

Mendon City Council Minutes

Convened: April 10, 2025 | Meeting location 15 North Main Street, Mendon City Office

Meeting called by	Mayor Ed Buist	Attendees:	
Type of meeting	City Council	Amy Garbe	Daphne Carlson
	Public Hearing	Jon Hardman	Jim Cannon
Note taker	Holly Gordon	Brian Myers	Kirk Taylor
		Bob Jepsen	
Absent		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: Tim Ramirez, Millie Smith

Pledge of Allegiance: Jon Hardman

Invocation: Bob Jepsen

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 March 2025 have been reviewed. Council Member Garbe notes the date needs to be specified as well as a sentence in her section needs to read “in the process of scheduling”.

Motion: Council Member Nemelka motions to accept March 2025 minutes. Council Member Myers seconds the motion.

Action: All are in favor and March 2025 minutes are accepted.

Approval of Bills: February 2025 bills have been reviewed by all council members present.

Motion: Council Member Nemelka motions to accept and pay the February 2025 bills as submitted. Council Member Myers seconds the motion.

Action: All are in favor with Council Members Jepsen and Hardman abstaining and February bills are submitted.

Approval of Bills: March 2025 bills have been reviewed by all council members present.

Motion: Council Member Jepsen motions to accept and pay the March 2025 bills as submitted. Council Member Nemelka seconds the motion.

Action: All are in favor and March bills are submitted.

Minutes:

Topic 1- Citizen Participation/Comment (6:07 PM) No public comments.

Topic 2- Patrol Update- Lieutenant Tim Ramirez: (6:08 PM) Lieutenant Ramirez comes to Mendon City council in Sheriff Jensen's place.

Last year, there were 49 citations in Mendon City. There are 74 citations so far this year. There has been a lot more proactive policing with a lot of overtime shifts paid by the state specifically for speed enforcement shifts. DUI citations are up by 40% with drug arrests close to that percentage. Juvenile problems are dropping as well as criminal initiatives, such as theft and property crimes.

So far this year, Mendon City's calls for service are at 132. Averaged out, by July, calls this year would be 182, down from last year's 201.

The sheriff's office is proposing a 1-year contract this year instead of a 3-year contract while Cache County figures things out with numbers. We may go back to a 3-year contract next year.

The old rate is \$52.35 an hour. The new rate this year will be \$56.00, a total increase of \$986 for Mendon City. Actual cost is about \$68.00 so this increase will get us closer to what it actually costs. This increase will allow us to have a stronger police force and stronger police presence. Mendon City is at 216% of what

we are contracted for, well over the contract number but the sheriff's office is ok with that. They never want to short Mendon City.

The question is asked whether other cities are experiencing an increase in truck traffic. Nibley City and Hyrum City are experiencing higher volumes of truck traffic.

Old Mendon Road is getting patrolled more frequently as well with more driving patterns of DUI than others. It is mentioned by the mayor and city council that patrol presence is more noticed in Mendon City this year.

Total arrests are up 11%. Drug arrests are up 90% from last year. DUI's are up 53%. Total citations are up 40%. Speeding citations are up 120%.

Law Enforcement Liaison- Deputy Spence- Deputy Spence gives his report. Council Member Myers expresses concern about possible vandalism to the buildings on Mendon Square, specifically the restrooms and food stand. Deputy Spence makes it a point to walk around the square when he's on patrol. He will keep it on his regular rotation. He regularly checks Pioneer Park and the cemetery as well. He also patrols Deep Canyon, making one drug related arrest. There's some concern about trespassing on Wayne's Loop. Deputy Spence says as long as there are signs in view stating specifically that Wayne's Loop is closed, he can issue citations. Deputy Spence does worry that walking Wayne's Loop would take him away from other patrolling needs of the town. Lieutenant Ramirez says the sheriff's office can issue a second deputy to walk Wayne's Loop occasionally if necessary.

Mayor Buist asks for one deputy to be at the Easter Egg Hunt on Saturday, April 19 at 10:00 AM. He asks for two or three deputies for May Day on Saturday, May 3 at 9:30 AM.

Topic 3- Mingo's- Maria Bingham: (6:21 PM) The name will be changed to Bingo's Pop Shop. With some concern about security, Maria asks if it's ok if she installs a security camera. The mayor encourages that she does. He also suggests adding a deadbolt to the door. Maria will apply for the proper business license with Mendon City. She clarifies that the electrical is regular, not high voltage. The mayor confirms that the electrical is regular.

