

Mendon City Council Minutes

Convened: February, 13 2025 | Meeting location 15 North Main Street, Mendon City Office

Meeting called by	Mayor Ed Buist	Attendees:	
Type of meeting	City Council Public Hearing	Amy Garbe	Daphne Carlson
Note taker	Holly Gordon	Jon Hardman	Kirk Taylor
Absent		Brian Myers	
		Bob Jepsen	
		Ian Nemelka	

TIME: 6:00 PM

Call to Order: There being five members present and five members representing a quorum, Mayor Buist called the meeting to order.

Others Present: Darlene Pitcher, Mike Pitcher, Derek Spence, Laura Hampton, James Monson

Pledge of Allegiance: Holly Gordon

Invocation: Mayor Buist

Welcome: Mayor Buist welcomes everyone.

Agenda

Agenda Adoption: A copy of the notice and the agenda for this meeting was posted on the Utah Public Notice Website, Mendon City's Website, posted at the City Office, the Post Office. It was also provided to each member of the governing body. All provided more than forty-eight hours before meeting time.

Approval of Minutes: Minutes for January 9, 2025 have been reviewed. Council Member Garbe suggests to correct spelling "Shari" to "Sheri" and "RAPs" to "RAPZ", change the

word “years” to “gears” add “no comments” on open to the public when the public doesn’t comment. Changes made.

Motion: Council Member Garbe motions to accept January 9, 2025 minutes. Council Member Myers seconds the motion.

Action: All are in favor and January 9, 2025 minutes are accepted.

Approval of Bills: Bills have been reviewed by all council members present.

Motion: Council Member Garbe motions to accept and pay the bills as submitted. Council Member Jepsen seconds the motion.

Action: All are in favor and bills are submitted.

Minutes:

Topic 1- Citizen Participation/Comment (6:06 PM) No comments. Mayor Buist recognizes and welcomes new Deputy Treasurer, Laura Hampton.

Topic 2- Short-Term Rentals- Darlene Pitcher (6:06 PM): Darlene Pitcher proposes that the short-term rentals are open to a few more permits than the four that is currently the maximum limit. She opened her basement to be an Air B&B, realized she needed a permit from Mendon City and stopped. She still has her Air B&B account but is not accepting rentals. All the permits are taken, but Ms. Pitcher can only find 2 active on the Air B&B website. She also states that the 2 active short-term rentals have a two-night minimum. Ms. Pitcher thinks there is a need for single night rentals and would like to offer that. She has found many people are looking for a single night stay for weddings, funerals and missionary homecomings.

The mayor and council agree that adding a few more permits to short-term rentals is a fair request. Council Member Nemelka will submit the request to Planning and Zoning for review.

Topic 3- Monthly Classes Rental Contract Resolution- Brian Myers (6:15 PM): It has come to Council Member Myers’ attention that the weekly classes that have been renting the Mendon Station periodically through its history have not had a proper contract to sign. He, the mayor and the city clerk have met and created a contract policy for the weekly classes. Council Member Myers reads the following contract:

MENDON STATION WEEKLY CLASS CONTRACT

Name:	Day(s) of Class:	Start/End Times:
Address:	Type of Class:	Contact Phone Number:
WEEKLY CLASS RENTAL DESCRIPTION:		PRICE
Class (Resident 1-3 Hours)		\$50.00/quarterly
Second Class (Resident 1-3 Hours)		\$50.00/quarterly
Month's Active:		Total Amount of Rental

REFUNDABLE DEPOSIT DESCRIPTION:		PRICE	TOTAL
Class		\$150.00	
Second Class		\$150.00	
		Total Amount of Refundable Deposit	

WEEKLY CLASS RENTAL CONTRACT AND AGREEMENT (Please read and initial each term/condition below.)

