

**EUREKA CITY
COUNCIL MEETING
NOVEMBER 8, 2021 7:00 P.M.**

PLEDGE OF ALLEGIANCE

Mayor Castleton opened the meeting and led everyone in the Pledge of Allegiance.

ROLL CALL

Mayor Nick Castleton – Present
Council Member Darrin Carlson – Present
Council Member Larry Ezell – Present
Council Member Travis Haynes – Present
Council Member Leslie Rice – Present came in late
Council Member Robert Trepanier – Present
City Recorder Patricia Bigler – Present
City Attorney Melissa Mellor – Present via Zoom

OTHERS IN ATTENDANCE

Chris Dever, Greg Evans

APPROVAL OF THE MINUTES

Council Member Haynes made a motion to approve the minutes from October 12, 2021. Council Member Trepanier seconded. No discussion. All in favor motion carried.

TREASURER’S REPORT

**EUREKA CITY
TREASURER’S REPORT
FOR OCTOBER 2021**

Checking Beginning Balance:	\$ 85,638.65
Deposit Amount:	\$123,280.16
Withdrawal Amount:	\$ 57,044.86
Checking Ending Balance:	\$151,873.95

Council Member Haynes made a motion to approve the Treasurer’s Report. Council Member Carlson seconded. No discussion. All in favor motion carried.

CLAIMS AGAINST THE CITY

Council Member Ezell explained the bill from Flowpoint is for the control board for the fill station. He asked about the Pelorus and Master Meter bill. Recorder Bigler explained the bill from Pelorus is for our billing software and the Master Meter bill is for the water program to read the meters. Council Member Carlson made a motion to pay the bills. Council Member Trepanier seconded. No further discussion. All in favor motion carried.

REPORT OF OFFICERS AND COMMITTEES

Nick Castleton – asked if she had received an email from the State concerning the CARES Act funding report. Recorder Bigler said she did. We spent a little more than we received, and we may have to call Pelorus to help us separate the two amounts.

Robert Trepanier – Nothing to report

Travis Haynes – Nothing to report

Darrin Carlson – Nothing to report

Leslie Rice – Do not have anything unless Chris Dever has anything from the Planning Commission.

Larry Ezell – Hoping the part from Flowpoint will get here soon so we can get the fill station fixed.

Planning Commission – Chris would like the city to purchase a subscription to the property software onX. Council Member Rice said Darrin is kind of our expert on some of what the Planning Commission has done in the past and held the position of Chairperson. Council Member Carlson said while he was the Chairperson a laptop was purchased, but that was it. He stated he was recently at the County Office and was told within a year the County would be starting to map Eureka. Once done anyone would be able to go to their site and look up property in Eureka. The Council asked if having one year of the onX software would be helpful for the Commission. Chris said it would be very helpful. Council Member Haynes said he uses onX hunt and off road and the price is around \$100 a year. He mentioned it is not exact on showing who owns the property sometimes it has the wrong property owners name, and it can be off 10 to 20 feet. He asked Greg Evan, who was attending the meeting, if he had any information he could share since his expertise is in surveying. Greg stated it depends on the software and device used. Council Member Rice asked what Darrin was looking into when he was on the Planning Commission. He had looked at the GIS system like our water & sewer system uses. Chris stated onX does make one just for real estate. The Council liked the idea of getting the onX software for one year and it is under \$500. Council Member Rice said the County Planning & Zoning Commission would like to have the current and newly elected Mayor, Council, and Planning Commission attend their meeting on Wednesday at 6:00 pm at the County building. They will be going over issues such as boundaries and annexations. They would need a copy of our General Plan. Council Member Haynes asked how old the General Plan was. It was done in 2017 and they are usually updated every 5 to 10 years. Chris felt with what the Planning Commission is working on right now with the cottage homes the Plan would need to be updated. He thought a new survey should be sent to the residents. If the Council has any thoughts or ideas for the survey, they could email them to the City Office. Council Member Haynes would like to see the General Plan section on annexations updated to be more accurate. When the initial survey was done, they lumped all the annexations into one item. He would like to pinpoint certain areas and not all areas at once. Council Member Rice mentioned if someone approached the County about building in the County and it was within Eureka City's growth area, they could be made to conform to Eureka City's standards in case the city ever annexed that area.

DISCUSSION/ACTION ITEMS

1. Review, Discussion and Adoption of Special Event Ordinance.

Council Member Trepanier made a motion to adopt the Special Event Ordinance 11-08-2021-01. Council Member Ezell seconded. No discussion. All in favor motion carried. The Mayor thanked Attorney Mellor for the work she put into this ordinance.

2. Discussion/Approval on Updating the Eureka City Fee Schedule to include a. Building Permit/Inspection Fee for Natural Gas. b. Special Event Fees.

