

**City of Heyburn Council Meeting  
Wednesday, September 09, 2020  
7:00 P.M.**

**Mayor:** Mark Rosa.

**Council Present:** Chad Anderson, Dick Galbraith, Joanne Justesen, and Rose Schmitt.

**Employees Present:**

Paul Ross, Tony Morley, and Ashlee Langley.

**Welcome & Pledge**

Meeting conducted by Mayor Mark Rosa who welcomed everyone to the meeting and asked United Electric General Manager Jamie Stark to lead those present in the Pledge of Allegiance.

**Discuss / Consider Minutes of the August 26, 2020 City Council Meeting & Public Hearing and the September 1, 2020 City Council Work Meeting – ACTION ITEM**

Those present reviewed the minutes of the August 26, 2020 City Council Meeting & Public Hearing and the September 1, 2020 City Council Work Meeting.

Motion by Joanne Justesen to approve the minutes of the August 26, 2020 City Council Meeting & Public Hearing and the September 1, 2020 City Council Work Meeting as presented. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

**Discuss / Consider Paying the Bills – ACTION ITEM**

Those present reviewed the bills.

Questions were asked regarding the bills from C.H. Spencer and Company, City of Burley, and Parma Company.

After discussion, motion by Dick Galbraith to approve the bills as presented. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye.

**Discuss / Consider Wastewater Treatment Plant Improvement Contractor's Application for Payment No. 9 – ACTION ITEM (Tony Morley)**

City Administrator Tony Morley stated the contractor missed the deadline to submit Payment Application No. 9. After a brief discussion, this item was tabled.

**Introduction of United Electric Co-Op General Manager M. Jamie Stark**

Mayor Rosa introduced Jamie Stark as the new General Manager for United Electric Co-Op. Those present welcomed Mr. Stark and thanked United Electric for the great work they do for the City.

**Discuss / Consider Bonneville Power Administration Customer Portal Administrators, Users, and Authorized Third Party Users (Exhibit A) to Contract No. 18BS-10651– ACTION ITEM**

City Clerk Ashlee Langley stated Exhibit A is part of the contract the city has with the Bonneville Power Administration. Mrs. Langley explained the updated exhibit would remove the past General Manager for United Electric and update it with Mr. Stark.

Motion by Joanne Justesen to approve the Bonneville Power Administration Customer Portal Administrators, Users, and Authorized Third Party Users (Exhibit A) to Contract No. 18BS-10651 as presented. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

**Discuss / Consider Purchase of SCADA (Controls Upgrade and VFD Replacement) for Well #2 – ACTION ITEM (Tony Morley)**

City Administrator Tony Morley presented bids for the upgrade and VFD replacement for Well #2. Those present discussed the bids being presented.

Motion by Dick Galbraith to approve the purchase of SCADA (Controls Upgrade and VFD Replacement) for Well #2 from Ibox Controls LLC in the amount of \$28,035 as presented. Second by Joanne Justesen. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

**Discuss / Consider Mutual Aid Agreement with IdWARN – ACTION ITEM**

City Administrator Tony Morley presented the Mutual Aid Agreement with IdWARN. Mr. Morley stated the Idaho Department of Environmental Quality suggested the city join IdWARN as it will give the city extra points on grant applications.

Motion by Dick Galbraith to approve the Mutual Aid Agreement with IdWARN as presented authorizing the Mayors signature. Second by Joanne Justesen. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

**Discuss / Consider Low-Income Home Energy Assistance Program (LIHEAP) Home Energy Vendor Agreement – ACTION ITEM**

City Clerk Ashlee Langley presented the Low-Income Home Energy Assistance Program Home Energy Vendor Agreement to those present. Mrs. Langley stated this agreement allows the city to accept energy assistance payments for the 2020-21 LIHEAP season.

Motion by Joanne Justesen to approve the Low-Income Home Energy Assistance Program (LIHEAP) Home Energy Vendor Agreement as presented. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

**Discuss / Consider Fall Cleanup with Total Waste Management – ACTION ITEM**

Those present discussed costs and possible dates for Fall Cleanup 2020. Lyle Santos owner of Total Waste Management offered to donate one load.