	Weekly classes are provided at a discounted rate for Mendon City residents only. The rate for a class is \$50 per quarter per class. Each class must not exceed 3 hours. No more than six classes will be held per week. Classes can only be held Monday–Thursday and scheduled no later than 6:00 PM. No weekly classes will be held the week of Thanksgiving through December.
	Classes are held at a minimum of 3 months and up to one year in 3-month increments. Contracts must be reviewed and renewed each time the contract expires. It is the responsibility of the renter/instructor to renew the contract with the city clerk.
	Please do not arrive more than 5 minutes before the scheduled time and do not remain more than 5 minutes beyond the scheduled time. Renter/Instructor agrees to a possible fee of \$100.00 for time within each hour outside of scheduled hours, as well as a possible suspension of contract. If contract is suspended, instructor must meet before city council to have class reinstated. You will receive a door code for the duration of the class. Sharing of the door code will result in immediate suspension.
	The city will do their best to schedule around classes, however, all city officials and regular paying citizens have priority and can rent the Mendon Station during class time, canceling the class. City officials must give at least 10 days' notice, with the exception of bereavement, to class instructors if class must be canceled due to scheduling conflicts. If the class is canceled, it may be rescheduled at a different time or on a different day the same week if there is an availability.
	Alcohol, smoking and vaping is NOT permitted on the premises. No open flames permitted within the building or on the adjacent patio.
	No tacks, nails, tape or other hanging apparatus allowed on woodwork, ceilings, walls, floors or doors.
	No animals allowed inside the building, with the exception of licensed/certified service animals.
	Renter/Instructor agrees to clean all inside, and outdoor areas, floors, appliances and furniture used for the event. Empty indoor garbage cans and replace liners. All tables and chairs must be returned to their proper places. Any mess left behind may result in keeping partial or whole refundable deposit.
	Renter/Instructor is responsible for any damage to the building as a result of their event and guests. This includes but is not limited to furniture, appliances, rugs, fixtures, etc., inside as well as on the outside structure of the building and adjacent patio. If damage exceeds the refundable deposit, Mendon City has the right to charge the renter/instructor additional fees to cover the extent of the damage. Renter/Instructor is responsible for reporting any damage to Mendon City.
	Renter/Instructor agrees to defend, indemnify, and hold harmless Mendon City, its employees and agents from and against all liability, claims, suits, damages, expenses, and losses, including expenses of litigation, in any manner resulting from or connected with any loss or damages to any property or person caused by or resulting from any act or omission of the Renter/Instructor or the Renter's/Instructor's guests or visitors during the event.
	Abuse in any form is not tolerated by Mendon City. Renter/Instructor is responsible for self and guests regarding abuse in any form to city officials, staff or residents and may result in eviction, revoking future renting privileges and/or involve law enforcement.
	Mendon City mayor, city council and clerks reserve the right to make any definable adjustments regarding this contract.
	Signing and initialing this agreement makes you, the renter/instructor, singly responsible for all the above-mentioned terms, conditions and fees.

Renter's/Instructor's Signature:	Date:	Office Approval:
---	--------------	-------------------------

It is suggested that “resident” be added before the word rate on line one of the agreement part of the contract to clarify classes are offered at a discounted rate from the \$10 resident rental rate. It is suggested that “or on the adjacent patio” be removed on line five of the agreement and “(With the exception of Sterno burners to keep food warm.)” be added. All suggestion will be implemented and the contract wording changed.

Mayor Buist reads the following resolution:

**MENDON CITY
RESOLUTION 2025-01**

A RESOLUTION OF THE CITY COUNCIL OF MENDON, UTAH, AMENDING THE MENDON STATION WEEKLY CLASSES CONTRACT POLICY OF THE MENDON CITY MUNICIPAL RESOLUTIONS, REGULATING THE MENDON CITY WEEKLY CLASSES.

WHEREAS, the Mendon City Council amends a policy regulating Mendon City Mendon Station Weekly Classes Contract; and

WHEREAS, Mendon City desires to adopt the following with the applicable attachments provided herein;

NOW THEREFORE, be it ordained by the mayor and City Council of Mendon City, in the State of Utah, as follows:

SECTION 1: ADOPTION The Mendon City Resolution 2025-01 attached hereto as Exhibit “A”, is hereby adopted in its entirety as provided in Exhibit “A” and incorporated herein by this reference.

SECTION 2: REPEALER CLAUSE All ordinances, resolutions or policies or parts thereof, which are in conflict herewith prior to the date of this Resolution, are hereby repealed, subsumed, and replaced with the exhibit adopted herein.

SECTION 3: SEVERABILITY CLAUSE Should any part or provision of this Resolution be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Resolutions as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4: EFFECTIVE DATE This Resolution shall be in full force and in effect from June 1, 2025 and after the required approval and publication according to law.

