

**City of Heyburn Council Meeting**  
**Wednesday, October 12, 2022**  
**7:00 P.M.**

**Mayor:** Dick Galbraith.

**Council Present:** Chad Anderson, Joanne Justesen, Rose Schmitt, and Rick Tundag.

**Employees Present:**

Tony Morley, Brian Vail, Ryan Bertalotto, Paul Ross, and Ashlee Langley.

**Welcome & Pledge**

Meeting conducted by Mayor Dick Galbraith who welcomed everyone to the meeting and led those present in the Pledge of Allegiance.

**Discuss / Consider the Minutes of the September 28, 2022 Council Meeting & Public Hearing and the October 04, 2022 City Council Work Meeting – ACTION ITEM**

Those present reviewed the minutes as presented.

After review, motion by Joanne Justesen to approve the minutes of the September 28, 2022 Council Meeting & Public Hearing and the October 04, 2022 City Council Work Meeting as presented. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye; Rick Tundag – Abstain.

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

Those present reviewed the bills as presented.

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

**Discuss / Consider USDA Wastewater Project Payment Concurrence No. 18 – ACTION ITEM**

City Administrator Tony Morley presented USDA Wastewater Project Payment Concurrence No. 18 to those present. Mr. Morley stated that there may be a couple more invoices to come.

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

**Discuss / Consider Purchase of Auto Sampler for Wastewater Department – ACTION ITEM**

Wastewater Department Head Brian Vail presented two bids for the purchase of an Auto Sampler for the Wastewater Treatment Plant. Mr. Vail stated the auto sampler they had is no

longer in working condition. Mr. Vail explained that this sampler automatically takes hourly samples after hours to keep us in compliance with DEQ standards.

After review, motion by Rose Schmitt to approve the purchase of an Auto Sampler with Frontier Precision in the amount of \$8,894 as presented. Second by Joanne Justesen. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye; Rick Tundag – Aye.

**Discuss / Consider / Adoption of Ordinance No. 2022-666 Ordinance of the City of Heyburn, Annexing Properties owned by Nick and Mary Cozakos, Ferris Taylor, Unincorporated Minidoka County Property located at and South of 505 South River Drive, Heyburn, Idaho, to City of Heyburn; Zoning Property as Residential Low; Amending Zoning Map. First of Three Readings. – ACTION ITEM**

City Attorney Paul Ross provided an update and explanation of the annexation process for Category A Annexations. He also reviewed what occurred in Planning & Zoning and their recommendation.

City Council discussed in detail the pros and cons of annexing the proposed properties. Those present discussed removing the empty lot properties, both Cozakos and Taylor, adjacent road to the empty lots, and access road to the east.

After discussion, motion by Joanne Justesen to have City Attorney Paul Ross read Ordinance No. 2022-666 once by title only for the annexation of the Nick and Mary Cozakos property only and to remove the empty lot properties, adjacent road to the empty lots, and access road. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye; Rick Tundag – Aye.

City Attorney Paul Ross read Ordinance No. 2022-666 once by title only.

**Discuss / Consider / Adoption of Ordinance No. 2022-667 Ordinance of the City of Heyburn, Annexing Properties Owned by Diane Griswold, Unincorporated Agricultural Minidoka County Open Field Property Located West 500 West and North of Interstate 84, Heyburn, Idaho, to City of Heyburn; Zoning Property as Commercial General; Amending Zoning Map. Second of Three Readings. – ACTION ITEM**

Those present reviewed Ordinance No. 2022-667.

After review, motion by Chad Anderson to have City Attorney Paul Ross read Ordinance No. 2022-667 once by title only as presented. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye; Rick Tundag – Aye.

City Attorney Paul Ross read Ordinance No. 2022-667 once by title only.

Motion by Joanne Justesen to waive the rule requiring three readings and adopt Ordinance No. 2022-667 on its second reading authorizing the mayor's signature. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye; Rick Tundag – Aye.

**Discuss / Consider FY 2021-22 Audit Engagement Letter – ACTION ITEM**

Those present reviewed the Audit Engagement Letter with Poulsen VanLeuven & Catmull PA.

After review, motion by Joanne Justesen to approve the FY 2021-22 Audit Engagement Letter as presented. Second by Rick Tundag. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye; Rick Tundag – Aye.

**Discuss / Consider BestDayHR Professional Services Agreement – ACTION ITEM**

Those present reviewed an agreement from BestDayHR for a custom salary and wage survey.

After review, motion by Chad Anderson to approve the BestDayHR Professional Services Agreement in the amount of \$1500 as presented. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye; Rick Tundag – Aye.

**Discuss / Consider Adopting Resolution No. 2022-4 Resolution of the City of Heyburn Adopting a Revised and Updated Personnel Policy – ACTION ITEM**

Those present reviewed changes to the benefits section of the personnel policy for vacation days.

After review, motion by Chad Anderson to adopt Resolution No. 2022-4 Resolution of the City of Heyburn Adopting a Revised and Updated Personnel Policy as presented. Second by Rick Tundag. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye; Rick Tundag – Aye.

**Mayors Time, Committee Reports, and Department Reports**

Councilwoman Joanne Justesen stated she is working with peer cities to create a Youth Council in the area to encourage our youth to get interested in City Government. Councilwoman Justesen stated she would provide updates as the process moves forward.

Mayor Galbraith stated the door has been changed on the Well House at Wayside.

**Comments from the Public**

Mayor Galbraith opened the time up for comments from the public. Comments were made by three members of the public.

**Motion to Adjourn – ACTION ITEM**

Mayor Galbraith asked for a motion to adjourn the meeting.

Motion by Joanne Justesen to adjourn the council meeting. Second by Chad Anderson. Vote: Chad Anderson – Aye; Joanne Justesen – Aye; Rose Schmitt – Aye; Rick Tundag – Aye.

The council meeting adjourned at 7:58 PM.

Dick Galbraith  
Mayor

Ashlee Langley  
City Clerk/Treasurer