Topic 4- Discussion on Possible Water Billing Improvements- Jim Cannon: (6:23 PM) Jim Cannon, city recorder, shares the following Excel file:

Water Process Step:

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Mr. Cannon shares that some residents want to see their bills in real time instead of waiting for the bill to come in the mail so they can adjust their automatic bill pay to reflect any increases in the bill. He was asked when he first became recorder to take steps to make Mendon City more modern in bill pay. He set up DOXO as a form of payment through the Mendon City website. This allows residents to pay online without using a check. Unfortunately, DOXO doesn't allow residents to see the bill they are paying. The residents must enter the amount to pay online.

The next step would be electronic billing, giving options to Mendon City residents to receive bills electronically or in paper form. It would also give them the option of paying electronically instead of with a check.

There are additional services meeting these needs through Casselle, the service provider the city is currently using to monitor all of the billing; water and other services we offer on the water bill. There are options such as push notifications via email or text, itemized bills as well as history. In addition, they would facilitate three modes of electronic payment: ACH, credit card and debit.

Mr. Cannon met with Daphne Carlson, treasurer, and Kirk Taylor, public works director, and suggested another option called Valiflo. They are a provider of water billing and would provide everything from the meter to the actual collection services. We don't have a full set of information about them yet. A full implementation of Valiflo would replace Casselle. A partial implementation of Valiflo, using the meter portion of the program, could potentially be paired with Casselle.

The inserts and flyers put in the water bills could be announced digitally through the push notification feature. Adding any of these features would result in a fee increase.

Mr. Cannon is asking the council to consider putting together a working committee to investigate the two alternatives, their iterations, their potential combinations, and any other benefits that would help take steps forward to modernizing the billing structure of Mendon City. Mayor Buist suggests Jim Cannon, recorder, Daphne Carlson, treasurer, Kirk Taylor, public works director, and the council member over water to be on this committee.

Paper bills can still be sent to those who prefer them if we choose to adopt the digital plan of action.

For an additional \$50 a month, we can funnel all of our proceeds of monies for dog tags, donations, business licenses, etc. electronically as well.

Topic 5- Temporary Business License Amendments- Ian Nemelka (6:36 PM) Council Member Nemelka is leading an amendment on ordinance 2025-05 adding a \$25.00 fee for a 90-day temporary business license as well as a section that exempts nonprofit organizations and those seeking donations for nonprofit purposes. These changes on the ordinance were discussed in March city council meeting and the council agreed these changes be amended in April city council meeting.

Council Member Nemelka motions to amend and pass resolution 2025-05 Temporary Business License.

Council Member Myers seconds the motion. All in favor.

Topic 6- Mendon Square Vendor Policy Resolution- Ian Nemelka: (6:38 PM) Council Member Nemelka reminds the council and public that this policy was discussed in depth at March city council meeting and council decided that a price needed to be agreed on before the policy was adopted. The council agrees on a price of 5% of total revenue generated from vendor business conducted on the square. Three businesses total will be allowed on city square, including the food stand. Those businesses may renew the application year to year and will not be evicted unless they choose to forfeit their spot willingly or are found in violation of contract.

A question is posed if there could be opportunity for short-term vending, one or two days, for special occasions. The Mendon Square Vendor policy only regulates permanent or semi-permanent structures on Mendon City Square. Short-term vending would need a temporary license and be in an area that is zoned for business. A food-based business is based on size. If it is larger than a food truck or is a temporary structure, it would be considered commercial and would need to be in a commercial zone to operate legally.

Council Member Garbe motions to accept resolution 2025-02 amending the Mendon Square Vendor Policy.

Council Member Nemelka seconds the motion. All in favor.

Topic 7- PUBLIC HEARING: Short-Term Rental Limit for Mendon City Resolution- Ian Nemelka (6:47 PM)

Council Member Hardman motions to close city council meeting and open the public hearing for short-term rental limit for Mendon City resolution.

Council Member Nemelka seconds the motion. All in favor.

Council Member Nemelka brings to the councils attention that after discussions with the Planning and Zoning Commission and interested citizens, it has been suggested that Mendon City move the limit for short-term rentals from four short-term rentals per 1,000 citizens to five short-term rentals per 1,000 citizens: bringing the total to seven short-term rentals as of today. Four spots are currently occupied.

The mayor opens the microphone to public comment. No comment.

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

Council Member Garbe seconds the motion. All in favor.