PASSED AND ADOPTED ON THE THIRTEENTH DAY OF FEBRUARY 2025.

	AYE	NAY	ABSENT	ABSTAIN	N/A
Mayor Ed Buist	_____	_____	_____	_____	_____
Jon Hardman	_____	_____	_____	_____	_____
Bob Jepsen	_____	_____	_____	_____	_____
Ian Nemelka	_____	_____	_____	_____	_____
Amy Garbe	_____	_____	_____	_____	_____
Brian Myers	_____	_____	_____	_____	_____

Presiding Officer

Ed Buist, Mayor, Mendon City

Attest

James N. Cannon, City Recorder for Mendon City

Council Member Nemelka motions to accept Resolution 2025-01 as it has been read. Council Member Garbe seconds the motion. All in favor.

Topic 4- Facilities/Business Policies- Ian Nemelka (6:38 PM): Mayor Buist relays Darlene Pitchers' request about the short-term rentals to Council Member Nemelka as Council Member Nemelka was late to the meeting due to the snowstorm.

Council Member Nemelka reads key points of the first draft of Mendon City Square Vendor Policy he and Keilani Ludlow, Planning and Zoning Chair, have worked on.

The policy would work much like a bid, as it would require vendors to apply for space on the square and to ensure that whoever is applying meets all the requirements. The applicant would need a business license. The applicant would need to demonstrate compliance with relevant local, state, federal regulations like health and safety, building codes, et cetera. Provide evidence of adequate insurance coverage and exhibit a record of adherence to city regulation and community standards and past operations if applicable. Basically, a description of what goods and services they will be providing, how the business will benefit the city, financial analysis, marketing strategy, et cetera. Hours of operation, booth standards, maintenance and cleanliness, signage, and insurance and liability. All of this is in reference to codes that we currently have for businesses, commercial and the light industry. This simply outlines an application process by which these organizations can bid for a spot on the asphalt adjacent to the food stand. Applicants will apply via the recorder and clerk's office. Council Member Nemelka would be happy to draft the application.

Once bids are received, it will be up to the council to decide which businesses would be best for the city and for the city square. As this is a draft, there are no specific fees set up.

There is concern about garbage overload and cleanup. It would be made clear in the application that the vendors are responsible for maintaining cleanliness and order of their individual areas as well as taking turns emptying trash receptacles.

A suggestion by the mayor on charging 10% to vendors, the same as the food stand. 10% seems to have profited the city nicely.

The mayor also points out that as the council selects potential vendors, the criteria should focus on the establishment selling a quality product and if it is beneficial to the city. He believes it would be beneficial for all applicants to go before a couple council members and possibly staff as part of the application process so this criteria can be questioned properly. The criteria can be a work in progress but needs to be apparent when questioning potential vendors.

The mayor questions whether vendors are paying the city during the 24th Celebration. (Food vendors pay \$60 for a slot at the Mendon 24th Celebration.) Laura Hampton, Deputy Treasurer, has made comparisons at other events and finds that \$50 is standard. However, depending on the size of the vendor trailer, food vendors have been charged up to \$100 for a slot at events.

Council Member Nemelka and Mayor Buist would like the council to read thought the Vendor Policy draft and email Council Member Nemelka with any changes or suggestions.

It is mentioned that a spot for Mingo's is still being determined. Water and electricity hookups also need to be addressed before moving forward.

Next item is Business Policies. Right now, Mendon ordinance states it is illegal regarding solicitors, canvassers, peddlers, and vendors which all fall under a temporary business license.

A basic draft includes definitions as well as a temporary business license is required and will be a Class B misdemeanor for a transient merchant, peddler, solicitor, or canvasser to operate without a temporary business license. Unless otherwise specified in this chapter, all policies, procedures, and requirements necessary to obtain or maintain a temporary business license shall be governed by the provisions set forth in 5.02. Basically following the same procedure they would to gain a regular business license with the exception of a few provisions.

Some items that need to be addressed are the temporary license fee, the duration of the license- which is set in the draft at 90 days, as well as an expiration of the license, license display and enforcement by law enforcement officials.

It is mentioned that the temporary license will include door-to-door window washers and lemonade stands. Unfortunately, there can be no exceptions in law for age or living within Mendon City limits. It has to be equitable.

Again, Council Member Nemelka would like the council to read through the Temporary Business License draft and email him with any changes or suggestions.

