

Welcome and Roll Call:

Meeting begins at 7:30. Mayor Field welcomes everybody and acknowledges that we do have a full quorum. Mayor Field asks Councilmember Bodily to open the meeting, and he leads in the Pledge of Allegiance.

Open Comment Period:

Those in attendance include Mayor Kelly Field, Councilmember Jonna Westover, Councilmember Ted King, Councilmember John Morrison, Councilmember Regan Wheeler, Councilmember Fizz Bodily, Mary Simpson (Treasurer), Chris Barr (Recorder/Clerk), Paul Swainston (Public Works Director), Marcus Simons (J U B), Jeff Hall (Mayor-elect), Dan Dukeman.

Mayor Field acknowledges that this will be the final meeting for three of them (Mayor Field, Regan Wheeler, and Ted King) and thanks everybody for their time of service.

Public Hearing:

Councilmember Bodily makes a motion to open the public hearing for budget adjustments and Master Fee Schedule update. Councilmember Westover seconds the motion. All in favor. Motion passes. Public hearing opens at 7:32.

Mayor Field explains that the Master Fee schedule update is to implement the impact fees that were approved several months ago. There was a required 90 day waiting period before the fees could be implemented, which has now passed. There were also a couple of clerical changes which Mayor Field asks Mary Simpson to go over.

Mary explains that the Building Permit Application Fee is changed to Residential Permit Application Fee, and the Remodel Application Fee to Building Permit Application Fee.

Mayor Field goes over the new water impact fees which were approved as follows:

¾ inch - \$6,497
1 inch - \$16,244
1 ½ inch - \$32,487
2 inch - \$51,979
3 inch - \$97,461
4 inch - \$184,786
6 inch - \$415,834

Sewer impact fees are as follows:

¾ inch - \$3,225
1 inch - \$8,062
1 ½ inch - \$16,124
2 inch - \$25,798

3 inch - \$48,371
 4 inch - \$91,711
 6 inch - \$206,382

Parks and Recreation fee is \$2,726 per residential unit.

Mayor Field explains that those figures were what was approved after the impact fee analysis. He asks if there is any discussion on those. Nothing is brought up. He then asks if there is any other questions for the public hearing.

Councilmember Wheeler has a question about the Master Fee Schedule. Are the Arena Use Only and Track/Arena Use Fees a one-shot fee regardless of usage? He wants to know if that depends on usage or if it is just a once-a-year fee. Mayor Field defers to Councilmember Bodily for an answer. Councilmember Bodily replies that it is a once per year fee. It is done on a volunteer basis, self-policed. We currently have nine users who have paid fees, two are Lewiston residents. This fee gives them access to the track from January 1st – December 31st, unless there is an actual reserved event happening.

Councilmember Wheeler feels that is very underpriced compared to other arenas. Mary Simpson says that other arenas provide equipment, but Lewiston is not supplying or maintaining any equipment, it is provided by the users. Lewiston City owns the starting gate, and technically owns the walker, but it was the horse association that paid for it, assembled it, and maintains it.

Mayor Field asks if there are any other concerns for the public hearing. Paul Swainston asks if we have investigated implementing a road impact fee. Mayor Field explains that we did not have JUB do an analysis on that. To implement an impact fee, a study must be done. Mayor-elect Hall asks if other cities in the valley have this. The discussion yields that most but not all do have a road impact fee.

Mayor Field remarks that the current budget is fine, we're bring in a little more revenue from sales tax than we projected. The only change he is proposing is what was discussed in the last council meeting, which is to increase the wages to all city employees. It is proposed that all employees' wages be increased by one dollar an hour.

Mayor Field asks if there are any concerns. No concerns. The public hearing is required to remain open for at least 30 minutes. Mayor Field suggests that other business be covered while the length of time requirement is filled.

Approval of minutes and expenses:

Mayor Field asks the council if the minutes look like they represent the meeting they attended last month. Councilmember Westover makes a motion to accept the minutes as written, Councilmember King seconds the motion. No further discussion. All in favor. Motion carries.

Councilmember Morrison moves that we approve the expenses, Councilmember Bodily seconds. No further discussion. All in favor. Motion carries.

Business on Agenda:

New Library Board member. They have not selected a new member yet.

Water Conservation Plan. Mayor Field asks if the council has any questions about the Conservation Plan that was presented last month. None. Councilmember Westover motions that we approve the Water Conservation Plan as presented. Councilmember King seconds. No further discussion. All in favor. Motion carries.

