City of Wendell  
Council Meeting Minutes  
January 18, 2018

Mayor Swainston called the regular meeting of the Wendell City Council to order at 7:00 PM. Council members present BJ Marshall, Don Dunn and Seaira Gold. Councilman Allred attended by phone. City Administrator Brad Christopherson present and City Attorney Cindy Campbell absent.

AGENDA

Council President Dunn made a motion to approve the agenda as presented. Councilman Allred seconded the motion. Motion passed.

MINUTES

Councilman Allred made a motion to approve the Council Meeting Minutes for January 4, 2018. Councilwoman Marshall seconded the motion. Motion passed.

BILLS

Councilman Allred made a motion to approve the bills as presented in the amount of $4,982.75. Council President Dunn seconded the motion. Roll call vote taken; all approved; none opposed; motion passed.

Prosecuting Attorney Matt Pember

Mr. Pember introduced himself to the Mayor and Council and wanted them to know that he is always available if the City needs his help. Mr. Pember stated that he has been working with the Cities of Bliss and Hagerman with Ordinance violations and felt they were having success in bring some of these ordinance violations into compliance.

NEW BUSINESS

Audit Results 2017, Scott Hunsaker

Mr. Hunsaker gave a brief explanation of the City’s 2017 financial audit report. Mr. Hunsaker stated that from an auditor’s point of view it is always concerning when there is a change in the Clerk/Treasurer position, but he was thankful that Ms. Gibbs returned to the City to help and thanked her for her efforts in once again making the City of Wendell’s audit process run smooth and successful. Mr. Hunsaker also commented on the trouble these small communities have with internal controls, but felt that the City of Wendell had excellent internal controls in place, he also encouraged the Council to do their part to act as another source of controls.

Councilwoman Marshall made a motion to accept the results of the 2017 financial audit report performed by Mahlke Hunsaker & Company PLLC. Councilwoman Gold seconded the motion. All approved, none opposed, motion passed.

Region IV Development, Pay Request #14, Kathy Uker

Kathy Uker presented the Mayor and Council with pay request #14 for the repair of lagoons 3 and 5 of the W/W Project. Tracy Ahrens from JUB stood and informed the Mayor and Council that this would be the final payment request and that the project had come in $17,000 under budget on the Engineering side.

Councilwoman Marshall made a motion to approve pay request #14 in the amount of $53,294.16 contingent upon agency approval. Council President Dunn seconded the motion. Roll call vote taken. All approved, none opposed, motion passed.
Eagle Carving

There was discussion about an Eagle carving that was left outside the Police Department door a few years ago. It has been moved around City Hall several times as there is not a good place to display it. A citizen has shown interest in owning it if the City would ever want to get rid of it.

Councilwoman Marshall made a motion to donate the Eagle Carving to Mr. John Allsman. Councilwoman Gold seconded the motion. All approved, none opposed, motion passed.

JUB Seepage Testing Agreement, Lagoons 3 & 5

Tracy Ahrens from JUB Engineering explained the lagoon seepage test process to the Mayor and Council. If the agreement is approved as submitted (time and materials) the City has an opportunity to save money as the City Administrator has agreed to collect and send data as directed and when necessary.

Councilwoman Marshall made a motion to approve the JUB seepage test agreement as presented. Council President Dunn seconded the motion. Roll call vote taken. All approved, none opposed, motion passed.

City Clerk/Treasurer Appointment

Mayor Swainston made a recommendation to the City Council to appoint Karen Smalley to the position of Wendell City Clerk/Treasurer.

Councilwoman Marshall made a motion to appoint Karen Smalley to the position of City Clerk/Treasurer. Council President Dunn seconded the motion. Roll call vote taken. BJ Marshall; yes, Herb Allred; yes, Don Dunn; yes, Seaira Gold; abstain, no reason given. Motion passed.

UNFINISHED BUSINESS

Waste-Water Project Update

Tracy Ahrens from JUB informed the Mayor and Council that copies of the “draft” annual reuse report have been left with City Administrator Christopherson and Licensed Operator Bailey for their review. The draft copy will then be submitted to DEQ, if they have comments, those comments will be reviewed and addressed and then the plan should be approved. Mr. Ahrens also discussed the upcoming open trench, point repair and CIPP projects that will finish Wendell Waste-Water Project.

City Administrator

City Administrator Christopherson discussed the need for the City to get serious about enforcing City Ordinances. Many properties are out of compliance. There was discussion about citizens wanting to be active in the process, the need for a mass mailer to inform citizens of the clean-up campaign, the need for education of the ordinances and the need for the City to follow through. Administrator Christopherson was encouraged to hear Prosecuting Attorney Pember’s interest in helping the City with these ordinance violation issues.

Clerk/Treasurer

Ms. Gibbs reported to the Mayor and Council that in their packet they have a Financial Dashboard that shows all funds balanced as of December 31, 2017.
Police
Report attached.

Fire
Report attached.

Library
Report attached.

PUBLIC COMMENT

Stephanie Bates questioned parking regulations and ask what could be done about the parking issues at A Ave. East and Idaho Street. These issues make it very difficult to see oncoming traffic. Ms. Bates stated she has almost been hit twice at this intersection. Deputy Compton assured Ms. Bates he would look into the issue and make sure it is addressed.

Council

Council President Dunn, Councilwoman Marshall and Councilman Allred all congratulated Karen Smalley on her new appointment as Wendell’s City Clerk/Treasurer. They also voiced their appreciation to Ms. Gibbs for her willingness to return to the City and fill in during this transition period between the former Clerk/Treasurer and the newly appointed Clerk/Treasurer.

Mayor

Mayor Swainston congratulated Karen Smalley on her newly appointed position. She thanked the citizens present for attending the Council Meeting and also expressed her thanks to the City employees.

EXECUTIVE SESSION 74-206 (a & b)
None.

RETURN FROM EXECUTIVE SESSION
None.

ADJOURN

Council President Dunn made a motion to adjourn at 8:07 p.m. Councilman Allred seconded the motion. Motion passed.

Lori Swainston, Mayor

Brad Christopherson, City Administrator