Topic 5- PUBLIC HEARING: Purchasing Procedure Policy Revision- Eric Dursteler (6:53 PM):

Council Member Nemelka motions to close city council meeting and open the public hearing for Purchasing Procedure Policy Revision. Council Member Jepsen seconds the motion. All in favor.

Eric Dursteler, Mendon City engineer, reads the following policy revisions with the changes made in red. He asks Council Member Nemelka to read portions in red as well.

Mendon City Purchasing Procedures Policy

PURCHASING PROCEDURES

1.0 General:

Except as hereinafter provided, purchases of supplies, equipment, and letting of contracts shall follow one of the following procedures:

The underlying purposes of the purchasing procedures are:

1.1

— To ensure fair and equitable treatment of all persons who wish to, or do, conduct business with Mendon City.

a)

To provide for the greatest possible economy in Mendon purchasing activities.

c)

To foster effective, broad-based competition within the free enterprise system to ensure that Mendon City will receive the best possible service or product at the lowest possible price.

1.2 Compliance with / Exemption from this policy:

a) This policy shall not prevent Mendon City from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

b) When purchasing involves the expenditure of federal assistance funds, Mendon City shall, as required, comply with applicable federal law regulations.

1.3 All purchases or encumbrances of such purchases by the City shall be made or incurred according to the purchasing procedures established by this policy and applicable state law.

2.0

Definitions:

City: City shall mean Mendon City. ~~Supplies, Materials, and Equipment: "Supplies, materials and equipment" means any and all articles or things which shall be furnished to, or used by, any city department. This purchasing classification includes items ranging from office supplies to motorized equipment.~~

Change Order: Change order means a written order signed by the Mayor/Financial Officer, directing the contractor to suspend work or make changes, which the appropriate clauses of the contract authorize the Financial Officer to order, without the consent of the contractor or any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.

Contract: Contract means any City agreement for the purchasing or disposal of supplies, services, real estate, or construction.

Contract Services: Contract services ~~means~~ are services provided by a licensed contractor for capital construction projects and/or professional services such as auditing, architects, engineering, and other professional services.

Emergency Purchases: Emergency purchases ~~means~~ are the purchase of supplies, materials, equipment, or services to mitigate a situation which could create a threat to public health, welfare, or safety if purchase is not immediately made. The process for this type of purchase is Open Market/No Bids/All Emergency Situations.

1. Purchase Needs Assessment — The city manager, department head, or others involved with the emergency will assess and recommend purchase.
2. Consummation of Purchase The city manager, department head, or others involved will determine selected vendor(s). The mayor or designated agent will approve the purchase.
3. Inform City Council — The city council will be informed of all major emergency purchases as soon as possible.

Invitation for Bids: Invitation for bids means all documents, whether attached or incorporated by reference, used for soliciting bids.

ProcurementPurchasing: ProcurementPurchasing means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring any supplies, services, real estate, or construction.

Project: Project means a temporary process undertaken to solve a well-defined goal or objective with clearly defined start and end times, a set of clearly defined tasks, and a budget. The project terminates once the project scope is achieved and project acceptance is given by the City.

Supplies, Materials, and Equipment: "Supplies, materials and equipment" means any and all articles or things which shall be furnished to, or used by, any city department. This purchasing classification includes items ranging from office supplies to motorized equipment.

3. **3.0 Except as hereinafter provided, purchases of supplies, equipment, and letting of contracts shall follow one of the following procedures:**

Day-to-Day Operation of the City: Office supplies **under \$300** needed by the city recorder, treasurer, clerk, or P&Z secretary may be purchased as needed. Supplies, materials, and equipment over this amount will need City Council approval. This does not include the ordering of stamped letters used by the city.

Projects: Projects less than, or equal to, Twenty-Five Thousand Dollars (\$25,000) shall not require bids unless deemed necessary by the city council. All projects over \$10,000 must be approved by City Council. For Projects from Twenty-Five Thousand and One Dollars (\$25,001) to Fifty Thousand Dollars (\$50,000), there must be an informal bid process conducted, which is to be documented, detailed, and a minimum of three bids are to be solicited. Selection of bidder is to be approved by City Council.