Business Park Phase 4 preliminary plat approval. Marcus Simons says Phase 4 is ready to go. It just needs to go through the motions of being approved at the various meetings. We should be ready to start bidding it out at the end of January or beginning of February. No lots in phase 4 have been sold yet because they have not been subdivided and recorded yet. There is a clerical issue that will be changed. Phase 3 was supposed to be the addition of the property that D&D bought, but it was never filed, so Phase 4 will be changed to Phase 3 and referred to as such going forward and include the D&D property.

Councilmember Morrison motions to approve the preliminary plat for the Business Park Phase 3. Councilmember Bodily seconds. No further discussion. All in favor. Motion carries.

Casper's Well Location Agreement. Mayor Field says that the location of our well has presented some concerns with Casper's. He, Councilmember King, JUB, Seth Tait, and Paul Swainston have been working with Casper's for months to address their concerns and limit liability on the City's side. Attorneys on both sides have worked to draw up the proposed agreement, and Mayor Field feels that it is in the best interest of Lewiston City to sign it.

Councilmember Wheeler asks for a summary of why it took so long to reach an agreement. Mayor Field explains that everybody initially thought the agreement was beneficial for all, but the first draft was written by Casper's attorney and was very one-sided favoring them. Things came to a standstill, and Mayor Field asked Seth Tait (city attorney) to get involved. A couple more drafts were created trying to strike a fair balance. After another meeting, everybody was able to come to an agreement.

Councilmember Wheeler asks when we anticipate the annexation of Casper's will be complete. Mayor Field says that it is actively being worked on and it should be complete by in 2022. Councilmember Bodily asks if Gilt Edge is also working on being annexed and Mayor Field replies that it is a joint project.

Mayor Field asks if there are any other concerns with the agreement. Councilmember King makes a motion to approve the Well Location Agreement. Councilmember Wheeler seconds. All in favor. Motion carries.

Close of Public Hearing: At 8:05 Councilmember Bodily makes a motion to close the public hearing on budget adjustments and Master Fee Schedule update. Councilmember Westover seconds. All in favor. Motion carries.

Councilmember Bodily makes a motion to approve the adjustments to the impact fees on the Master Fee Schedule. Councilmember Morrison seconds. Roll call vote.

Councilmember Bodily - Yes
Councilmember Morrison - Yes
Councilmember King - Yes
Councilmember Wheeler - No
Councilmember Westover - Yes

Motion carries.

Councilmember Bodily makes a motion to approve the proposed budget adjustments.
Councilmember King seconds. Roll call vote.

Councilmember Westover - Yes
Councilmember Wheeler - Yes
Councilmember King - Yes
Councilmember Morrison - Yes
Councilmember Bodily - Yes

Motion carries.

Marcus Simons (J U B):

Change Order for Well. The well has been drilled and they have been working on developing the well. It is currently developed to 1,200 gallons per minute. Standard measurement is to take 2/3 of that which gives us an 800 gallons per minute well. The change order is to further develop the well by cleaning the casing and gravel pack, so the well can produce more water. This additional development will cost \$88,000. Unused funds in the original contract can be applied towards this amount, to bring the cost down to about \$73,000. The hope is to be able to test the well at 2,000 gallons per minute.

The cleaning can be completed in January, and then begin designing the new building and storage tank and get it ready to bid out so it can be constructed next year.

Water system upgrade project. Lewiston City has been awarded one million dollars of ARPA funds to go towards the water project. The distribution system is ready to be bid. The highway line is now ready to go to bid after working out some easement issues. The old line will be abandoned in place.

Sewer project upgrade project. No ARPA funds were awarded for the sewer project. We have been trying to secure more funds from multiple sources without success. We are currently looking at paring down the project so we can get started with the funds that have been secured.

The GIS system is working, and data points are starting to be collected.

Mayor Field recommends that the city approves the change order for the well so that we can maximize our investment. Councilmember Wheeler motions to approve the change order for the well. Councilmember Bodily seconds. No further discussion. All in favor. Motion carries.

Mayor Field's Report:

It is time to set a date for an appreciation dinner. Lewiston City normally holds this event annually for the employees and incoming and outgoing City Council and Planning and Zoning members. It is decided to have the dinner catered in the ballroom, on January 22nd at 6:00.