Council discussion. Clarification is made that a short-term rental is a rental used for no longer than 30 days. There is some discussion on whether or not someone should lose their license if they allow someone to be in the rental longer than 30 days. It is agreed that there could be some leniency if the renter is transparent and talks to council, but ultimately short-term rentals are in demand and there is typically a waiting list for licenses. Council Member Nemelka will read through the ordinance again and propose amendments if necessary. Council Member Nemelka and Planning and Zoning will take into consideration of allowing 45-day or 90-day rentals. He will also look into state mandate concerning the definition of short-term rental.

Council Member Nemelka motions to accept Resolution 2025-04 amending short-term rental limits for Mendon City.

Council Member Jepsen seconds the motion. All in favor.

Topic 8- PUBLIC HEARING: AWP Standards and Specifications Ordinance 2025-02- Eric Dursteler: (7:01 PM)

Council Member Garbe motions to close city council meeting and open the public hearing for AWP Standards and Specifications Ordinance.

Council Member Hardman seconds the motion. All in favor.

Eric Dursteler, city engineer, went into detail about Utah AWP (American Public Works Association) standards and specifications last month in city council meeting. He proposed that the city adopt this updated version into the city code.

The intent is to have a baseline default standard so something doesn't fall through the current standards and specifications. This will not override our current standards or amendments; it will accommodate any challenges that might get lost.

Mayor Buist reads the following:

Mendon City adopts a 2025 version of the American Public Works Association Standards and Specifications, parenthesis Utah chapter, parenthesis 2025 APWA Standards and Specifications. As the design standards for all improvements required by this title, all improvements required by this title shall be constructed and installed in accordance with the 2025 APWA Standards and Specifications unless otherwise expressly stated in this title. To the extent there is any conflict between the APWA Standards and Specifications and any provision of this title, the provision of this title shall govern and shall be considered as an amendment to the APWA Standards and Specifications.

Two, the sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a court or competent jurisdiction, such invalidity or unconstitutionality shall not

affect the validity or constitutionality of any of the remaining sections, paragraphs, sentences, clauses, or phrases of this ordinance.

Three, this ordinance shall become effective immediately upon publication or posting as set forth by state law.

Mayor Buist opens the microphone to public comment. No public comments.

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

Council Member Garbe seconds the motion. All in favor.

No council discussion.

Council Member Hardman motion to approve and adopt ordinance 2025-02 AWP Standards and Specifications.

Council Member Nemelka seconds the motion. All in favor.

Topic 9- Law Enforcement Liaison- Deputy Spence: (7:06PM) Report in Topic 2

Topic 10: Library Report- Jessie Eiman: (7:06 PM) The library attendance is up. The library keeps expanding. The \$40 fee for non-residents has been implemented with no problems. The library has issued approximately 80 non-resident cards.

Story time is every Wednesday morning with an average of 17 people coming. The STEM Club is also well attended with the last one for the school year in May.

The budget was sent to city council in March and will be set at the June budget meeting. Grants are still coming in and the library is solvent in the bank.

The library will be closed on May Day due to staffing shortage.

Books are being taken from the library without being checked out. Jessie asks to review the security tapes.

The State of Utah has banned some books the library carries. Jessie does not want to ban these books, but the council encourages her to follow the states ban.

The library website has been ready since September. IT is looking into why it's not up and running.

Topic 11: City Engineer- Eric Dursteler: (7:14 PM) The top of the tank lid at the cemetery was sealed with a membrane wrap but the east side of the membrane is wrinkled and needs to be replaced. The membrane is too wrinkled to provide a sufficient seal.

Mr. Dursteler is working with Paul Taylor and Mike on the permitting for the shop, the fire station addition and the city hall addition. He received applications from Mike today and will fill those out.

Mr. Dursteler addresses Council Member Jepsen about the canal and encroachment permit. The fees are around \$8,000.00. The fee is returned if they don't need much time to conduct their review. We have seen fee's returned in the past. The fee is to pay for the engineering inspection or reviews. Council Member Jepsen needs to download the forms, get everything signed off, get the fee and mail it in. Mr. Dursteler clarifies that Council Member Jepsen may need to call James with Circle B and get a more detailed specification on the horsepower of the pump, the flow rate, the flow curve, etc. The diagram shows the box on the east side of the canal. It should be on the west side. The bottom section is going to be about three or four feet above the bottom. They need the detail of the pump, the intake and demand.

Topic 12: Public Works Director: Kirk Taylor: (7:20 PM) The food stand overhead grill has been steam cleaned and is ready to go. Council Member Myers has made great progress on some renovations for the food stand to get it ready for May Day. A reminder to get the bill for the steam cleaning to Jim Cannon.