Expenditures: Expenditures incurred by any individual representing the city must receive approval of the city council member over that department. Single expenditures equal to, or over, One

Thousand Dollars (\$1,000) must have council approval and be a planned expense budgeted for during the fiscal year.

Purchase Orders: Purchase orders must be submitted and approved on any expenditure exceeding One Thousand Dollars (\$1,000). Council members are responsible to present and obtain approval on purchase orders prior to the expenditure taking place. Any expense incurred without approval becomes the responsibility of the individual who incurred the debt. Individuals who refuse to follow the purchase order system will not be allowed to purchase materials, supplies, or equipment for the city.

Grants: Grants must be approved and planned for through the City Council. The City Council will give final approval on all grants to be applied for by the city.

4.0

~~For Projects from \$25,001 to \$50,000, there must be an informal bid process conducted, which is to be documented, detailed, and a minimum of three bids are to be solicited. Selection of bidder is to be approved by City Council.~~

All projects in excess of Fifty Thousand and One Dollar (\$50,001) shall have a formal bidding process (steps below).

4.1

Budget Appropriation:

1. —Department plans for the general appropriation for purchases during budgeting process prior to the start of the fiscal year.
- 4.2. Purchase Initiation - Department determines time during the fiscal year the purchase is needed.
- 2.3. Approval to Initiate Formal Process - Department head informs budget officer that department desires to initiate project. Department head seeks approval from city council to initiate project. If council approves, process is initiated.
- 3.4. Development of Bid Specifications - Department head works with purchasing officer, determines specific needs, and develops bid specifications.
- 4.5. Formal Request for Bids - Department head and purchasing officer work with city recorder to develop formal legal notice for newspaper. City recorder places ad in newspaper of general circulation.
- 5.6. Receipt of Bids - Written, sealed bids must be submitted to the office of the city recorder. Upon receiving the sealed bids, the city recorder shall record receipt.
- 6.7. Bid Opening - Formal public bid opening is held per legal notice. Bids are read and recorded by the city recorder.
- 7.8. Bid Analysis - Department head and/or purchasing officer review and analyze bids for accuracy and pertinence.
- 8.9. Award of Bid - Department head and/or purchasing officer selects acceptable bid and notifies the successful bidder.
- 9.10. Consummation of Project/Contract Payments - Contract payment(s) will be made on a scheduled basis upon approval of purchasing officer and pursuant to the city payment policy. City Council will be advised of payments via accounts payable listings.
- 10.11. Report- Reports will be made to the City Council regularly.

4.2 Formal Bidding - Competitive Professional Services:

1. Budget Appropriation - Department receives specific and general appropriation for professional services during budget development process.
2. Project Initiation - Department determines time during fiscal year that professional services are needed.
3. Approval to Initiate Acquisition Process - Department head informs budget officer of desire to acquire professional services. Department head seeks approval from city council to initiate acquisition process. If council approves, process is initiated.
4. Development of Specifications - Department head works with purchasing officer, determines specific needs, and develops bid specifications.

5. Request for Proposal (RFP) - Department head and purchasing officer develop request for proposal.
6. Formal Request for Bid - Department head and/or purchasing officer solicits bids for qualified bidders via publication of RFP in newspaper of general circulation.
7. Receipt of Bids - Bids must be submitted in writing by bidder. Bids may be submitted to either department head or purchasing officer.
8. Bid Opening - Formal public bid is held per legal notice. Bids are read and recorded by city recorder.
9. Bid Analysis - Department head and/or purchasing officer review and analyze bid for accuracy and pertinence.
10. Award of Bid - Department head and or budget officer make recommendation. Council awards bid. Department head and/or purchasing officer contacted selected bidder.
11. Consummation of Project/Contract - Payments will be made on a scheduled basis upon approval of department head and implementation of payment policy. City Council is advised or payment(s) via the accounts payable listing.

~~11.~~

4.3 Qualification Analysis — Single Source Professional Services:

1. Budget Appropriation - Department receives general appropriation for purchases during budget process.
2. Project Initiation - Department determines time during fiscal year that project should be initiated.
3. Approval to Initiate Acquisition Process - Department head informs budget officer that department desires to initiate project. Department head seeks approval from city council to initiate project. if council approves, process is initiated.
4. Professional Services Specification - Department head works with purchasing officer, determines specific need(s), and develops specifications.
5. Review of Professional Qualification - The department head and/or purchasing officer will obtain and develop a statement of qualification and references from sole-source provider. Qualified providers will continue to be considered.
6. Analysis of Bid - Department head and/or purchasing officer review and analyze bid for accuracy and pertinence.
7. Award of Bid - Department head and budget officer make recommendation. City Council awards the not-to-exceed specific time period contract.

