

1 Mayor Leak called to order a regular Cornish Town Council meeting on Nov. 18, 2020 at 7:05 p.m.

2 **Attendance:** Matt Leak (Mayor) attended via Zoom, Colton Creech, Brad Fisher, Conrad Naegle, Jana
3 Williams

4 Williams left at 8:30 p.m.

5 Absent: none

6 Citizens: Chris Buxton, Dale Buxton

7 **Staff Report:**

8 Jay Williams thinks the lawnmower has been fixed and he used it to mulch the leaves at the park and
9 believes it is fine to send the check that the town has been holding. In addition, Jay locked the gates to
10 the park after the dumpster was emptied in preparation for the winter season.

11 All the parts for the water reading upgrade have been shipped to Jay Williams except the radio and cell
12 phone. The radio is on back order but will be shipped soon. Cornish Town is responsible to buy the cell
13 phone that will be used to read the meters electronically.

14 Deyette asked the council if it was o.k. to take the test to become a notary by the end of the week and
15 the council confirmed that it was.

16 Gary Rager from the state requested that Dyer Pitcher call him to discuss what needs to be done since
17 Dyer has certified in Cross Connection. Because Dyer is out of town, Deyette will forward Rager's
18 number to Fisher and he will contact Rager to see if Dyer has contacted him and if Fisher can help with
19 any of the work that needs to be done or followed up on.

20 Two residents have called in because the checks that they sent in October were not deposited or applied
21 to their accounts. They have stopped payment on those checks and sent different checks in and are
22 wanting confirmation when and if the town receives them. In addition, one resident's checks were
23 deposited and verified for different amounts than the checks were written for causing the resident to
24 have an extra \$100.00 to be withdrawn from his account. Deyette called the bank and had them correct
25 that error.

26 A concern that the drop box at the front of the town hall has too large of an opening was discussed and
27 it was suggested that the opening be modified so the door cannot be lifted up. Instead, it was suggested
28 that the front of the drop box have a small slit in it so only small items or envelopes can be placed in the
29 drop box. Mayor Leak believes if larger items need to be dropped off, the mailbox could be used
30 because it has a larger opening and is secure.

31 Deyette stated that an annual Zoom subscription is \$150.00 and monthly subscriptions are \$16.00 per
32 month. It was decided that the council would consider paying for the annual subscription with CARES
33 money because it would save the town \$40.00.

34 **Minutes:** November 4, 2020

35 Mayor Leak entertained a motion to approve the minutes for November 4, 2020 as annotated.

36 Fisher – motioned; Naegle – seconded

37 Leak, Naegle, Creech, Williams, Fisher – Aye

38 **Action Items:**

39 In the future, Deyette will put an Executive Session on each agenda.

40 Deyette will prepare a resolution to adopt the new fee schedule and have it ready to be reviewed at the
41 next meeting.

42 Deyette will upload minutes in a pdf form on the Public Notice Website from now on.

43 Deyette will pay to update the town's Zoom subscription to a yearly payment in order to receive a
44 discount.

45 Deyette will submit the invoices and receipts for the town hall remodel in order to be reimbursed with
46 RAPZ money.

47 **Business Items:**

48 *CARES Funding Allocations* – Mayor Leak stated that buying the speed monitoring signs would probably
49 not be o.k. to spend CARES money on. In addition, the mayor researched and found that money
50 allocated to the town that is not used will be reallocated to another governmental branch or
51 municipality and used somewhere in Utah or returned to the Federal Government. However, the mayor
52 believes that the council should try to spend all the money that was allocated to the town. The council
53 agreed that upgrading to an annual Zoom subscription for \$150 per year would be a good idea and save
54 the town money. Creech will look into prepaying for multiple years on website maintenance fees and
55 Xpress Bill pay in order to spend the remainder of the town's CARE funding. Creech also suggested
56 changing the phone provider when the town changes the internet provider.

57
58 Mayor Leak entertained a motion to approve the funding that the council had discussed regarding the
59 CARES money.