Been making winter repairs at the cemetery. Filling in ruts and soft spots. Three headstones were reset. Will lay sod closer to Memorial Day.

Mr. Taylor asks if there is a firm date on construction for the city hall addition. He would like enough time to dismantle the playground. The plan is to keep a portion of the playground playable during construction. He will be meeting with a man from the playground company on Tuesday to go over options.

The curb and gutter in the Pheasant Hollow subdivision needs brooming. Mendon City lacks the equipment to clean the gutters. Last year, it cost the city \$8,700.00 to hire it done. Most residents in the subdivision do not clean the gutter in front of their property as it is Mendon City's responsibility. Mr. Taylor strongly suggests we take a look at changing code for future development regarding curb and gutter.

Two helpers have been hired as seasonal workers for the summer. Their pay will be \$9.00 per hour.

Councilmembers Reports:

Brian Myers- (7:27 PM) Council Member Myers and city clerk, Holly Gordon, met with Stephanie Watkins and Jared Kidman to go over the new contract for classes in Mendon Station. There were a couple of issues brought up. The contract states that no class will be held beyond 6:00 pm. Jared is currently holding classes until 7:00 pm on Tuesday's and Thursday's and asks the council's permission to continue to do so. Stephanie has also asked the possibility of holding a class from 5:00 pm to 8:00 pm on Monday evenings.

Jared has held classes in the station the longest and has proven easy to work with. He has moved his classes around to accommodate other renters all the while paying the full fee for classes. For clarification, class rental prices have changed from \$50.00 per instructor to \$50.00 per 3-hour class with a two-class limit. It is pointed out that his classes sometimes go beyond the time allocated to him. The council discusses and approves Jared Kidman's request to keep his Tuesday and Thursday classes as is, with the understanding that he ends at 7:00 pm and no later.

Monday nights are not usually rented out. The council gives Stephanie Watkins permission to hold classes on Monday evenings from 5:00 pm to 8:00 pm.

Council Member Myers is in the process of getting a bid on refinishing the floors in Mendon Station, possibly next year.

The old sink cabinet has been removed from the food stand. The west wall cabinet has been moved and reinstalled where the sink cabinet was. The countertop has been fitted and scribed into the brick wall and backsplash and just needs to be reinstalled. The three-basin sink is in. Rough plumbing and electrical has been completed. Tile work has started and hope to be completed this weekend. The floors and walls should be completed next week to where the plumber and the electrician can get back in and do final work. Of the \$6,100.00 of the city's cut from the food stand last year, there is about \$450.00 left over after all the reinvested work on the food stand. They are considering using that for a mop sink behind the door.

There is still the previous users stuff in the freezer and there is a question of if the freezer belongs to the previous user.

Council Member Myers is working with an electrician to upgrade the circuitry to the snow shack as there have been problems with the breakers tripping when the snow shack uses all their equipment. The owners of the snow shack have been notified of the rental change to 5% of sales.

Council Member Myers received an email from Landis concerning the Deep Canyon trailhead. There will be a meeting held tomorrow. Council Member Hardman will try and attend that meeting. The trails department is meeting with the contractor that is doing the construction work. There is some confusion between trails and Cache County Road Department as to when the roads will be completed, whether it is 2025 or 2026. Landis was encouraged by Council Member Myers to talk to the road department to make sure there is at least a temporary road for construction so they don't lose their funding.

The Cache Mosquito Retainment District received two complaints about mosquitos this year, wanting them to spray early; one of which was Mendon City. Just an FYI, the mosquitos we are seeing are the mosquitos coming out of hibernation. To date, the hibernating mosquitos have never tested positive for West Nile Virus. The water temperature in ponds and ditches are not yet warm enough to hatch mosquitos.

Council Member Myers reminds council that he will not be attending May Day this year due to family obligations.

Amy Garbe- (7:43 PM) Council Member Garbe reports there were 16 youth that attended the youth conference.

The Easter Egg hunt is Saturday next week and the youth council are filling eggs tonight.

The next round of grants for Legacy Park are open and will be worked on right away. Should hear back on a big grant in April or May.

Ian Nemelka- (7:44 PM) Council Member Nemelka makes the council aware of a letter granting permission to submit a grant on behalf of Mendon City for a historical landmark for May Day. The council approves.

Planning and Zoning will be sending out notices to those individuals who have accumulated junk cars in their yard. This will be for cars that cannot move under their own power.

A public hearing needs to be put on next months agenda for landscaping and fencing around fire hydrants and water meters.