5.0 Exemptions from Bidding Procedure

All purchases which are exempt from bidding procedures may be authorized and funds obligated by the approving authority provided the expenditures are within the budget appropriation. The City Council may approve individual purchases greater than \$10,000.00 under these exempt-from-bidding provisions only when the purchase was approved as a specific line item in the budget, otherwise, authorization shall be obtained as required by this policy.

The following purchases shall be exempt from bidding requirements:

1. Purchases from any federal or state agency including, but not limited to, Utah State Central stores, surplus sources, or state approved contract lists.

2. Ongoing contracts which have been provided for in the city's budget such as, but not limited to, lease purchase agreements, land purchase agreements, bulk product agreements, and/or otherwise.
3. Seminars, training and conferences for city employees, officers, or authorized representatives.
4. Reimbursement for travel costs, and expenses incurred by city employees, officers, and authorized representatives.
5. Fuel purchases, which may be bid on an annual basis rather than on a purchase-by-purchase basis.
6. Items to be acquired from a sole source providing that there is written documentation that there is only one source for the required items.
7. Inter-local agreements.
8. Professional services such as legal, auditing, accounting, engineering, consulting, and other similar services, provided however, that sealed proposals may be requested each three (3) years, or as conditions may warrant, on such services at the discretion of the City Council.
9. Roadway construction and/or maintenance Projects on Class B and C roads in accordance with Utah Administrative Code Section 72-6-108 and 72-6-109.

7. **6.0 Ethics in Public Contracting**

1. No person shall make procurement purchasing decisions that will create a substantial conflict between their private interests and their public duties. Compliance shall be in accordance with Sections 10-3-1301 through 10-3-1312, Utah Code Annotated, 1953 as amended, as it currently exists or as it hereafter may be modified.
2. No person involved in making procurement purchasing decisions for the city shall ask, receive, or offer to receive any emolument, gratuity, contribution, cash, gift, property, service, loan, or reward of any kind, or any promise thereof, either for the person's own use or the use or benefit of any other person or organization, from any person or organization interested in or attempting to sell property or services to or otherwise do business with the City. Any violation of this section shall be prosecuted under and punished as provided by the Utah Code. (Ord. 98-01)

This policy was amended and formally adopted by the Mendon City Council on ~~October~~ 24th, ~~2025~~ 2023.

Dated this ~~24th~~ _____ day of ~~October 2013~~ _____ 2025

Mayor Ed Buist

ATTEST:

Council Member Jepsen requests that the word “bonded” be added to licensed contractor, to read licensed bonded contractor.

Referring to 5.0 section 9: Mr. Dursteler clarifies how much to bid out. If we're missing that, it can be done by Cache County. The county can generally do it cheaper than others. That's why this is so important for us. Eric Dursteler talked to Jesse Mott of Cache County and asked about how the COG fund would apply. He said it's at our discretion how we want this COG fund to pay out, bid out or not.

The public hearing is open to public comment. No comments.

Council Member Jepsen motions to close the public hearing and open city council meeting.

Council Member Myers seconds the motion. All in favor.

Council discussion: Mayor Buist suggests that ‘authorized personnel lead the bidding process’ be added to the bidding process part of the policy, as well as a definition for Authorized Personnel. It is commented that this is mentioned in 4.1 and 6.0 but could be worded differently to be clearer.

Mr. Dursteler is waiting to hear back from the city attorney, Seth Tait, on revisions before moving forward with the public hearing. The council will not be making any definitive decisions on this policy at this time.

Topic 6- City Engineer- Eric Dursteler (7:16 PM):

The cemetery tank construction has been put on hold due to winter shutdown. Final work will be done when the winter thaws. Kirk Taylor has offered to do the final grading around the outside of the tank. A contractor will put a wrap around the lid to seal the seam between the lid and the wall they put on there. Mr. Dursteler has asked them to do a primer on it to make the sealant stick to it. Mr. Taylor will backfill it within a foot of the lid so it'll hold the seal on there. Cleaning the tank still needs to be done.

