

### **March 9, 2021 Regular Council Meeting (104 W. 9<sup>th</sup> Ave). Public Via Video**

Council Members in attendance were Scott Holbrook, JB Klyap, Matt Greemore, Jordan High arrived at 7:20 pm, and Nolan Frandsen (via video call)

Guests: Phil Fortner (Madison County Sheriff), Paula Kinoshita, and Lori Harshbarger (Town Attorney)

Mayor Willauer opened the meeting at 7:04 pm with the pledge of allegiance.

**Public Comment:** No comments on non-agenda items.

### **NEW BUSINESS**

**Resolution 2021-01 Update Water/Sewer Billing Procedures:** Matt Greemore made a motion to approve resolution 2021-01. Scott Holbrook seconded the motion. No further discussion occurred. Motion passed with a unanimous vote.

**Resolution 2021-02 BARSSA Gas Tax:** Matt Greemore made a motion to approve Resolution 2021-02. JB Klyap seconded the motion. Scott Holbrook asked if this was covering the \$3,200 that was paid to MDT and the future expenses. That is correct. Motion passed with a unanimous vote.

**Resolution 2021-03 Claims Handling without a Quorum:** Resolution 2021-03 allows the Mayor to approve payables if we have no quorum. Discussion occurred regarding concern that this resolution would allow the council to skip meetings and claims to get passed without the Council's approval. It is strictly for no quorum and if something has to get paid in a timely fashion before a meeting can be rescheduled. Matt Greemore made a motion to approve resolution 2021-03. JB Klyap seconded the motion. No further discussion. Motion passed with a unanimous vote.

**Fence Application:** *Ben Reed (210 S Main St.)* – Scott Holbrook made a motion to approve the fence application for Ben Reed. JB Klyap seconded the motion. No further discussion. Motion passed with a unanimous vote.

*Gage Baumeister (107 S. Madison St.)* – Scott made a motion to approve the fence application for Gage Baumeister. JB Klyap seconded the motion. Motion passed with a unanimous vote.

**Business Licenses:** Discussion occurred regarding business licenses. Clerk Kristi Millhouse asked if the Food Pantry and Farmers Market needed two separate business licenses. Discussion followed. The Town needs to get clarifications from Coree Martin regarding the Food Pantry. If the food pantry and the farmers market are licensed with the State separately she needs two separate business licenses. JB made a motion to approve the business licenses for all businesses except the Food Pantry with clarification if they are two separate entities then two licenses are required and they are not two separate entities then it is ok to issue one license. Scott seconded the motion. Motion passed with a unanimous vote.

**Welder:** Discussion occurred regarding a welder that is available to the Town for purchase from Marc Boe. Cost of the welder is \$1500. Discussion occurred. JB made a motion to approve the welder if there is funding available in the budget. Scott seconded the motion. Motion passed with a unanimous vote.

### **OLD BUSINESS**

**Food Bank – Contract/Hold Harmless Agreement/Insurance:** Mayor Willauer gave a summary of what was discussed at the last council meeting regarding the use of the upstairs of the library for a food

pantry. Coree Martin has provided a certificate of insurance but has not provided a contract at this time. Clerk Kristi Millhouse commented that the certificate of insurance is in Coree's name not the Farmers Market or the Food Bank. Kristi is unsure if it would cover the food pantry and farmers market because of that reason. Coree has reached out to Lori to ask questions. Town Attorney Lori Harshbarger said this puts her in a difficult situation because her answering these questions helps protect the Town, but it is not the Town's business. Mayor Willauer commented that if Lori is in this position again with individuals that are part of the public coming to her with Town questions, that she needs to direct them to the Town and then if they need the attorney to step in to help; either the Mayor or the clerk will notify the attorney.

Attorney Harshbarger commented that once Coree Martin forms an entity then she needs insurance for that entity. If she is just operating as a dba then the certificate should be okay. Attorney Harshbarger would like to get the paperwork from Coree to see what she has formed; and there does need to be an agreement with the Town and the Library.

### **REPORTS**

**Sheriff's Report** – Sheriff Phil Fortner reported that there were 2 dog complaints, 2 traffic complaints, and 2 civil services. The Sheriff's department is using a new system for tracking activity and it has a different coding system than the previous system. They are working out the bugs and hope that next month's report will be better. Sheriff Fortner commented that if the Town is getting back to normal then he is willing to start coming to meetings again.

Scott Holbrook asked about deputies for the Sheriff's Department. The Sheriff's Department has two in Town, one north of Silver Star and one in Alder. The Sheriff's department is working on two more that will probably be on the Ennis side because of the housing market. They are planning to have these deputies start by April 1<sup>st</sup>. They had 33 applicants for these positions, 8 showed up to go through interview process, and 3 qualified for the positions.

Twin Bridges is probably the lowest crime rate. Prisoners are still averaging 10 per day for the County and they are still being transported elsewhere. Most calls are coming from the Madison side of the County. Twin Bridges and Sheridan are both pretty quiet.

Matt asked if there was any further information from the robbery back in January. It has not been resolved.

Sam commented that he has witnessed some of the high school kids not obeying the one way street sign in front of the school. This is occurring mostly in the afternoon when basketball is over. Sheriff Fortner said he would have one of his deputies monitor it.

**Madison County Planning Board** – No report. Clerk Kristi Millhouse commented that the only information that she has received from the Planning Board is the flood mapping meetings that are occurring this week. Twin Bridges will be discussed on Thursday at 5:30 pm. Johnathon Weaver from Great West Engineering will be on the call to represent the Town and she would recommend that someone from the Council or Mayor also join the call.