60
61 Naegle – motioned; Fisher – seconded

62
63 Leak, Naegle, Creech, Williams, Fisher – Aye

64 *Unapproved Drinking Water System* – Fisher asked how much a problem it would be if Koller won't sign
65 the land use agreement. Mayor Leak stated that CRS is looking into other options if Koller will not sign
66 the agreement. The mayor also said that CRS is going to submit the RCPP Grant application by Nov.30th.
67 Mayor Leak asked the council if they were interested in doing other projects with Cache Irrigation
68 because CRS is asking the mayor to write a letter saying the town is interested in working with West
69 Cache on other projects in addition to repairing the Pitcher Well. Fisher stated the town needs to be

specific on what projects CRS is wanting a letter on regarding what the town is interested in. Mayor Leak stated that right now, CRS is wanting confirmation on the storage up by Pitcher's Well. Creech said that he believes it would be good to say the town is interested in these other projects if it will help the town get the funding as long as there is no commitment to do all the projects listed. Fisher is concerned that what is being referenced in the letter is not specific enough and wants to know what the other projects are. Mayor stated it is a tank and pipe replacement. Fisher wants to make sure it is things for the town and the town is not getting involved guaranteeing any West Cache projects. Mayor Leak stated the letter will only be for projects that are specifically for the town.

Water Hookup Fees – Mayor Leak asked if anybody had questions about the water hook-up fees that were discussed at a previous meeting. Fisher said that the council members need to make sure nobody calls them impact fees because they are not impact fees. Naegle stated that he does have concerns about the time limit imposed in order to spend impact fees if the town decides to charge impact fees. Creech distributed a copy of a revised fee schedule and Mayor Leak asked if anyone had any questions or concerns about the fees on the revised fee schedule. Nobody had concerns.

Mayor Leak entertained a motion to accept the changes to the fee schedule.

Creech – motioned; Williams – seconded

Leak, Naegle, Creech, Williams, Fisher – Aye

Town Website & Computer/Technical Equipment – Creech reached out to Revize and Townweb about reducing the quoted prices to develop the town website. Townweb never responded to several attempts to contact them so Creech took them off the list of potential web designers for the town. Creech was able to negotiate a price reduction with Revize and introduced a second bid from Revize with a discounted rate of \$600 for the set-up fee and a \$1,200 annual fee. Creech did ask the representative if there was a discount for paying for multiple years in advance. Although there is not a discount for paying in advance, Revize did provide a 4 year agreement and stated that the fees would stay the same whether the town does a one year agreement or decides to approve a 4 year agreement. In addition, Revize does provides 24/7 technical support which alleviated Creech's concern about management of the website and Creech confirmed that the website will work with Xpress Bill Pay.

Xpress Bill Pay was not willing to negotiate on their bid but they do offer a light version or a standard version. The standard version allows the user to have a credit card reader in the office and Creech felt that the town probably wouldn't need that. The light version would be \$25/month with a transaction cost of 50 cents or 75 cents per transaction in addition to the standard credit card transaction fee. Xpress Bill Pay does allow users to pay via a credit card or EFT and the initial set up fee would be \$300.00. Creech stated that the town could charge users a convenience fee to recoup some of those costs. In addition, there is no additional annual fee, just the monthly fee.

Fisher asked how many residents would use this to pay their bills and Mayor Leak stated that he thought at least 50% of the residents would. Chris Buxton stated that he would definitely use the online bill pay and would really like it. Naegle said he would use it as well and believes it would reduce mistakes and missing checks, etc. Williams believes the town should definitely charge a convenience fee to recoup the fees that would be charged to the town. Mayor Leak believes that charging a convenience shouldn't

111 be a problem and Naegle thinks most users will be fine with paying a convenience fee. Williams would
112 really like to review online bill pay in a year to see if was worth it or not and how many people are using
113 it. Mayor Leak said the council will need to consider money in use, how many past due accounts there
114 are and if those decrease with the online bill pay, and the need to deliver shut off letters if residents can
115 pay their bill with a credit card. The mayor would also like to review the online bill pay in a year and see
116 if it something the town wants to continue doing.

117
118 Computer bids were reviewed. Mayor Leak forwarded a bid for a SCADA computer as well as a surface
119 computer with two docking stations, two monitors, a scanner, a printer, and an access router for
120 \$8,242.71. This amount also includes labor and set up. The mayor looked at buying similar things online
121 and the prices were pretty competitive but those prices did not include set up and he is concerned that
122 trying to set up the new computers and equipment could end up being a little difficult.