Attorney Mellor said she got confused on the prices for natural gas. The Mayor said it was decided to go with the original amount of \$210. Council Member Ezell asked if this was for the inspection fee and the building permit. Chris Dever said yes it was and the permit is more of a specialized permit and not a building permit. Once the homeowner does this it will not have to be done again. He talked with Chris Swenson, and he was good with the price and understands it is not his job to inform or educate the homeowner. This is not for a new home or a remodel this is for natural gas only. He feels we will need to re-address building permit fees in the future. The fee for re-inspection will be \$80 each time and the paperwork will need to be returned to the office. Contractors need to be either plumbing or heating or both. They will need to have their general liability license with them before a permit is issued. Homeowners do not need it. While Recorder Bigler was printing off the updated fee schedule, Chris let Attorney Mellor know the city was working on getting her the numbers for the water usage. Attorney Mellor explained the Resolution she just emailed was a Resolution to adopt the fees for the Special Event Permit and the Inspection/Special Permit for natural gas. The Special Event Permit will be \$100 along with a refundable \$500 deposit. The amounts are not listed in the ordinance because it is easier to change a resolution instead of having to redo the ordinance. Council Member Rice made a motion to adopt resolution R-11-08-2021-01. Council Member Ezell seconded. No further discussion. All in favor motion carried.

3. Review, Discussion concerning UDOT Technical Planning Assistance Grant

The Council looked over the grant information. Mayor Castleton felt a little homework was needed before we adopt it, however; the deadline is December 9, 2021. He suggested taking a vote to move forward. A discussion took place and Council Member Carlson made a motion to move forward with the UDOT Technical Planning Assistance Grant. Council Member Rice seconded. No further discussion. Council Members Carlson, Rice, & Trepanier – Aye. Council Members Ezell and Haynes abstained. Motion carried.

4. Review, Discussion concerning Cottage Home Ordinance

Chris Dever said he dropped the ball on this one and does not know where we are with the ordinance. Attorney Mellor is working on it but has no update. Chris thanked her for continuing to work on the ordinance. She asked when the next Planning Commission meeting was. It would have fallen on Thanksgiving. It was decided to have it on Monday, November 29th. She said we would need a notice for a Special Planning Commission meeting for cottage homes, performance guarantees, and short-term rentals. Chris asked for a rough draft of what will be on the meeting. This will be a big meeting and we need to make sure we get the notices out early. Attorney

Mellor will work with Chris and Recorder Bigler on noticing and getting the rough drafts out for citizen review.

5. Review, Discussion concerning Air B&B's

As mentioned above a Special Planning Commission meeting will be held on Monday, November 29th to discuss this item. Council Member Ezell had a question on the Air B& B's. He felt it would be helpful for the city to make sure they have a business license and collect a room tax. Attorney Mellor agreed with him and will leave the section on room tax blank until she can let them know what other communities are charging. He would like to see the city get some revenue out of this. Council Member Trepanier asked what other cities are doing. She said many are passing short term rental ordinances and all of them are requiring a business license and some require a room tax.

6. Review, Discussion concerning a proposal from Pelorus Methods to assist in year-end financials

Recorder Bigler explained our auditors are no longer able to make the adjustments to our audit like they have done in the past. Pelorus has started helping cities do their end of the year audit. They review transactions and help get it in order before the auditors come. The annual service for the audit only is \$2,000 each year. If you want them involved all year functioning as a financial director, the total cost is \$7,500 a year. She feels we should only need the annual service for the \$2,000 and it may even help lower the cost of our audit. Greg Evans felt it would make it easier for them to help us since we already use their software. She said part of the \$900 we already pay them for the software and support allows us to call them anytime with any questions or issues we may have. Greg agreed with Recorder Bigler that a second set of eyes going over the audit before the auditors was a good idea. Council Member Ezell made a motion to go ahead and have Pelorus help with the year end audit. Council Member Haynes seconded. No further discussion. All in favor motion carried.

7. Review, Discussion concerning pricing on a work vehicle

Council Member Carlson asked if we needed to go through the State or can we just go to a dealer because he found a 2017 single cab 4WD at Young Automotive. Council Member Ezell said if it is within the budget, we can buy it. Council Member Carlson could not remember the price he thinks it was around \$35,000. Council Member Ezell said there is \$10,000 in the truck budget but we have not paid for the day use on the two vehicles we had, and he thinks that will be close to \$8,000 to \$8,500. The \$40,000 in the budget is the money for the bobtail that Council Member Haynes is trying to get. Council Member Haynes spoke with a mechanic with UDOT about what equipment is getting turned in. They may have some and he will try to get down there sometime next week. Council Member Ezell said if we could get a 2019 or newer vehicle then the plow we have will just bolt right on. We need to get through the winter and then we can get the bobtail. If we can get a maintainer with a dump bed that would help as well. It would need to be a 2019 or new to match the plow if not then we would need to purchase a new plow bracket. If an older vehicle is available, we should get it a new plow bracket it is cheaper than purchasing a new vehicle.

8. Official Canvas of the 2021 Municipal Election Returns

Recorder Bigler found out after she had posted the agenda that the Canvas could not be scheduled before the 9th and no later than the 16th. We need to have at least three Council Members present and Council Member Trepanier cannot participate since he is one of the candidates. Council Member Ezell made a motion to hold the meeting on Thursday, November 11th at 7:00 pm. Council Member Carlson seconded. No further discussion. All in favor motion carried. Mayor Castleton asked Recorder Bigler to send out a reminder email.

CITIZEN COMMENTS. (Citizens who had submitted their question or concerns in writing prior to the meeting may do so at this time but will be limited to two minutes each.)

No comments

ADJOURNMENT

Council Member Ezell made a motion to adjourn. Council Member Haynes seconded. All in favor meeting adjourned. 8:03 pm.