Bill Wright contacted Mayor Field before the meeting and said that Cache County had not recorded the lot, so he was unable to get an appraisal on it. There is some money in the budget for the purchase of the lot, but it is unclear what the value or asking price is.

Parker Westhoff subdivision issues. Councilmember Morrison explains that Parker Westhoff's project was not a subdivision, but it started the conversation about what is a lot-split versus a subdivision, and how far back in time we look to see if a lot has already been split. After researching the issue, it was determined that the ordinance was changed in 2013, so that should be the date that Lewiston City looks back to when considering lot splits in the future. Councilmember Morrison makes a motion to approve 2013 as the date that they look back to, and the first split from 2013 is a lot-split, anything beyond that will be classified as a subdivision. Councilmember Bodily seconds. No further discussion. All in favor. Motion carries.

Mayor Field explains that on the next Business Park phase, the price of the lots will include a premium to have the electrical connections. Without Sid Roderer present to give the proposed price, the discussion will have to happen next month.

City Consultant Position. Mayor Field expresses regret that the sewer project was not able to be finished before his term ends. He would like to be available as a resident to finish seeing it through, and to assist incoming Mayor-elect Hall with the changeover. Councilmember Westover expresses concern about the amount of time it could require from a resident, and that amount of time and involvement would be better recognized as a consultant position.

Mayor Field arranges for another meeting with Mayor-elect Hall, Paul Swainston, and Marcus Simons to discuss ongoing projects.

Mayor Field remarks on his time of service, his love for Lewiston and the residents, and hopes that his service was beneficial to the community. He also expresses his thanks for all of those that he has worked with during this time.

Council Reports:**Jonna Westover - Roads, Library, Business Park Development, Youth Council:**

Councilmember Westover asks for Paul Swainston's input on roads. Paul suggests that we need to discuss our right of ways, and define what is the city's right of way, and keep those clear. The new snowplow is working great. Mayor Field says that there was some ARPA money spent on a new generator that is being installed. This will service the city office building, city shop, and the fire department on an automatic transfer switch. Nothing for the library. Youth Council hosted the Santa visit. It was well attended, and the kids enjoyed the games and treats.

Regan Wheeler – 4th of July, Arts Council, CERT / Emergency Preparedness:

Councilmember Wheeler talked with the rodeo people, and they expressed a wish to have the rodeo for 2022 occur over two nights, on the 1st and 2nd of July, as opposed to the afternoon of

the 4th. They have concerns over the heat during the day and feel like they could take a bigger gate. They would also like to move the arena next to the grandstands and have better lighting. They would like to over time bring the rodeo grounds to a higher level in hopes of holding more events, such as the high school regionals. If they were able to take a bigger gate, they would like to put the extra money towards improving the grounds.

Ted King - Water, Sewer, Theatre:

Nothing additional to report on water and sewer. Nothing for the theatre.

John Morrison – Planning & Zoning, Economic Development:

We need to discuss the subdivisions and the water shares. The process allows for either water shares to be deeded to the city, or a fee paid in lieu of. Both current subdivisions would be less than one share, which Cub River doesn't like to deal with, so we most likely end up collecting a fee instead of shares. If this pattern holds, the city will never end up with any water shares. Mayor-elect Hall asks what formula is being used to calculate the shares, because residential land should be a lot higher than agricultural land. Councilmember Morrison is unsure what the formula is. The code needs to be looked at, and a formula devised so that it is correct and yields whole water shares. Otherwise, the city will only collect fees, and never ends up with shares.

Mayor Field says that we need to run it through the city attorney. This is where the current formula came from. Marcus Simons provides an example of another city with the same issue. They raised the fee quite high, so it was advantageous for the developers to purchase full shares from somebody else and then deed them to the city versus paying the high fees. Mr. Simons volunteers to assist Planning and Zoning with figuring this out.

City Inspect will be doing training in February for Planning and Zoning so they all have log ins and know how to use the program. Also, Stephannie Davis has arranged for the State to come and do training in April.

Fizz Bodily – Parks & Recreation, Cemetery, Fire Department

Fire Department has two new people finishing up the EMT classes. The new brush truck is on order, along with the tank and a pump. For Parks and Recreation, the basketball standards have been installed long with the pickleball and tennis court nets. Fence is still expected to be installed in December.

Councilmember Morrison makes a motion to adjourn, Councilmember King seconds. All in favor. Meeting adjourned at 9:09pm. Next regular meeting scheduled for January 18, 2022.

Chris Barr
Lewiston City Recorder

