

City of Heyburn Council Meeting
Wednesday, October 13, 2021
7:00 P.M.

Mayor: Dick Galbraith.

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

Employees Present:

Paul Ross, Tony Morley, Noah Shiner, Ivan McCracken, and Ashlee Langley.

Welcome & Pledge:

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

Discuss / Consider Minutes of the September 22, 2021 Council Meeting and the October 05, 2021 City Council Work Meetings - ACTION ITEM

Those present reviewed the minutes of the September 22, 2021 Council Meeting and the October 05, 2021 City Council Work Meetings.

Motion by Joanne Justesen to approve the minutes of the September 22, 2021 Council Meeting and the October 05, 2021 City Council Work Meetings as presented. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye to the September 22, 2021 Council Meeting and Abstain from the October 05, 2021 Work Meeting; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider Paying the Bills – ACTION ITEM

Those present reviewed the bills.

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 Wastewater Treatment Plant Improvement Contractor’s Application for Payment No. 21 – ACTION ITEM

City Administrator Tony Morley asked the council to continue the Wastewater Treatment Plant Improvement Contractor’s Application for Payment No. 21 to next Council meeting due to additional adjustments requested by the United States Department of Agriculture.

Discuss / Consider R & 17th Street Lift Station and Forcemain Contractor’s Application for Payment No. 6 – ACTION ITEM

City Administrator Tony Morley presented the R & 17th Street Lift Station and Forcemain Contractor’s Application for Payment No. 6 in the amount of \$27,075 to those present.

Motion by Rose Schmitt to approve the R & 17th Street Lift Station and Forcemain Contractor's Application for Payment No. 6 in the amount of \$27,075 as presented. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider R & 17th Street Lift Station and Forcemain Change Order No. 1 – ACTION ITEM

City Administrator Tony Morley asked those present to continue this item to the next Council meeting.

Discuss / Consider Oats Family Center Donation – ACTION ITEM

Sally Hall provided those present with an update on the services provided by Oats Family Center and asked city council to consider a monetary donation.

Motion by Chad Anderson to approve the Oats Family Center Donation in the amount of \$2,000 to be applied to the utility account. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider Water Department Pipe Procurement Bid No. 2 – ACTION ITEM

City Engineer Ivan McCracken asked those present to consider the additional pipe procurement bids stating the low bidder was H.D. Fowler with a bid of \$19,468.66.

Motion by Joanne Justesen to award the Water Department Pipe Procurement Bid No. 2 to H.D. Fowler in the amount of \$19,468.66 as presented. Second by Rick Tundag. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider Idaho Transportation Department Office of Highway Safety Traffic Enforcement Grant Project Agreement – ACTION ITEM

Police Officer Noah Shiner asked city council to consider approving the submission of a grant application to the Idaho Transportation Department Office of Highway Safety for the Traffic Enforcement Equipment Grant.

Motion by Chad Anderson to approve the Idaho Transportation Department Office of Highway Safety Traffic Enforcement Grant Project Agreement as presented. Second by Joanne Justesen. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider Bonneville Power Administration Revision No. 3, Exhibit D Additional Products and Special Provisions – ACTION ITEM

City Attorney Paul Ross provided those present with information regarding the proposed revision to the Bonneville Power Administration Exhibit D.

After discussion, motion by Joanne Justesen to approve the Bonneville Power Administration Revision No. 3, Exhibit D Additional Products and Special Provisions as presented. Second by Rick Tundag. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider Bonneville Power Administration Revision No. 3, Exhibit E Metering – ACTION ITEM

City Attorney Paul Ross provided those present with information regarding Exhibit E to the Bonneville Power Administration Agreement.

After discussion, motion by Joanne Justesen to approve the Bonneville Power Administration Revision No. 3, Exhibit E Metering as presented. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider Adoption of Ordinance No. 2021-647 Ordinance of the City of Heyburn, Amending Heyburn Code Title 7 Chapter 1 Updating Animal Control Code and Providing Effective Date. Third and Final Reading – ACTION ITEM

Those present reviewed Ordinance No. 2021-647 amending Heyburn Code Title 7 Chapter 1 updating Animal Control Code. City Attorney Paul Ross reviewed changes.

Motion by Joanne Justesen to have City Attorney Paul Ross read Ordinance No. 2021-647 once by title only for the third and final reading as presented. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

City Attorney Paul Ross read Ordinance No. 2021-647 once by title only.

Motion by Joanne Justesen to adopt Ordinance No. 2021-647 as presented. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider FY 2020-21 Audit Engagement Letter – ACTION ITEM

Those present reviewed the Audit Engagement Letter with Poulsen VanLeuven & Catmull PA for the Fiscal Year 2020-21 Audit.

Motion by Chad Anderson to approve the FY 2020-21 Audit Engagement Letter with Poulsen VanLeuven & Catmull PA as presented. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider Community Development Director Job Description – ACTION ITEM

Those present reviewed the proposed job description for Community Development Director.

After discussion, motion by Joanne Justesen to approve the Community Development Director Job Description as presented. Second by Rick Tundag. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider City Administrator Job Description – ACTION ITEM

Those present reviewed proposed changes to the job description for City Administrator.

After discussion, motion by Chad Anderson to approve the City Administrator Job Description as presented. Second by Rose Schmitt. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Discuss / Consider Appointment of Pat Merrigan to the Heyburn Urban Renewal Agency – ACTION ITEM

Mayor Galbraith stated he would like to appoint Pat Merrigan to the Heyburn Urban Renewal Agency and asked council to affirm his appointment.

Motion by Joanne Justesen to affirm the mayor’s appointment of Pat Merrigan to the Heyburn Urban Renewal Agency. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Affirm; Joanne Justesen - Affirm; Rose Schmitt – Affirm; Rick Tundag - Affirm.

Discuss / Consider Cancellation of the November 24, 2021 and the December 22, 2021 City Council Meetings – ACTION ITEM

Those present discussed cancellation of the second council meeting in November and December due to holiday closures.

After discussion, no motion to cancel the November 24, 2021 or the December 22, 2021 City Council Meetings.

Discuss / Consider Scheduling a Special Council Work Meeting in November 2021 – ACTION ITEM

Those present decided to schedule a Special Council Work Meeting for November 03, 2021 at 4:00 PM.

Mayors Time, Committee Reports, and Department Reports

No committee reports.

Those present reviewed the department reports.

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

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

Comments made by three residents.

Executive Session

Pursuant to Idaho Code 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student – ACTION ITEM

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

Executive Session Minutes

The Executive Session was conducted by Mayor Dick Galbraith. The topic was a matter of (b) personnel.

The Executive Session began at 8:10 PM.

No decisions were made.

Motion by Joanne Justesen to adjourn executive session. Second by Chad Anderson. Roll-Call Vote: Chad Anderson – Aye; Joanne Justesen - Aye; Rose Schmitt – Aye; Rick Tundag - Aye.

Executive Session returned to open session at 9:10 PM.

Motion to Adjourn - ACTION ITEM

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

The council meeting adjourned at 9:11 PM.

Dick Galbraith
Mayor

Ashlee Langley
City Clerk/Treasurer