123
124 A bid on conference room equipment was also reviewed. The bid included a HD conference camera, a
125 computer specifically for the conference center that will run zoom and record everything, a wireless
126 keyboard and mouse, a monitor, hub and a set-up fee of \$1,200. The total bid was \$7,522.19 for all of
127 these items. Williams asked how much of the equipment will be installed permanently because she is
128 concerned that when the town hall is rented, some of the equipment could be damaged. Mayor Leak
129 believes the t.v. and camera would be permanent but believes everything else could be taken to another
130 location and locked up if need be. Naegle believes that the conference room equipment is probably the
131 most justifiable expenditure of CARES funding because equipment allowing the council to hold meetings
132 electronically is what the town has used the most during the pandemic.

133
134 An internet bid with a setup fee of \$3,107.50 was discussed. This internet would guarantee 100 Mbps
135 and the provider would match the monthly fee that the town is currently paying for internet. Williams
136 asked how much the water reading system upgrade was going to cost and the mayor said it would be
137 \$5,110 plus \$550 for the cell phone needed to remotely read the meters. Creech suggested also getting
138 an annual Zoom subscription and a ring doorbell for the front of the town hall. Creech figured the
139 amounts for everything discussed and the grand total for everything came to \$26,500.00. Fisher asked
140 if there is any debate on allocating CARES funding to the equipment being reviewed. Mayor Leak said
141 council members are welcome to look online or look into other providers/options. Naegle stated that
142 there have been several meeting discussions on this subject and believes the council should decide
143 tonight.

144
145 Mayor Leak believes that the town needs to receive the invoices as soon as possible so the actual total
146 of all expenditures can be added up. Mayor Leak said it would be good to pay several yearly fees on the
147 website up front as well as prepay for a few years on Xpress Bill in order to allocate all the CARES
148 funding that the town has received. Creech will work on the website and bill pay and see how much the
149 town can prepay and Mayor Leak will work on finalizing the computer and internet upgrade as well as
150 order the Ring doorbell. In addition, Creech will look into options for a new phone service as well.

151
152 **Old Business:**

153 None.

154 **Council Reports:**

Roads – Naegle had Ipaco order the salter for the town and it is back ordered for at least 2 or 3 weeks and they will get one for the town as soon as they come in. Naegle also talked to them about getting a vibrator because in order to use bulk salt, a vibrator is needed. However, if the town uses bagged salt, a vibrator is not required. Initially, Naegle plans on using bagged salt. Naegle suggested welding a new hitch on the snowplow to get the snowplow ready for use with the salter and he will look into ordering some bagged salt. Mayor Leak will also look at what the cost would be to get bagged salt delivered to the town as well.

Naegle did some more research on speed signs in case the council would like to move forward on getting one for the town. Naegle would like to get one portable sign and move it to different stations within the town and suggested getting four stations. The portable sign would have to be recharged once a week and would cost \$3,500 plus the cost of a few extra brackets. Naegle spoke with the mayor of Weston and discovered that they have 3 fixed speed signs with solar panels. The mayor from Weston said he paid about the same price for the signs that the town will and he believes the signs have been effective and would do it again. Weston's mayor shares data with the county if he is worried about things and the county then works on extra monitoring when needed. Weston hasn't had any problems with vandalism.

Naegle also contacted the state and they initially discouraged him from getting some speed signs because studies have shown that speed signs are not effective on lengthy stretches and work best on short stretches. The state representative said he would help the town get the signs permitted and prepared because they do require an encroachment permit and certain standards. Naegle stated that the signs the town has been looking at meet all those standards so there shouldn't be a problem. In addition, Naegle believes the distances that the town is looking at would be short enough that they would be effective.

Mayor Leak asked how the data from the signs are accessed and if the ones the town is considering buying collect data. Naegle confirmed that all the signs he has been looking at do collect data and have bluetooth remote access and a free app for smart phones. In addition, the state representative sent Naegle some speed studies that stated that in 2014 the cars that crossed the border coming from Idaho into Cornish were going the average of 63 mph on 4800 West and did not slow down by Cornish Park even though the speed limit is 45 mph. In a study from 2018, the average speed at the corner of 4800 West and 13400 was 62 mph and most vehicles were still traveling 57 mph by Synergy and the alley even though the speed limit is 40 mph. Consequently, the state was considering changing the speed limit on 13400 North to 55 mph but decided against that. Printouts from these studies were reviewed by the council.