Jon Hardman- (7:48 PM) The spring up Deep Canyon was checked and is above 450 gallons per minute which is down by 67 gallons per minute, as it has been for the past three years which is unusual. This year the flow rate for the city is 228 gallons per minute and the irrigation company used 228 gallons per minute.

Wellsville-Mendon water should be running by the 15th. There will be an increase in fees this year. Municipal and Industrial (M&I) will be \$71.00 per acre foot and Agricultural will be \$45.00 per acre foot. Adjustments will need to be made with Jim as there are administrative costs as well. There will need to be a \$5,100.00 adjustment in budget.

Council Member Hardman reminds council that we are facing building a spillway on Hyrum Dam that is going to cost, if remembered correctly, well above \$150 million, just for spillway. There is a potential that if they get behind, one of the impacts that could happen is the canal gets shut off. The bid has gone out and was accepted.

With the current administration, a lot of grants are being reviewed and put on hold so our hopes of seeing a new secondary system put in, the canal, the pike; are all on hold as well.

Bob Jepsen- (7:55 PM) The Easter Egg hunt is next Saturday at 10:00 AM.

The \$160,000.00 allocated to the cemetery will go toward the expansion and road. The secondary water system will need to come in later as the cemetery expansion is needed more urgently. Council Member Jepsen proposes to the council that he will cut in the new cemetery section in exchange for four burial plots. The council agrees.

Council Member Hardman motions to pay Council Member Jepsen in four burial plots for his work on the cemetery expansion.

Council Member Garbe seconds the motion. All in favor with Council Member Jepsen abstaining.

A discussion on the direction of the cemetery expansion and pipeline. It is agreed that the area needs to be looked at again.

A head wall was installed on the front of the culvert crossing road.

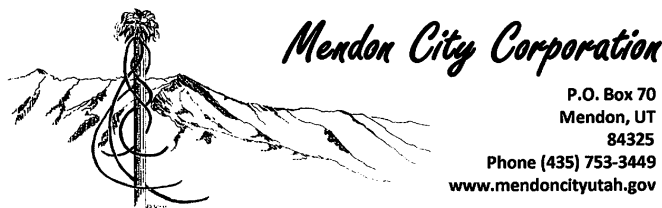
The ground will be prepped around May 1 for hydro seeding. Council Member Jepsen would like to snow fence the area to keep people off it. There will also be a flagpole installed in that area with funding from bench donations.

There's a goal to get the city square on complete sprinkler automation.

Council Member Jepsen is going to take a roller to Taylor Park grounds and spots in the cemetery that are rough.

Mayor Buist- (8:07 PM) Mayor Buist reminds Jim Cannon, recorder, and Holly Gordon, city clerk, that the notice for Mayor and two Council Members positions needs to get up. The time frame for applications is June 2 to June 6 with closing at 5:00 PM on the 6th.

Mayor Buist reads the following letter to Comcast from Mendon City for approval:



April 10, 2025

To whom it may concern,

Mendon City is pleased to provide this letter for Comcast Corporation in support of its application to the Utah Broadband Center's Broadband Infrastructure Grant (BIG) Program.

Mendon City mayor and council believes providing high speed fiber to all of our residents is key to Mendon City's structure and expected growth. We are therefore excited to learn our residents may soon be served with high-speed fiber through funding provided under the BIG Program. This project therefore aligns with the Utah Broadband Center's goal "to ensure all Utahns can access reliable, affordable, high-speed internet service."

Thank you for your time, consideration, and ongoing commitment to empowering communities through access to broadband.

Regards,

A handwritten signature in black ink, appearing to read "Ed Buist".

Mayor Ed Buist

Council approves the letter to Comcast.

Groundbreaking for the city hall addition might be before May Day. The public works building is coming along. The fire station should soon be putting in footings, foundation and concrete for their addition.

Preliminary budget numbers are at \$2.2 million, up from \$1.57 million last year. Recognize that \$800,000.00 is one-time money, some of which is paying for the addition on city hall.

Mayor Buist is suggesting at least a 2.5% raise to Public Works Director, Kirk Taylor.

Little Red would like to set canopies up for the race on Thursday, June 5 instead of Friday, June 6. A discussion of pros and cons. Where Little Red is insured for damages to their equipment as well as surrounding property, the council agrees they can set up canopies on Thursday.

Permits are in the final stages for the city hall addition. It is determined that half the playground will come down when construction starts on the addition.

The final bid for the construction of the addition is \$489,000.00.

Mayor Buist entertains a motion to adjourn.

Council Member Hardman motions to close city council meeting.

Council Member Nemelka seconds the motion.

Adjourned (8:22 PM)