Motion by Dick Galbraith to approve October 31, 2020 through November 7, 2020 as the dates for Fall Cleanup with Total Waste Management limiting the loads at 7 total. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

**Discuss / Consider Adopting Ordinance No. 2020-628 Ordinance of the City of Heyburn, Repealing and Adopting New Title 1 Chapter 8 Regarding City Council; Creating New Sections for Regular Meetings, Special Meetings, Open Meetings, Oath; Term of Office, Compensation of Council Members, President of the Council, Funds Controlled by Council, Election or Appointment by Council Seat or District, Declaration of Candidacy, Incumbents, Multiple Declarations Prohibited, Elections and Petitions for Nomination, Form of Petition, Validity of Signatures – ACTION ITEM – Third and Final Reading, by Title Only.**

Those present reviewed Ordinance No. 2020-628.

Motion by Dick Galbraith to have City Attorney Paul Ross read Ordinance No. 2020-628 for the third and final reading, by title only. Second by Joanne Justesen. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

City Attorney Paul Ross read Ordinance No. 2020-628 once, by title only.

Motion by Joanne Justesen to adopt Ordinance No. 2020-628 as presented. Second by Dick Galbraith. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

**Discuss / Consider Adopting Ordinance No. 2020-630 Ordinance of the City of Heyburn, Repealing and Adopting New Title 1 Chapter 7 Regarding Mayor; Creating New Sections for Special Meetings, Ordinances and Contracts, Mayor may Offer Reward, Extraterritorial Powers, Compensation of Mayor, Oath; Term of Office, Declaration of Candidacy, Incumbents; Multiple Declarations Prohibited, Elections and Petitions for Nomination, Form of Petition – ACTION ITEM - Second of Three Readings, by Title Only.**

Those present reviewed Ordinance No. 2020-630.

Motion by Dick Galbraith to have City Attorney Paul Ross read Ordinance No. 2020-630 for the second of three readings, by title only. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

City Attorney Paul Ross read Ordinance No. 2020-630 once, by title only.

**Discuss / Consider Resident Charges for Un-serviced Properties as per Heyburn Domestic Water Code Title 3, Chapter 1, and Provide Effective Date – ACTION ITEM**

After discussion, this item was tabled.

**Discuss / Consider Website Upgrade Proposals – ACTION ITEM**

City Administrator Tony Morley presented bids to those present to upgrade the cities website. Mr. Morley stated the city has the option to access reimbursement through the CARES Act for the cost of the upgrade.

Motion by Chad Anderson to approve the proposal submitted by GovOffice for the City of Heyburn website upgrade as presented. Second by Joanne Justesen. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

### **Discuss / Consider Purchase of Sign – ACTION ITEM**

City Administrator Tony Morley stated the city has been approached with an option to buy the digital sign located on the corner of 21<sup>st</sup> & Highway 30. Mr. Morley stated this sign would need to be relocated but could be advantageous for the city to purchase as a way to provide notifications and information to the public.

Those present discussed the purchase of the sign.

Motion by Dick Galbraith to approve the purchase of the digital sign with a not to exceed amount of \$6,000. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

### **Mayors Time & Committee Reports**

No Committee Reports.

Mayor Rosa announced that the city received a 1,200 sponsorship for Operation Facelift.

Mayor Rosa stated he has been impressed with the work of all the employees.

### **Comments from the Public (Each person has 3 min. to comment).**

Mayor Rosa opened this time up to the public for additional comments.

Comments made by three residents of the City.

City Attorney Paul Ross took the opportunity to train after a citizen comment regarding the Public Integrity of Elections Act and reminding all elected officials and city employees of the prohibition of using public funds or assets regarding an election or ballot measure.

### **Executive Session**

**Pursuant to Idaho Code 74-206(1)(a) - To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general - ACTION ITEM**

Motion by Chad Anderson to go into executive session pursuant to Idaho Code 74-206(1)(a). Second by Joanne Justesen. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

Prior to going into executive session Chad Anderson stated he would like to rescind his motion to go into executive session.

**Discuss / Consider Appointment of Human Resources Director – ACTION ITEM**

Mayor Rosa asked the council to affirm his appointment of Ashlee Langley as Human Resources Director.

Motion by Joanne Justesen to approve the appointment of Ashlee Langley as Human Resources Director. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye.

**Motion to Adjourn - ACTION ITEM**

Mayor Rosa asked for a motion to adjourn the meeting.

Motion by Joanne Justesen to adjourn the council meeting. Second by Dick Galbraith. Roll-Call Vote: Chad Anderson – Aye; Dick Galbraith – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye.

The council meeting adjourned at 8:51 PM.

Mark Rosa  
Mayor

Ashlee Langley  
City Clerk/Treasurer