

HUNTINGTON CITY COUNCIL MINUTES
February 19, 2020

Huntington City Council met in its regular scheduled council meeting February 19, 2020 at the city office building located at 20 South Main Street. Meeting started at 6:30 p.m. with Mayor Leonard Norton presiding. Mayor Norton asked that there be order kept and everyone that spoke to use the microphone and established the following were in attendance:

Mayor:	Leonard Norton
Council:	David Emery, Jerry Livingston, Lesa Miller, Tom Kay, Gloria Wilson
Recorder:	Jenene Hansen
Treasurer:	Ronni Torre
PZ Administrator:	Gary Arrington

Council member Emery extended a word to open the meeting and Council member Kay led those present in the pledge of allegiance.

Agenda Item 1. Public Comments (limit of 3 minutes)

NONE

Agenda Item 2. MOTION: Approval of January 15, 2020 City Council Minutes

COUNCIL MEMBER MILLER MOVED TO APPROVE THE JANUARY 15, 2020 CITY COUNCIL MINUTES; MOTION SECONDED BY COUNCIL MEMBER KAY AND CARRIED.

Agenda Item 3. MOTION: Approval of February 11, 2020 Annual Audit Review Meeting Minutes

COUNCIL MEMBER WILSON MOVED TO APPROVE THE FEBRUARY 11, 2020 ANNUAL AUDIT REVIEW MINUTES; MOTION SECONDED BY COUNCIL MEMBER LIVINGSTON AND CARRIED.

Agenda Item 4. Planning & Zoning Commission member

Mayor Norton announced that he would like to appoint Tab Weihing to fill the vacant commission member position for Planning & Zoning and asked for the council's approval.

COUNCIL MEMBER EMERY APPROVED TAB WEIHING AS THE NEW COMMISSION MEMBER; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED.

Agenda Item 5. MOTION: Business license

Zoning Administrator Gary Arrington presented two business license applications.

Rainbow Expressions is a home business to sale custom art, clothing, crafts and more; owned by Anita L Gunnuski-Beck.

COUNCIL MEMBER LIVINGSTON MOVED TO APPROVE THE BUSINESS LICENSE FOR RAINBOW EXPRESSIONS; MOTION SECONDED BY COUNCIL MEMBER WILSON AND CARRIED.

Allred's Backyard Woodshop is a home business that makes handmade wood furniture; owned by Richard Allred.

COUNCIL MEMBER LIVINGSTON MOVED TO APPROVE THE BUSINESS LICENSE FOR ALLRED'S BACKYARD WOODSHOP; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED.

Zoning Administrator Gary Arrington mentioned that there was a temporary business license given to Rural Power & Light for door to door sales of solar, lending and home efficiency specialists. They will be going door to door around town and will have a Huntington City business lanyard for identification.

Mayor Norton asked that we adjust the agenda

Agenda Item 15. Zoning Administrator report

Zoning Administrator Gary Arrington reported that the City owns about 19 acres north of the Rodeo grounds and there is a lot of dry swamp grass; he would like the Fire Department to burn that. We are applying for grants and are looking at improving the ground to do a Disc Golf Course, trees, and trail. There is a resident/business in town that is in violation and there is enough in the code book that we can site him. We are going to meet with him and give him a warning before we actually give him a citation.

Agenda Item 6. MOTION: Audit committee policy & procedure

Council member Wilson explained that the homework assignment is to review the Personal Use of Entity Assets Policy and Reporting Fraud or Abuse Policy and Adjustments to Taxpayer Accounts. Council has reviewed the Hotline Policy and Cash Receipting and Deposit Policy.

COUNCIL MEMBER MILLER MOVED TO PASS THE CASH RECEIPTING AND DEPOSIT POLICY; MOTION SECONDED BY COUNCIL MEMBER EMERY AND CARRIED. COUNCIL MEMBER KAY MOVED TO APPROVE THE HOTLINE POLICY; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED.

Agenda Item 7. MOTION: Resolution 3-2020 Purchasing Policy

Treasurer Ronni Torre explained that we are having problems getting multiple bids so last month we talked about changing the amounts on the purchasing policy. The resolution 3-2020 presented today is an example of the dollar amounts we could change to. A clause has been added on Article 3 A. 2. stating "If unable to obtain estimates, the decision may be approved by City Council up to \$49,999."

COUNCIL MEMBER KAY MOVED TO APPROVE PURCHASING POLICY RESOLUTION 3-2020 AS SHOWN TODAY IN THE EXAMPLE; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED. ROLL CALL VOTE: COUNCIL MEMBER EMERY - AYE, COUNCIL MEMBER KAY – AYE, COUNCIL MEMBER LIVINGSTON – AYE, COUNCIL MEMBER MILLER – AYE, COUNCIL MEMBER WILSON – AYE.

The Procurement Policy was presented and **Treasurer Ronni Torre** explained that this is the policy that the State Auditor's Office put out, it takes the place of the purchasing policy. This is homework for you to review and next month we can do two things: #1 replace the Purchasing Policy with the Procurement Policy and put it in this format or #2 we could leave it like our current purchasing policy. Then the audit committee will review and bring it back to City Council for approval.