**Library Director Report** – Written report reviewed by council.

**Attorney's Report** – No additional information to report.

**Safety Report** –Scott Holbrook commented that the safety topic for March was sent out.

**Mayor Report** – Mayor Willauer summarized the Council’s work meeting on February 23<sup>rd</sup> regarding vacation rentals. Vacation rentals will need a permit and at this time they are not going to limit anything.

The housing situation and discussion has not had any changes. The State Housing Summit will be coming up and Mayor Willauer will be attending that. He will send out additional information to the Council as he receives it. He does know that with additional housing comes the concern for additional workforce and broadband. Broadband does not seem to be an issue in Twin Bridges but the workforce would be.

Mayor Willauer met with Ruby Valley Chamber of Commerce last week. They have some big plans for the Town’s this summer.

The library grant that Headwaters RC&D is working on has had some issue, but they are not anything that hasn’t been able to be resolved and he is confident that the grant application will get turned in on time.

Mayor Willauer reported that there is one other grant that is being submitted on behalf of the Town by Craig Erickson at Great West Engineering. This grant is to receive matching funds for the levy study of which we already have a CDBG grant for. The program that Great West is looking is with USDA and is the RBDG grant (Rural Business Development Grant). The deadline is March 31<sup>st</sup> for submittal.

Public Works Director Sam Novich asked what the status is of the grant funding for the water. Clerk Kristi Millhouse commented that the Town just got approval for the grant this past week. Mayor Willauer will be signing the contract documents tonight which will then be sent back to USDA. Once USDA receives the documents and approves them, then we will receive a task order from Great West Engineering that will need to be approved and then Great West can start working on the Water PER.

**Maintenance Report** – Public Works Director Sam Novich reported that the stormdrain project just got submitted to DEQ for approval. DEQ is saying middle of April before they can look at it and approve it. The bid package is ready to go out once that is received. This will probably be more of a summer project than a spring project.

*Waste material* - Sam would like to place some waste material on the north end of the football field. Ninth Avenue is platted to go along the football field through to the river, there is approximately 90 feet along there for the road. This would also allow the individual that has property along the other side to be able to access his property. Discussion occurred. Council requested that Sam give the school a heads up before he starts moving material.

*Streets in Town* – Sam reported that the frost in the roads is really bad this year, probably the worst that he has seen them. He has been approached by a few individuals asking him to put material down because of the mud, but he sees no need to put material down because once the frost is out the road will settle down and then we have excess material in spots. The roads are going to take some work this year and they may need some material placed on them. Discussion followed regarding the roads and if the Council wanted any of the streets dug out this year. Mayor Willauer asked Sam to come up with some ideas and provide them to the Council at the next meeting.

Sam also requested that the council consider digging out Day's pond now for pit run gravel. The gravel that we currently have stock piled is for the stormdrain project. If something else comes up we don't have the material for it. Kristi commented that Matt and she have been approached by Morgan and Elaina Grabil to dig out their pond. They are willing to let it sit to dry out and do not have a problem with the material be stored on their property. The pond is already there. They just want it deeper.

*Shelves* – Sam asked Mayor Willauer if he had any additional information regarding shelves for the shop. He did not at this time but they are still a possibility.

*Sewer Pumps* - Sam reported that the sewer pumps were cleaned out last week and were full of disposable wipes. They backed up again this week and had the same rags come out. There are still issues since we sent out the first letter requesting residents not to flush these items down the toilet. Discussion followed. Mayor Willauer will work with Kristi to do another letter.

The State will be coming out to look at lagoon and the algae that is growing in it. Discussion followed regarding the algae.

**Clerk Report** – Clerk Kristi Millhouse reported that she has started the FY21-22 budget and has dispersed the forms for the budget to the Library and Sam for their updates.

The Library is also requesting the Town give access to Jennifer Giem and Sylvia Schwartz to talk to the bank about the two CD's that they have with Opportunity Bank. The Town needs to sign a privacy release form for the bank to answer the library's questions. They can't change anything, they can only ask questions and it is limited to the two CD's.

Kristi commented that she had two checks come in that were dated February 9<sup>th</sup> and 11<sup>th</sup> that came directly from the banks. The checks were not received until the end of the month making the payment late. Kristi is asking for a one time exception on these two payments to waive the late fees, as she feels it is truly a mail issue even though we cannot guarantee when the mail will get here. Jordan made a motion to approve the UB Adjustments as a one-time courtesy for these two accounts. Motion was seconded by JB. Motion passed with a unanimous vote.

Kristi notified the Council and the Mayor that the fence permit that they issued for 320 S. Main St is still not in compliance. Kristi has sent two letters to the property owner requesting an agreement between them and the neighbor whose property the fence sits on and has received nothing yet. Mayor Willauer will call the property owner.

**Minutes:** February 9, 2021 – Scott made a motion to approve the minutes for February 9, 2021. JB seconded the motion. No discussion. Motion passed with a unanimous vote.

**Claims:** Matt made a motion to approve Electronic claims checks 89777 to 89779 and checks 21243 to 21267; and Payroll Electronic checks 88915 to 88942 and check 5828. Scott seconded the motion. No further discussion. Motion passed with a unanimous vote.

**Council Review:** Scott asked about getting some of the ordinances completed, now that things are starting to quiet down and get back to normal. Mayor Willauer agreed and requested another work meeting in two weeks (March 23<sup>rd</sup>) at 7:00 pm.

JB made a motion to adjourn the meeting at 8:45 pm. Jordan seconded the motion. Motion passed with a unanimous vote.

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