The mayor sent Mr. Dursteler the hazard mitigation strategy spreadsheet from BRAG to fill out. It's an expansive spreadsheet and will take time to fill out.

Mr. Dursteler had Marianne finish up a draft on the 40-year water plan for Council Member Hardman to review.

Council Member Jepsen asks about the canal permit. Eric Dursteler has talked to Kurt Lindley and he is trying to find out more details. Council Member Hardman says to go through Franson Engineering to file a permit.

Mayor Buist signed off for the footings foundation and flat work for the fire department.

Topic 7- Public Works Director- Kirk Taylor (7:22 PM): Excused to plow snow.

Councilmembers Reports:

Brian Myers- (7:22 PM): Council Member Myers has not heard back from the guy who was going to find out if the blinds in Mendon Station are under warranty. Regardless, the blinds need to be fixed. If this contact cannot fix the blinds, Council Member Myer will attempt to. Daphne Carlson asks if it would be possible to get the station deep cleaned. Pull the stove out, wash walls, et cetera. Council Member Nemelka may have a contact that might charge less than \$300. He will send Council Member Myers the contact information.

The county has been able to work on the Deep Canyon road through the winter.

Mosquito Abatement District is looking for unincorporated citizens to be members of the board. This would include Cobblestone, Petersboro and surrounding county addresses of Mendon.

As we have less turkey's in town than last year, there are no plans to relocate turkeys this year. The nesting period is expected to start March 15.

The Queen's Tea for May Day is Saturday, March 8th at 5:00 PM in the library. The May Day court dinner will be on Friday, May 2nd at 6:00 PM at the Mendon Station with the community dance at Mountainside Elementary from 7:00 PM-9:00 PM. Council Member Myers has let Kirk Taylor know there are some repairs needed on the May Poles.

Amy Garbe- (7:31 PM) The rabies clinic went well.

For youth council, there was a fundraising meeting in January for Legacy Park and another on Friday, February 21. They would like to send letters out to citizens regarding the fundraiser. Council Member Garbe wants to know where the funds would come out of for stamps. Mayor Buist says it can come out of the Administration budget this time.

Members of the youth council made a trip to the State Capitol to see the legislature. They met with Senator Chris Wilson and with Representative Casey Snider. They were voting on the labor bill which has been a hot topic lately.

The youth council had a Heart Attack activity in February.

In March, they have a leadership conference at USU.

The library has implemented the new fee schedule for library cards for non-residents and so far it has gone smoothly.

Margie Ryciewicz from BRAG and Council Member Garbe are working on a CPR Grant for the Legacy Park. There are various things recommended for this grant. They asked for a cultural clearance and Margie was able to contact an archeologist that will do this for free. Margie and the archeologist were out walking the park this morning, Council Member Garbe has yet to hear back from them.

Council Member Garbe expresses frustration at trying to contact Jim Cannon, city recorder. She has reached out through phone, text and email with no response. The mayor will see what he can do.

Ian Nemelka- (7:37 PM) Spam emails from the mayor are still circulating. Mayor Buist cautions all to look at the email address. His .edu email will be going away soon and his only email will be the .gov. He will never ask through email for someone to buy something or sign with anything but regards.

Council Member Nemelka brings up three questions on behalf of Keilani Ludlow of Planning and Zoning. Is it ok for Planning and Zoning to do some preliminary study on the amendment city plan, reviewing it in line with our current subdivision code? The next item is for the council to consider talking about implementing a half-cent sales tax in the city of Mendon regarding online purchases. It is mentioned that this would need to include the city attorney. And third, is it ok for Council Member Nemelka and Planning and Zoning to keep working on a billboard ordinance, even though it might not be an immediate problem. Mayor Buist answers yes.

There is a group that supports and promotes local traditions. May Day is the oldest tradition in Utah that isn't attached to any specific church. May Day became a particular interest to this group and our cultural significance. They were wondering if they could apply for a grant on our behalf for a marker in town square commemorating the annual festival. The grant would cover all costs for the marker, the pole, and the shipping. It's a marker that is inlaid gold. The only thing we would need to do is provide a letter granting permission for it to be installed. Since May Day is the oldest tradition in Utah, Council Member Nemelka believes we deserve a marker. Council Member Nemelka agrees to write the letter on behalf of the council and Mayor Buist will sign.