Agenda Item 8. MOTION: Volunteer Workers Policy

Council member Emery explained that currently the Volunteer Workers Policy and the Community Service Workers Policy is combined. Because of the difference in the two we are creating a policy for each of them.

COUNCIL MEMBER LIVINGSTON MOVED TO APPROVE THE VOLUNTEER WORKERS POLICY; MOTION SECONDED BY COUNCIL MEMBER WILSON AND CARRIED.

Agenda Item 9. MOTION: Community Service Workers Policy

Council member Emery read the Community Service Workers Policy, the council recommended changing d) to read "Will not smoke, chew tobacco or vape".

COUNCIL MEMBER WILSON MOVED TO APPROVE THE COMMUNITY SERVICE WORKERS POLICY WITH THE CHANGES; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED.

Agenda Item 10. MOTION: Ordinance 2-2020 Amending Title 4

Recorder Jenene Hansen explained that Title 4 was outdated and passing of this ordinance will bring the code book up to date with today's regulations and complete Title 4. Next month we will review Title 5 Chapter 1.

COUNCIL MEMBER WILSON MOVED TO APPROVE ORDINANCE 2-2020; MOTION SECONDED BY COUNCIL MEMBER EMERY AND CARRIED.

Agenda Item 11. Youth City Council report

NONE

Agenda Item 12. Mayor's Report

Mayor Norton reported that he has ordered the city emblem to go on the front of the Council Podium. We've talked to a contractor about doing concrete work for the city. This contractor will do it for basically the same price so he will get started on the 100 South sidewalks. We will talk to Mr. Riley about doing approaches and if he can't get to it we will ask this contractor. At the Castle Valley Special Service District meeting they reported on the total water usage; Huntington's estimated population is 1975. We had our Audit meeting and it was good.

Agenda Item 13. Departmental Reports (Fire department, Maintenance department)

Fire Dept.: Fire Chief Chase Majors reported on Winter Fire School, Search & Rescue, and Auto Extraction Training. There will be Wildland training at our Fire Station on March 12th. Huntington will host the Regional Fire Schools in August. Working with the High School to recruit fire fighter volunteers. We are going to start cancer prevention methods. Plan to do better record keeping. **Maintenance Dept.: Mike Gordon** reported that they took a list to Wards to order oil and air filters. At the cemetery we used the new bucket on the track hoe and it worked fine.

Agenda Item 14. Council's Reports

Council member Kay reported that at the fire station he observed the firemen practice putting on fire gear in under 1 minute and Chase Majors is doing a good job as Fire Chief. The fire trucks have not been serviced in the past so they have been taken to Johnson Diesel for maintenance. **Council member Miller** reported that the arena is being used in April and May for 3-day events for mini bulls. Cory McArthur is trying to get Tri-State Finales here in the fall. Kurt Oveson is helping at the rodeo grounds. Ropers are ready to use the rodeo grounds but some repairs need to be done. There was a problem with a Chihuahua dog. **Council member Emery** reported that he had four community service workers that cleaned up at Old City Hall. Flowers for Main street are ordered from Gordons Floral and they are guaranteed. We won't do hanging plants this year. We are having a meeting with Doug from IFA to give training on how to mix the spray for the cemetery. **Council member Wilson** reported that we are working on a grant for a Disc Golf course out at the rodeo grounds. The Youth City Council will do the Easter egg hunt this year. Rec board is having two volunteer work days at the complex. There has been an issue with the Bathrooms on Main street. Heritage meeting is next week and I will order parade candy. We have an Audit Committee meeting once a month. **Council member Livingston** complimented on how nice the new counter tops and chairs in the council chambers and city office looks. We need to look at doing sidewalks on 300 West and 200 West, things at the dumpsite are good. We are working on a plan to make cement cemetery benches.

Agenda Item 15. Zoning Administrator Report

Moved to front of agenda.

Agenda Item 16. MOTION: City Claims and Review of Financials

Treasurer Ronni Torre reported that there is a Heritage Days Disbursement listing because the fireworks require a half down payment. Another thing to notice is there was a return check. Mayor Norton asked that we look at the return check fee. The Audit Committee will now be getting the bank statement so that they can sign off on them. Credit Card Statements will be put in council member boxes. Council is receiving the financial statement and general ledger for the month.

COUNCIL MEMBER WILSON MOVED TO PAY THE BILLS; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED. ROLL CALL VOTE: COUNCIL MEMBER EMERY - AYE, COUNCIL MEMBER KAY – AYE, COUNCIL MEMBER LIVINGSTON – AYE, COUNCIL MEMBER MILLER – AYE, COUNCIL MEMBER WILSON – AYE.

Agenda Item 17. Adjournment

UPON PROPER MOTION AND FULL APPROVAL OF THE CITY COUNCIL, THE MEETING ADJOURNED AT 7:34 P.M

Jenene Hansen, Huntington City Recorder