taken care of very well. Our crew does an awesome job. Willmore said for only five guys on our crew, they really do a good job.

There being no other comments, Willmore closed the public comment period.

INVOICES & CLAIMS - Payment Approval Reports were presented to Council. A motion to pay the invoices and claims was made by Councilmember Bagley and seconded by Councilmember Erickson. All council members present were in favor. Motion passed 5-0.

MINUTES - Regular Council Meeting Minutes of January 14, 2016 were presented to council. A motion to accept the Regular Council Meeting Minutes January 14, 2016 was made by Councilmember Nichols and seconded by Councilmember Bagley. All council members present were in favor. Motion passed 5-0.

DEPARTMENT REPORTS

Public Works Superintendent Butigan asked if everyone noticed the new garbage can holders. One was placed at the entry outside for council to see before entering the building. These holders will hold three cans and will be placed throughout the city parks. One will also be placed in front of the building. They will be anchored into the ground. Ten were made in total. They cost around \$4,000 to make. However, had the city purchased them through a vendor, instead of constructing them, it would have cost about \$15,000, saving the city about \$11,000. Council President Willmore said they look great. Councilmember Hill asked if the loader has sold. Butigan said not yet. Butigan said there is a company down in Idaho Falls who said they can sell it for us for a total cost of \$1800. This may be what the city will need to do, since interest hasn't been very good, trying to sell it ourselves. Every place else wants 10% to sell, which is too high on a \$160,000 selling price. Butigan said this week they have cleaned out all the fire hydrants and some of the alleys so the power company could get in and do their tree trimming away from power lines.

Clerk Parkinson reported the iWorQs Code Enforcement software package was purchased and it is already being used. City staff will be utilizing the different packages for Code Enforcement, Zoning Permits, Sign Permits, Fence Permits, Overnight Parking Permits, and Dog Licenses. Councilmember Nichols asked if this would reduce the amount of work being done by staff. Parkinson said it will help her significantly. However, for PWS Butigan it will still be a matter of going out and identifying the properties which need attention. Butigan will now be able to go out into the field with a tablet, or even his smart phone, identify a property with a problem and then forward that into the office. The software will then create a letter and also an ongoing history of each property with code enforcement issues and any permits issued associated with the property. Code enforcement should be up and running by the first of March. iWorks provided the Dog License application to the city for free. Parkinson also reported on the new sign and said there is a bit of a learning curve, but the staff is learning. She also reported receiving phone calls and emails and they have all been real positive. Citizen Tim Hinseth came into the office and asked Parkinson to report to council about how much he likes the new sign. Parkinson said she has three council members and herself signed up for the Annual Association of Idaho Cities Conference in Boise in June. Parkinson also provided council with the Fund Summary ending December 31, 2015. There was also a Quarterly Progress Report from the Local Highway Technical Assistance Council (LHTAC) showing the city's West Main Street project and the Bridge Reconstruction on South 2nd West. We are still waiting to find out when the project will actually go out to bid. There is also a report on House Bill 312 which was prepared by LHTAC in council's packet. The city received their first quarter of the new HB312 money and it was an additional \$10,000. The regular Highway Revenue money is about \$30,000. So, HB312 gives the city about a third more revenue which can be used on streets. Finally, there was a Zoning and Fence Permit report for January 2016. Councilmember Bagley said she has a question for Parkinson. She said she read the newsletter about the sewer rates possibly going up. Bagley said the letter which was hand delivered should have gone out on city letterhead as it didn't appear official. Bagley said a contact phone number should have also been added. Parkinson agreed and reported this was the reason she placed it on the city's newsletter which went out to every customer. PWS Butigan said since the letter went out there has been a small decrease in the number of

items coming into the sewer, such as towels, rags and diapers. The city is now looking at building some stainless steel baskets to act as colanders to catch those types of items before they hit the pumps and lift stations. Parkinson said she understands it may have upset some people, but people should be upset, since the cost of a new lift station or pump can be upwards to \$70,000. Next time, she will be more careful to place information on letterhead and provide contact information. Councilmember Nichols said it was a real clear letter. Nichols then asked Butigan to check the manhole over by East Targhee as it seems to get plugged a lot. Butigan said to get a camera to check is expensive and most other sewer districts don't want to lend theirs out. Butigan said he will add it to his job list to see what they can come up with.

COUNCIL & MAYOR REPORTS

Councilmember Bagley had nothing to report.

Councilmember Erickson had nothing to report.

Councilmember Nichols asked if anyone had responded to the young student asking about the city getting an indoor swimming pool. Councilmember Erickson said they live fairly close to him and he did visit with him and his father.

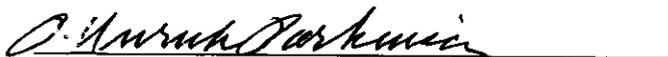
Councilmember Hill had nothing to report.

Council President Willmore reported the Civil Air Patrol would be sending the city an invoice to advertise in their magazine and he would like that amount to come out of the Airport Budget, like the city has done in years past.

There being no further business to come before the Council the meeting was adjourned at approximately 8:15 p.m. by Council President Willmore.


Neils Thueson, Mayor

Attest:


Patty Unruh Parkinson, City Clerk-Treasurer