Creech asked if there was any funding for speed limit signs. Naegle said no but the state would be willing to help the town get them set up. Naegle said the quote he got on the speed limit sign is good until Dec. 2nd and after checking Amazon and finding some starting at \$2,600, he would prefer to go with the previous vendor because the town has done business with them and they would be good to work with. Creech asked Naegle to see what the process will be to get an encroachment permit. Naegle said he would like to get additional speed limit signs and move a few of them so they are closer to homes where they won't be messed with as much. Mayor asked what the council thought about getting one of the speed signs and stated that he believes that residents would appreciate being able to obtain speeding data and asking the state and county to help with enforcement on speed limits. Fisher believes there is not anything better that the town could spend their money on.

Mayor Leak stated there is a pretty deep pothole by Fisher's house. The mayor asked Naegle to have the county come and look at to see if they can repair it. In addition, Mayor Leak noticed that the 25 mph sign on that same road has been knocked down. Naegle will look into both of those things. Naegle stated that he talked to the county about the boulder situation. Mayor Leak asked if there was any clarification on right-of-way. Naegle said not really and it was more of a discussion on risk management and the county suggested talking to a town attorney. Mayor Leak asked if the council thought it was appropriate for him to reach out to Veibell to let him know the town is addressing the situation and working on it. Creech said that was a good idea because Veibell is pretty frustrated. Fisher suggested that the mayor be extremely careful what he says while visiting with Veibell. Mayor Leak will reach out to him then.

Naegle said he started a letter to alley residents regarding parking on the road during the winter months and he asked the council to review it and give him suggestions on suggested changes or let him know how it looks. Creech said the Land Use Ordinance does state that parking overnight on town streets is strictly prohibited. Naegle asked Creech to give him a reference for that. Creech said he would and hopes enforcing that restriction would help make the alley become more inviting. Fisher stated that he would also like to work on stray animal problems and Mayor Leak said Max Pierce is still willing to do that for the town.

Planning & Zoning – Creech asked Darrin Birchell if he was still interested in serving on the Planning & Zoning Commission and Birchell said he would be willing to step aside if there are other people that could replace him. Creech suggested looking for two people interested in being on the commission and consider replacing Kyle Pitcher as well because he has served on the commission for about a decade. Creech asked council members to think about who could be asked to serve on the commission and let him know so he could reach out to other residents who may be interested in serving on Planning & Zoning. Mayor Leak said that it would be great if the council would keep that in mind and Creech would work on doing that.

Parks – none.

Water – Fisher said there was a break in the line between the reservoir and the Pitcher Well. Fisher believes the pipe should have been bedded because it is really rocky there, but stated the leak has been fixed and the tank is filling up now. Fisher said the town needs to figure out how the valves work. Fisher stated that he is going to spend some time to looking into how to shut off the water supply from any of the sources in case there is a breakdown in the water system and the water needs to be shut off.

Mayor's Report:

There is a meeting with all the north valley mayors about the EMS system. Mayor Leak stated that the tax base acquired from the north part of the county is going to be sent to the southern part of the county due to the big growth that has occurred there without sufficient preparation and planning by the municipalities involved. Because Smithfield City services Cornish, Smithfield City doesn't want to lose the chance to service Cornish Town but the county is trying to take over. Naegle will be going to the meeting to represent the town. Mayor Leak has talked to Chris McKnight about possibly getting more residents to certify as an EMS in order to help Lewiston City in their effort to cover the town's EMS needs. Mayor Leak asked the council to think about who could help in that regard and asked Naegle to take good notes and get a feel for what is really going on.

249 **Citizen comments:**

250 Chris Buxton asked about the minutes being posted on the Public Notice Website and suggested posting
251 them as a PDF instead of a word document. Chris Buxton also asked the council to consider posting
252 recordings of the meetings on the website as well. Dale Buxton suggested the council go into an
253 Executive Session when discussing real estate, personnel, or legal matters. Mayor Leak agreed and
254 asked Deyette to put an Executive Session on future agendas so the council could go into an executive
255 session if they needed to.

256 **Next Meeting:**

257 Resolution to adopt the new fee schedule.

258 Executive Session

259 Speed Monitoring Signs

260 **Bills:**

261 Bills were reviewed.

262 Total = \$30,432.42

263

264 Mayor Leak entertained a motion to pay the bills.

265

266 Naegle – motioned; Creech – seconded.

267

268 Leak, Naegle, Creech, Fisher – Aye

269 **Adjourn:**

270 Mayor Leak entertained a motion to adjourn.

271 Creech – motioned; Naegle – seconded

272 Leak, Naegle, Creech, Fisher – Aye

273 End 9:34 p.m.