Jon Hardman- (7:44 PM) Mendon has had a number of maintenance issues with the city's water system with frozen pipes, et cetera. Kirk Taylor is in the process of replacing parts and putting it all back together.

Council Member Hardman would like to try and get the city on radio read meters. He would like to set up meetings with multiple groups to try to start that up. This system would make it easier for Mr. Taylor as meter reads would go directly to his computer. He's hoping to have some sort of system by summer.

Bob Jepsen- (7:47 PM) Council Member Jepsen invites James Monson of Circle Irrigation to approach the microphone to talk about the bid on the sprinkler system at the cemetery. Council Member Jepsen hands out a map and chart to the council and mayor.

Some points of interest Mr. Monson touched on concerning the sprinkler system. Making sure there's enough pressure from the pump towards the top of the tank. Minimal sprinkler heads for maximum coverage so as to not disturb burial plots. He explains the ways to minimize pressure on the older part of the cemetery to keep the sandstone headstones from eroding.

There are seven zones in the cemetery. As of now, he calculates approximately 1,650 gallons per minute at each zone which calculates to approximately 100,000 gallons of water per hour. This is why there is a need

to get away from using culinary water. As the cemetery expands, that number will increase. These numbers are based on summertime watering. The new pumping and sprinkler system should save on water.

It is mentioned to take into consideration that within the next five years, the canal will be piped and the city wouldn't want to lock into something that won't work with that system. Mr. Monson says that shouldn't be a problem.

The nice thing about this new system is Kirk Taylor can control it from anywhere. If town square or anywhere else in town goes on the same system, it can all be controlled at the same time.

Most of the prices on this project is infrastructure driven. Changing the single-phase power source to a three phase should keep the cost of electricity down. And just a reminder, this is a proposal.

Council Member Jepsen would like to meet with Cemetery Sexton Eric Bowen to go over this proposal. He would like the council to review the proposal in more depth as well.

The next line item is asphalt for the cemetery roads. The old road would need to be milled (\$10,838.00) and regraded (\$9,586.00) to get ready for asphalt, as well as the new part of the cemetery to be prepped (\$8,679.00) for asphalt. Asphalt for the whole cemetery is \$45,000, making the grand total \$74,467.00. This estimate was drawn up by Naylor Construction.

With all the work that needs to be done at the cemetery and limited funding, it is suggested the work be done in phases. Council Member Jepsen and council would like to include Mr. Bowen on discussions of what that phasing plan would look like.

The next item Council Member Jepsen would like to discuss is a proposal for RAPZ. RAPZ applications are active now and due on March 5. Daphne Carlson and Council Member Jepsen will get together and get the application completed.

There is a citizen in Mendon trailer park that reached out to Council Member Jepsen who would like to park his semi-truck on 125 North, down by Mountainside Elementary as there is no room for him to park at his home. His wife will soon be an amputee and will no longer be able to drive him to his truck and he needs a place to park within walking distance. He would only need to do this around six times a year and only through the night. He would have the truck removed before kids start arriving at the school. He would put reflective triangles out for visibility. There are concerns about how mothers of the school kids will feel about this and other areas are discussed. It is decided that the aforementioned place is best. It is suggested that a contract of some sort be written up and signed by this citizen so there is some accountability. Mayor Buist would also like this citizen to contact Kirk Taylor in the winter so he has a heads up during plowing season. The council gives its approval. Council Member Jepsen will keep the council informed as this progresses.

Mayor Buist- (8:21 PM) Mayor Buist reiterates to Council Member Jepsen to meet with Council Member Myers, Eric Bowen and Eric Dursteler for a discussion and agreement on the cemetery expansion and move forward.

Mayor Buist asks Eric Dursteler if there has been and changes about the boundaries at the cemetery. Mr. Dursteler is unsure. Mayor Buist asks him to find out as this has been an issue for five years.

RoseAnn Brandly has set up Emergency Preparedness Classes at the Mendon Station on behalf of the city. She has set them up on three different days each month to accommodate schedules. Mayor Buist asks the council and staff to support Ms. Brandley by attending some classes.

Mayor Buist entertains a motion to adjourn.

Council Member Hardman motions to close city council meeting.

Council Member Nemelka seconds the motion. All in favor.

Adjourned (8:26 PM)